



Public Works and Safety Committee
Standing Committee Meeting Agenda Update
Monday, October 24, 2016
5:00 PM

Location:

Municipal Office Building
701 N 7th Street
Kansas City, Kansas 66101
5th Floor Conference Room (Suite 515)

Name

Absent

Commissioner Melissa Bynum, Chair

☐

Commissioner Harold Johnson

☐

Commissioner Mike Kane

☐

Commissioner Angela Markley

☐

Commissioner Jane Philbrook

☐

Jeff Bryant, BPU Member

☐

- I.** **Call to Order/Roll Call**
- II.** **Revisions to October 24, 2016 Agenda**
 BLUE SHEET
- III.** **Approval of standing committee minutes from August 22, 2016.**
- IV.** **Measurable Goals**
- V.** **Committee Agenda**

Item No. 1 - GRANT: VICTIMS OF CRIME ACT (VOCA)

Synopsis: Request permission to accept the FY17 Federal Victims of Crime Act (VOCA) grant in the amount of \$248,696 to fund office supplies for a 100% VOCA funded position and for emergency transportation, submitted by Kristen Czugala, Victim Services Unit/Police Department. The grant period runs Oct. 1, 2016 - Sept. 30, 2017. A 20% match is required which will consist of in-kind services and funds already included in the budget.

Tracking #: 16809

Item No. 2 - PROPOSED REVISIONS: COUNTY EMERGENCY OPERATIONS PLAN - ESF 11

Synopsis: Request approval of the proposed revisions to Section ESF 11 - Agriculture and Natural Resources of the County Emergency Operations Plan (CEOP), submitted by Matt May, Emergency Management Director. The department is requesting full adoption by the Commission when all elements have been rewritten and reviewed by the standing committee. This will be completed in the summer of 2017.

Tracking #: 16823

Item No. 3 - REPORT: SOLID WASTE PLANNING COMMITTEE

Synopsis: Request approval of the Solid Waste Planning Committee's annual report of the Wyandotte County Solid Waste Plan as required by the Kansas Department of Health and Environment (KDHE), submitted by Tim Nick, Public Works Department.

Tracking #: 16822

Item No. 4 - PRESENTATION: MAJOR INFRASTRUCTURE PROJECTS FOR 2017

Synopsis: Summary presentation of the major infrastructure projects that will begin or continue construction in 2017, submitted by Mike Tobin, Public Works.

For information only.

Tracking #: 16825

VI. Public Agenda

VII. Adjourn

**AGENDA UPDATE
PUBLIC WORKS AND SAFETY
STANDING COMMITTEE MEETING
MONDAY, OCTOBER 24, 2016**

V. COMMITTEE AGENDA

NEW ITEMS

ITEM NO. 5 – 16845...PRESENTATION: TRANSIT DEPARTMENT RIDER-SHIP SURVEY RESULTS

Synopsis: Presentation of the Transit Department ridership survey results of public transit routes operated by the Unified Government, submitted by Justus Welker, Transportation Director.

For information only.

ITEM NO. 6 – 16846...DISCUSSION/APPROVAL: FUND KCATA GAP

Synopsis: Discuss options and recommend approval to fund the gap between the 2017 Budget for Kansas City Area Transportation Authority (KCATA) services and the actual negotiated 2017 contract, submitted by Justus Welker, Transportation Director.



Staff Request for Commission Action

Tracking No. 16845

Full Commission Meeting Date: NA

Committee: Public Works & Safety

Date of Standing Committee Action: 10/24/16

(If none, please explain):

Publication Required: No

<u>Date:</u> 10/14/2016	<u>Contact Name:</u> Justus Welker	<u>Contact Phone:</u> x6798	<u>Contact Email:</u> jwelker@wycokck.org	<u>Department/Division:</u> Transportation
<u>Item Description:</u> The Unified Government (UG) conducted a ridership survey of public transit routes operated by the UG in June 2016. This survey does not cover routes operated by the KCATA. Staff will present the results the survey on October 24th.				
<u>Action Requested:</u> For information and discussion only.				
<u>Budget Impact: (if applicable)</u> Amount: Source: Included In Budget: Other (explain):				
<u>Attachments List:</u>				



Staff Request for Commission Action

Tracking No. 16846

Full Commission Meeting Date: 11/3/17

Committee: Public Works & Safety

Date of Standing Committee Action: 10/24/16

(If none, please explain):

Publication Required: No

<u>Date:</u>	<u>Contact Name:</u>	<u>Contact Phone:</u>	<u>Contact Email:</u>	<u>Department/Division:</u>
10/14/2016	Justus Welker	x6798	jwelker@wycokck.org	Transportation

Item Description:

The Unified Government has received its contract and associated fees for services that are performed by the KCATA for 2017. The increase was significantly more than anticipated.

UG Proposed 2017 Budget	\$ 4,247,188.00
KCATA Proposed 2017 Contract	\$4,527,232.43
Shortfall to UG 2017 Budget	(\$ 280,044.43)

Staff would like to provide the Standing Committee proposals to bring the cost of service into alignment with budget.

Action Requested:

Approve recommendations to address the funding the gap between 2017 Budget for KCATA transits services and actual negotiated 2017 contract.

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:

KCATA Contract Comparison

	2017 Proposed	2016 Contract	Change from 2016	Description
Service Cost	\$ 5,527,475.00	\$ 5,392,254.00	\$ 135,221.00	Labor (2.45% Increase)
Passenger Revenue	\$ (638,100.00)	\$ (689,100.00)	\$ 51,000.00	Forecasted 7.4% Decline
Regional Pass Allocation	\$ (64,428.57)		\$ (64,428.57)	Proposed Reimbursement
Federal PM	\$ (600,000.00)	\$ (645,000.00)	\$ 45,000.00	Regional Branding Grant Exhausted
CMAQ Federal Grant	\$ (45,000.00)	\$ (266,422.00)	\$ 221,422.00	Large Grant Exhausted
Johnson County Contribution	\$ (27,281.00)	\$ (27,281.00)	\$ -	107 Extension
JARC Federal Grant	\$ -	\$ (29,328.00)	\$ 29,328.00	Job Access Grant Exhausted
Local Capital Contribution	\$ 215,757.00	\$ 213,061.00	\$ 2,696.00	1.25% Increase
Paratransit Service	\$ 15,000.00	\$ 15,000.00	\$ -	Share-A-Fare
Marketing and Public Outreach	\$ 11,000.00	\$ 11,000.00	\$ -	Pocket Schedules, Bulletins, Etc.
Contracted Property Management	\$ 132,810.00	\$ 130,055.27	\$ 2,754.73	Transit Centers/ Bus Stops (2.07% Increase)
TOTAL	\$ 4,527,232.43	\$ 4,104,239.27	\$ 422,993.16	9.34% Increase
Proposed 2017 Budget	\$ 4,247,188.00			
2017 Contract Shortfall	\$ 280,044.43			

**PUBLIC WORKS AND SAFETY
STANDING COMMITTEE MINUTES**

Monday, August 22, 2016

The meeting of the Public Works and Safety Standing Committee was held on Monday, August 22, 2016, at 5:00 p.m., in the 5th Floor Conference Room of the Municipal Office Building. The following members were present: Commissioner Bynum, Chairman; Commissioners Johnson, Markley, Philbrook and Jeff Bryant, BPU Board Member. Commissioner Kane was absent. The following officials were also in attendance: Gordon Criswell, Melissa Mundt and Joe Connor, Assistant County Administrator's; Ryan Haga, Attorney; Susan Alig, Attorney; Matt May, Emergency Management Director; Mike Baughman, Emergency Management Program Coordinator; Mike Tobin, Interim Director of Public Works; Trenton Foglesong, Director of Water Pollution Control; Sharon Reed, Director of Procurement and Contract Compliance; Ken Moore, Chief Legal Counsel; Kathleen VonAchen; and Ron Shoemaker, Sergeant-At-Arms.

Chairman Bynum called the meeting to order. Roll call was taken and all members were present as shown above.

Chairman Bynum said we have a revision to our Public Works and Safety Agenda. We have a blue sheet that was distributed today providing additional information for measurable goals and adding a new item on the committee agenda. That is item number seven. A resolution regarding the collapse of North 33rd Terrace and I do hear Commissioner Townsend on the phone now. There are no minutes for approval this evening due to cancellation of our June 27th meeting. That takes us to Measurable goals. The first order of business, Melissa Mundt with our County Administrators Office is here to present this item.

Measurable Goals:

Item No. 1 – 16751...DISCUSSION: REVIEW OF DEPARTMENT GOALS

Synopsis: List measurable goals, submitted by the County Administrator's Office.

Melissa Mundt, Assistant County Administrator, said we sent these out today so I don't expect that you would have read them. What Gordon and Joe and myself would like to start as a conversation with you about sort of the goals we went through with the standing committee last fall and early winter. What we put across the top is the actually the Commission's goals and broke them down by the different standing committees that would see those. Ultimately, we would kind of want to look at what falls in those areas and where there are gaps, where we maybe aren't covering those strategic goals with the departmental ones that we looked at. Also, looking forward as we move to strategic planning November 5th as the date we've heard bantered about, to make sure that as staff we are helping build towards that before we get there to help have a better, more robust conversation about your work and the work that we'll be doing for you.

Commissioner Markley said the Mayor did send out an email to the commissioners asking for our input in topics for that strategic planning. So, I think also the other standing committee, I understand, the other set of standing committee's will also be taking a renewed look at their goals. It may trigger something in your mind that you send an additional agenda item to the Mayor to put on that strategic planning agenda.

Ms. Mundt said so the idea was to put together a matrix that we could look at and have the conversation by the different departmental areas about how they align with the 11 or 12 Commission priorities that were set out a couple of years ago. They have just been rolling and I think there is hope for a little deeper dive to make sure there's an alignment of where you want to move the community as commissioners.

Also, because we just did the citizens survey, the resident's survey, we're going to be bringing that back when we meet with you in September in a similar look to see how those areas on our overall scores, how those would align with some of the areas that are Commission priorities. If there are things that aren't in that then maybe that's a gap that you would want to look at when you are looking at those as we move forward through the fall. It's kind of the strategy that we are trying to employ, but we want to give you a way to look these in maybe a little different perspective and be able to kind of check mark off. We started doing that and they were like, oh maybe it would be better if the folks who are setting the priorities looked at where they were at as well. So, you have the packet of the departments that fall under this standing committee before you tonight. Joe, Gordon, any other comments?

Joe Connor, Assistant County Administrator, said as a part of the Mayor's request, we are going out for a Notice of Need for a new strategic planning consultant. In the past we have a commissioner committee of three that was a selection committee for that. Currently we have two. So if a third person would jump in there and be the selection committee, that would be fantastic. **Chairman Bynum** said, Joe, I know when that email came out last week, I think I responded. I don't remember who sent the email. **Mr. Connor** said the Mayor did, but you responded to me. **Chairman Bynum** said, I did, that's right. **Mr. Connor** said I got a response from Commissioner Philbrook and from you Commissioner Bynum. **Chairman Bynum** said so we need one more, is that right; we need one more commissioner to volunteer? **Mr. Connor** said that would be great. We don't need an answer today, but it was part of the Mayor's request for ideas and we need a third person for the selection committee. **Commissioner Philbrook** said a third commissioner or a third person? **Mr. Connor** said a third commissioner.

Chairman Bynum said, Melissa, will we look again at items next month as well? **Ms. Mundt** said yes, we will actually take this so I would take the time since you now have it to look it over and send any feedback that you have to myself, Gordon or Joe. I am not going to be in the office for a part of that time between now and then for a variety of different reasons, but certainly get those comments to us if you see them. The stuff that we worked on, this is the clean up after we met with you, so we took your comments and feedback if you had any on them and then rewrote the goals to match that. In some instances they didn't change, but now you are seeing the kind of completed product. Another step that our Finance Department is taking is actually looking at is what's in the budget. You know how we have the budget descriptions and there's some kind of targets or measures in there. They're looking at adding that in as well.

Just kind of getting that more holistic look at sort of how we're trying to drive the work of the organization and this is just the start. We didn't want to go into a deep conversation tonight other than introduce what we are trying to do. Then we meet again with you guys later in September, we'll do that more deep conversation. Certainly, Commissioner Bynum, if you would like to talk about how we facilitate that with the standing committee, I'd be happy to talk to you.

Action: For information only.

Committee Agenda:

Item No. 1 – 16742...RESOLUTION: GRANT ELEMENTART SANITARY SEWER IMPROVEMENTS

Synopsis: A resolution authorizing a survey and descriptions of lands necessary for the Grant Elementary Sanitary Sewer Improvements, CMIP 6301, submitted by Ryan Haga, Attorney, Legal Department.

Ryan Haga, Attorney, said the next three items are all basically the same thing. They are all just resolutions for authorization to take surveys of lands that may need to be condemned for three different sanitary sewer projects. **Chairman Bynum** said so why don't we take them one at a time, I think they need individual votes.

Action: **Commissioner Markley made a motion, seconded by Commissioner Johnson, to approve.** Roll call was taken and there were five "Ayes," Bryant, Philbrook, Markley, Johnson, Bynum.

Item No. 2 – 16743...RESOLUTION: 26TH & GRANDVIEW EMERGENCY SANITARY SEWER REPAIRS

Synopsis: A resolution authorizing a survey and descriptions of lands necessary for the 26th & Grandview Sanitary Repairs, CMIP 6166, Submitted by Ryan Haga, Attorney, Legal Department.

Action: **Commissioner Markley made a motion, seconded by Commissioner Johnson, to approve.** Roll call was taken and there were five "Ayes," Bryant, Philbrook, Markley, Johnson, Bynum.

Item No. 3 – 16744...RESOLUTION: 2016 STORM SEWER R & R PROJECT AND 2017 SANITARY SEWER IMPROVEMENTS

Synopsis: A resolution authorizing a survey and descriptions of lands necessary for the 2016 Storm Sewer R & R Project and 2017 Sanitary Sewer Improvements, CMIP 5303 & 6301,

submitted by Ryan Haga, Attorney, Legal Department.

Action: Commissioner Markley made a motion, seconded by Commissioner Johnson, to approve. Roll call was taken and there were five “Ayes,” Bryant, Philbrook, Markley, Johnson, Bynum.

Item No. 4 – 16724...REVISIONS: COUNTY EMERGENCY OPERATIONS PLAN

Synopsis: Request approval of revisions to the Wyandotte County, Kansas Emergency Operations Plan, specifically the sections titled ESF 6-Mass Care, Housing & Human Services, submitted by Matt May, Emergency Management Director.

Matt May, Emergency Management Director, said I apologize for the tree that we gave you. What you have in front of you is a clean or final version copy. I also have copies that you should have gotten which has the strikeouts and the replacements. If you would like to see that, I can give that to you tonight. What we would like to ask you for is approval of these as required as this document evolves that they go to the Commission. We felt like the best process was to bring this to the standing committee all the changes every month. We are going to be meeting every month with each of the Emergency Support function groups. There are 15 of them. A couple of them get lumped together. We will bring these once a month to look at and say yep that works for us. What I would like to do then is when we have gone through the complete 15 piece cycle, which will be sometime in the spring of 2017, I'd like to bring back then to full commission the entire County Emergency Operations plan for final approval. That will include the base plan as well as the fifteen support functions and some annexes. So what you have in front of you is ESF 6, which is our Mass Care, Housing & Human Services section. It does cover a lot of changes. Most of them are terminology changes. The biggest and probably what I think are the most significant changes from the 2012 version, which is the ones currently in place, is the realignment of the coordinating agency, the primary agencies, and the support agencies, with a slightly different definition that have been used in the past.

The most important thing is your only going to see one agency now as a coordinating agency and it's going to be one of our agencies. It's not going to be a non-profit agency or someone outside of the county government entity. The advantage of that is the coordinating agency has

some administrative things to take care of for us. Most importantly is deciding who to call in during activation. That's going to be handed down to them. So, we need someone that is familiar with that but it's also someone I need to be able to call at two in the morning and say it's time to go to work. So, in the past for example, in this group it was the American Red Cross. Great group, still a primary agency, still a big partner with us in this particular element, but not somebody that I can task at two in the morning. So those are probably the most significant changes, is just this list, nobody fell off. It was just a movement around in this definition. So primary agencies are anybody that we might have sit in the room become part of that procedure in the EOC. Support agencies are typically people we go to for resources. They could be a partner player, they could be a private vendor, somebody we would go to but who we have partnered with to make sure we have resources. That's kind of how that sheet breaks out now, kind of redefined and I think in a little bit more informative way for everybody.

So what we would like to ask for tonight is approval of this segment of the plan as it stands and if you need any afil or information, we're happy to do that. Again, I have strikeout copies if you want to see them.

Commissioner Johnson said you did mention American Red Cross, but will there be any budget implications in doing this at this point? **Mr. May** said none at all. This is more procedural and will hope for us to form up exactly how we are going to operate together in the future should we have an activation or an event and help us redefine our resource list so we will know who to call in for what purposes. For example, should we activate EOC, we are going to work with one of the Assistant County Administrators as the EOC Director and say who should come in. That list will then go to the coordinating agencies to actually make the call out and bring those people in. We will facilitate that; we are not expecting them to physically make the phone calls. We need help in deciding who's going to be key to be here. There are some others where we have a lot more players who vary depending on the event.

For ESF8, that is health care that has a big EMS element as well, as a big public health element and a big mental health element. Depending on the event we may need more guidance from one or the other. So we will make them the lead, if you will, but the coordinator will help make that decision. We need somebody who is really familiar with all those working parts.

In that particular example Public Health has agreed to be that coordinating agency it doesn't

mean that if it's a mass casualty event that they would take over, because that is primarily an EMS response. That's how that all works out.

Commissioner Philbrook said I'm still plowing through this, going really. I am going to make an assumption, dangerous thing to do, that everything here is correct. I guess, just right out there in the open, since the people in TV land doesn't know what this big things says, so if something happens, who is the first person to act, to call in? Is it Human Services or is it you guys who then work with Human Services? **Mr. May** said your latter one is probably more likely. **Commissioner Philbrook** said I just want to know because of the way I am reading this—**Mr. May** said we are going to facilitate that, but they are still going to be that entity that knows these players the best. **Commissioner Philbrook** said they are going to coordinate what you direct. **Mr. May** said that is correct and we are going to help facilitate the actual action. If they say we need these five primary players in, we are going to maintain the data to contact them, we are going to have a mechanism to do that with, which we do. Then we are going to physically push the buttons to make that happen, but it is going to be at their guidance. **Commissioner Philbrook** said I just needed that little bit of clarification. **Mr. May** said absolutely. I completely understand.

Chairman Bynum said just two quick comments. I appreciate the clarification to the revisions as well and you have answered my question before I asked it so I appreciate that. In terms of the hierarchy, if you will, and the role of the non-profits; it is nice that our community has access to more both government and community-based help in times like this. Mr. Baughman knows that in 2003 I was cleaning up a tornado in my role at Leavenworth Road Association and there was no CERT in Wyandotte County. Johnson County sent their CERT team to us and assisted us in that effort and I think largely as a result of that we now have CERT and I think I see at least one community member, Janet Golubski, here. Thank you Janet for that. Donnie Thomas and Marsha, your CERT, fantastic! **Marcia Rupp** said I'm not real active, but I am still CERT. **Chairman Bynum** said thank you, all of you, I really do appreciate that. It means a lot and it matters a lot. I like the clarification and appreciate the updates to the plan in general.

Action: **Commissioner Markley made a motion, seconded by Commissioner Johnson,**

to approve. Roll call was taken and there were five “Ayes,” Bryant, Philbrook, Markley, Johnson, Bynum.

Item No. 5 – 16745...DISCUSSION/CONSIDERATION: AMENDMENTS TO BLOCK PARTY PERMIT POLICY

Synopsis: Request approval of amendments to the UG’s block party permit policy to address recent public safety and logistical concerns, submitted by Susan Alig, Attorney, Legal Department.

Chairman Bynum said I believe we have Commissioner Townsend on the line to listen in. **Commissioner Townsend** said yes, I am on. **Chairman Bynum** said we’re going to cover this item in this order. Am I correct Susan? **Susan Alig, Attorney**, said yes. **Chairman Bynum** said Susan is going to begin and open up talking about our current policy and then we will have any citizen comment and then we will ask staff to present the recommended changes to the policy. Commissioner Townsend, we will probably start with you for comments after we hear from staff.

Current Policy

- Applicants have 51% of the people on their street sign a petition indicating approval of block party and turn it in to Public Works.
- Public Works brings barricades to the site.
- \$25.00 permit fee
- No criteria for approval or denial of permit

Susan Alig, Attorney, said our current policy is pretty simple. It just requires that you go on line, get the form, you read the instructions. Applicants need to 51% of the people in the area of the block party to approve it. They do that by going door-to-door getting a petition signed. They pay a \$25 permit fee. Public Works delivers barricade’s to the site to block off the portion of the street where the block party is going to happen. Public Works then comes and picks those up after the end of the block party. Our policy does not set out any criteria for approval or denial of

permits. We don't have anything in our policy about cleaning up, public safety, or anything like that. It's just a really simple basic policy.

Why change the policy?

- Public safety concerns due to 2 incidents this summer
- Logistical concerns for public works

Under that policy in 2015, we issued 123 block party permits. In 2016, so far we've issued 91. For the most part the system is working, but we have had a couple of complaints. I think we do have some citizens here who want to address those complaints which is the reason why we are here.

Mike Tobin, Interim Director of Public Works, said of the 123 block party permits in 2015 and the 91 so far this year, the majority of those permits are issued for the Fourth of July. For example, in 2015 we actually issued almost 70 block party permits for the Fourth of July weekend. That is really the only time that it's taxing on staff. For us to drop off barricades and pick up barricades at a neighborhood function when there are a couple on the weekend or two a month is no big deal. Fourth of July weekend is an event and as you know, Wyandotte County does love its fireworks. **Ms. Alig** said we have drafted a sample perspective policy to address the complaints that I'll be prepared to talk about after the public.

Chairman Bynum said, Commissioner Townsend, I think you had comments you would like to

make and then any member of the audience after Commissioner Townsend speaks, if any member of the audience would like to speak to this item.

Commissioner Townsend said I have more questions and I was listening to council explain the current policy so what I have before me is the revised policy. It sounds like a lot of things in the revised policy address holes that were in the current policy. I just have some questions for clarification going down the proposed version that I am looking at. Under item number two, where they talk about the block party petition form, this current version requires 75% of the residents or businesses on the street to give approval. I think that's a good healthy number so that you have a clear majority of the residents approving this. So, I think that's a good number, but it also requires that 100% of the residents or businesses be informed. My question is, how do we verify those numbers were achieved? **Ms. Alig** said Public Works looks at the plat map of the area for the block party and they can actually count and see whether all of the addresses there have been informed. When locations are vacant or there isn't someone that the applicant can contact, Public Works counts that in favor of the block party. **Commissioner Townsend** said if someone does not respond, it's counted how? **Chairman Bynum** said if it's a vacant property it's counted in favor of. **Ms. Alig** said that's correct. **Commissioner Townsend** asked why is it counted in favor of instead of just not counted at all or neutral. Why is it counted positively? **Mr. Tobin** said that's just the old policy, that's just the way it was done Commissioner. **Chairman Bynum** said I suppose it is a neutral item because if that's a vacant property and you take it out of the mix, you could still attain 100%. **Commissioner Townsend** said I would favor that if it's vacant, they would have no count at all. If its accounted for, I understand it, but I don't don't know if that would be the best thing to favor affirmatively this going forward.

The next section under term of permit, under three, the parties must begin after 9 a.m. and end before 10 p.m. Is there a restriction on the length of time? I see the beginning and the period, but is there a restriction on it? I would think that this should not be longer than six hours. I don't think the neighbors should be inconvenienced longer than that or the public that might want access to that. That's just my thought. **Ms. Alig** said that's something we can add. **Chairman Bynum** said just to rephrase it, Commissioner, are you satisfied with no block party lasting beyond 10 p.m? **Commissioner Townsend** said I was just about to say I think 9 p.m. is late enough. I think a 12-hour window is long enough, nine to nine, because there is always a period

of time for clean-up and all of that. I think a 12 hour period is long enough. **Chairman Bynum** said I agree that 12 hours or even 13 as per this proposal is a long time to have a block party. On the Fourth of July, it's not dark until 8:49 p.m. so I would say 9 p.m. might be pushing it for Fourth of July parties. We wait all day for it to turn dark so that we can enjoy our fireworks. I might be satisfied with a 10 p.m. and perhaps a statement of no block parties shall take place for longer than six hours, something like that.

Commissioner Townsend said now with the Fourth of July I'm looking at a policy that's going to talk about what normally happens, so even though I understand we get the bulk of our request for that and this isn't going to stop people from shooting their fireworks; we are talking about barricading access. That's what I am focusing in on, not so much trying to put the kibosh on somebody's fireworks display, but the access that is being limited for that period of time.

Now, let me go down to number 7, barricades, under item A1. We talk about the applicants must provide a \$120 security deposit and a \$30 block party fee in order to obtain barricade's for the block party. Under I, it says the remainder of deposit will be returned upon satisfactory return of the barricade's. I was confused about what we meant here by the remainder of the deposit. Let's say the barricades are returned in good order. How much money does someone get back from their security deposit? **Ms. Alig** said if they are returned in good order and they clean up they get everything back. **Commissioner Townsend** said they get the full \$120. **Ms. Alig** said I think what we were contemplating was that the \$30 block party fee would be included in that \$120. I can see that's not all that clear here. So, either people need to pay \$150 and will keep \$30 or we will keep \$30 out of the \$120. **Commissioner Townsend** said I don't have any particular concern one way or the other, other than the clarity of what we are getting at. So, I think that just needs to be reworded based on what we're seeing here; that it's not quite clear what the meaning is and what people are going to get back if they return the barricades in good order and the street is cleaned up.

That led me to my other writing that I couldn't read earlier, how it is verified that the clean-up is done in the neighborhoods? **Ms. Alig** said Public Works will be going out and checking. **Mr. Tobin** said currently, Commissioner, we go by and retrieve the barricade's and we can tell whether or not the clean-up has been done. **Commissioner Townsend** said okay. Do we have very many people to bring them back themselves? That's what I was envisioning that people

would bring them back. If we are going out and picking them up, your right, that can be seen. **Mr. Tobin** said right now we pick them all up, Commissioner. **Commissioner Townsend** said okay.

On item 8 the prohibited activity, no alcohol, no fireworks will be used in the street except for the Fourth of July. What about prohibitions on noise? Say music, the amount decibels, how can we address that? **Ms. Alig** said I think that would fall under our noise ordinance or noise complaints. I didn't include anything new in the policy. It could also fall under the general idea of law enforcement contact. **Commissioner Townsend** said well that's reasonable, we have the noise complaint.

Under number nine, the denial of permit. Under Aii the proposed block party is on an arterial street, Appendix A which you provided, I appreciate that. How can we go about amending or adding to the appendix if there are other arterial streets that based on the amount of traffic we believe no block party permit should be issued? **Ms. Alig** said I think that would be something that Public Works could look into. They are the ones that originally created the list based on traffic volume. If I can here, I would like to pull up Appendix A, adobe document.

Appendix A

RESIDENTIAL BLOCK PERMIT STREET

REJECTIONS

Leavenworth Road	N 5th St - 70th to Quindaro Blvd
Quindaro Blvd.	N 6th St Central Ave to Washington Blvd
Parallel Parkway	7th St US 69-US 169
State Avenue	0th St Osage to Sunshine Rd
Wood Ave 18th St to 38th St	N 13th St Grandview to Quindaro Blvd
Victory Drive	18th St
Grandview Blvd from N. 23rd St to Park Drive	N 38th St Park Dr to Wood Ave
Central Avenue	N 47th St
Minnesota Avenue	N 55th St State Ave north
Washington Blvd 5th Street to 18th Street	N 57th St Meadow Lark Lane
Kansas Avenue	N 59th St
Argentine Blvd	N 63rd St
Osage Avenue	N 68th St
Metropolitan Ave	N 69th St
Swartz Rd 42nd St to 58th St	N 72nd St
Gibbs Road	N 78th St
Steele Rd 14th St to Woodland Blvd	N 82nd St from Tussumee north
Merriam Lane	88th St Kaw Drive to Parallel Pkwy
Southwest Blvd	
County Line Road	No permits will be issued for the 1200 Block of Shawnee Ave; N 28th St between Minnesota Ave & State Ave

3d

Here is the Appendix A that the policy is talking about. This is the street rejection that goes with the current policy. So this has not been recently reviewed and updated.

Commissioner Townsend said how can an allowance be made to add to that list if the need arose? Say the citizen's felt that or the commissioners felt that where the proposed block party is an arterial running from one major thoroughfare to another and that blocking that off for any period of time would be a hindrance. How can that be added to this list, Appendix A? **Mr. Tobin** said, Commissioner, the County Engineer could or can at his discretion add a street or prohibit a closure of a street at any given time as well as the Police Chief and Fire Chief. However, Public Works and Engineering would take a real close look at anyone that wanted to party on a major thoroughfare. **Commissioner Townsend** said I would just like some language added to that to allow for that provision. If a commissioner or a neighborhood group wanted to make sure there

were no block parties on their street because it was an arterial; I would like to see some language added in here so that Appendix A could be amended as needed, that was the only thing.

On number four up under denial of permit, we talk about law enforcement contacts. Number one under that, applicants who have had contact with law enforcement due to violence through previous block parties will be denied. How will that be checked? **Ms. Alig** said we ask the applicants to list prior block parties that they have hosted. That'll give us a clue on how to check. It's also relatively simple to search the police database by address.

Commissioner Townsend asked do we currently keep check of any disturbances that take place during a block party for which someone is given a permit. **Ms. Alig** said I don't think I understand the question. **Commissioner Townsend** said well, let's say if an individual applies for a permit for a block party, there is a block party permit granted and during that event police are called for a disturbance there, do we keep record of that other than just the police records? Will Public Works make note of that with the permit on file? **Ms. Alig** said it would just be the police record. We're not currently keeping track of that.

Commissioner Townsend said these are the main questions that caught my eye, but I will thank you for taking the time to put forward this policy. I think it's go a long way to addressing some issues with this matter. Thank you Chairman.

Unified Government of Wyandotte County/ Kansas City, Kansas Block Party Policy

1. Purpose
 - a. Residents may request a block party permit to temporarily close one residential block to through traffic for one day for the purpose of hosting an event.
 - b. The purpose of the Unified Government's block party permit policy is to foster community engagement and connections among residents for a safer and happier community.
2. Issuance of Permit; information required
 - a. The Public Works Department may issue a permit for the temporary blocking of a street for the purpose of hosting an event. Permit applicants should submit their applications at least 20 days before the date of the event. The application form is available online and through the Unified Government Public Works Department. The following information is required:
 - i. The name and address of the applicant

- ii. The name of the street and a description of the portion to be blocked
 - iii. A description of the event to be held
 - iv. The date and the hours of the party
 - v. Whether the applicant has previously hosted or applied for a block party permit and the approximate dates of any previous permit applications
 - vi. A **Block Party Petition Form** with signatures of 75% of the residents and/or businesses on the street indicating their approval of the block party permit. 100% of the residents and/or businesses must be informed of the block party permit application before the application is turned in to Public Works.
 - vii. A signed **Block Party Application and Agreement Form**.
- 3. Term of permit
 - a. A block party permit is only valid for the date and hours specified.
 - b. All block parties must start after 9:00 am and end before 10:00 pm. The road must be reopened to through traffic by 10:00 pm.
- 4. Removal of litter and debris
 - a. The permit applicant is responsible for removal of any litter, debris and other materials from the street that is attributable to the party.
 - b. If the permit applicant does not remove litter and debris, the Unified Government will remove it and the cost of the removal will be charged to the permit applicant.
- 5. Access for emergency vehicles required
 - a. Any barricades or obstacles placed in the street for the block party must be easily moved to allow emergency and hazard vehicles to enter it in response to an emergency.
- 6. Access to residences and businesses on the closed portion of the street
 - a. Access must be granted to businesses and residences on the closed portion of the street as needed.
 - b. The permit applicant is responsible for assisting as needed with moving and replacing barricades to allow people to get to businesses and residences on the closed portion of the street.
- 7. Barricades
 - a. All applicants must provide a \$120.00 security deposit and a \$30.00 block party fee in order to obtain barricades for the block party.
 - i. The remainder of the deposit will be returned upon satisfactory return of the barricades in good condition and verification that the applicant has removed all decorations, trash and debris attributable to the block party event .
 - b. A permit applicant may obtain barricades to block off the street in one of two ways:
 - i. The applicant can pick up and return the barricades him or herself from UG Public Works Street Maintenance and Fleet Center, located at **5033 State Avenue, Kansas City, KS 66102**.
 - 1. Barricades may be picked up the Friday before the date of the event and returned the Monday following the event.
 - 2. To schedule barricade pick up, call **(913) 573-5400**.
 - 3. Applicant should bring the Block Party Permit with him or her to

pick up the barricades.

- ii. The Public Works Department can deliver and pick up barricades for the applicant. This service costs \$50.00 and will be deducted out of the barricade security deposit. To arrange the delivery of the barricades, call (913) 573-5400.
 - c. All barricades used for block parties must conform to the most current requirements of the federal Manual on Uniform Traffic Control Devices for Type III barricades.
- 8. Prohibited activities
 - a. No alcoholic beverages will be consumed in the public view.
 - b. No fireworks will be used in the street.
- 9. Denial of Permit
 - a. The Public Works Department reserves the right to deny block party permits at its discretion for, but not limited to, the following reasons:
 - i. The applicant is not a resident of the block to be closed
 - ii. The proposed block party is on an arterial street (see Appendix A: Arterial Streets on Which Block Parties Are Prohibited)
 - iii. The proposed block party will unduly interfere with the flow of traffic due to the closure of other nearby streets or other reasons
 - iv. Previous law enforcement contact.
 - 1. Applicants who have had contact with law enforcement due to violence during previous block parties will be denied.
 - 2. Applicants who have had contact with law enforcement due to non-violent violations during previous block parties may be denied at the discretion of the Public Works Department.
 - v. An applicant has failed to comply with block party policies in previous block parties
 - vi. When a block has had more than three block parties in a calendar year, the Right of Way Manager may deny further permits in the same year in its discretion.
 - vii. The block party is not in the best interests of the community's health or safety.
 - b. Applicants whose permits are denied will be informed of the reason in writing within 10 business days of receipt of the application.
 - c. The Police Department may revoke a Block Party Permit during an event if it determines that revocation is necessary for public safety or public peace and order.
- 10. Liability
 - a. The permit applicant shall be liable for all losses, damages, or injuries sustained by any person, whether a participant or spectator at the block party or recreational event, whether or not said losses, damages, or injuries arise by reason of the negligence of the person, persons, or organization to whom such permit shall have been issued. The applicant shall agree to save and hold the Unified Government harmless of and from any and all obligations and liabilities which may arise from the temporary street closing which represents the subject matter of the

application.

Block Party Application and Agreement

Applicant Name: _____

Applicant Address: _____

Applicant Phone Number: _____

Applicant Email _____

Address: _____

Event Description: _____

Date of _____

Event: _____

Scheduled Hours of Event (Must be between 9:00 am and 10:00 pm): _____

Street to be closed (Example "Ann Avenue from 6th Street to 7th Street): _____

____ Yes, I am a resident of this block

____ No, I am not a resident of

this block

Approximate dates of previous block party permit applications in the last 5 years: _____

____ Has law enforcement responded to any block parties that you have previously hosted?

____ No ____ Yes If yes, please explain: _____

CERTIFICATION

I have read the Unified Government Block Party policy and I understand it. I agree to follow the requirements and conditions contained in the policy. The information that I have submitted in this application is true and accurate. I understand that if I do not follow the requirements and conditions of the Block Party Policy or if any of the information I have provided is false that my Block Party Permit will be VOID.

Signature of Applicant

Date

HOLD HARMLESS AGREEMENT

I have requested permission to hold a Block Party on the above dates in the above location. I agree to hold the UG harmless, indemnify and exculpate the UG from any and all claims, costs, liabilities, damages, expenses, suits and judgments of any nature whatsoever arising out of or in connection with the Block Party described above. I agree to comply with all applicable law. I understand that the UG retains the right to revoke the Block Party permit immediately and at any time if any member of the Police Department or other properly constituted authority determines such revocation to be in the best interest of the public safety or public peace and order, or if I or a participant or onlooker of the block party fails to comply with applicable policy and law.

Signature of Applicant

Date

Block Party Petition Form

Applicant Name:

Applicant Address:

Applicant Phone Number:

Applicant Email

Address:

Event Description:

Date of

Event:

Scheduled Hours of Event (Must be between 9:00 am and 10:00 pm):

Street to be closed (Example "Ann Avenue from 6th Street to 7th Street):

Name	Address	Phone/ Email	I am in favor of this event	I am NOT in favor of this event

Commissioner Philbrook said going back to the term of permit, I like the way it has been stated so far, I don't have any problems with the terms as far as the time. Down where it talks about barricades number seven. I believe that we should retain the \$30 fee for supplying those and picking them back up because we have to pay our employees to do that work. I am just making sure that it's stated because I don't want any confusion about what I am saying.

The security deposit, the \$120 as she said, that we make sure that it is stated appropriately how much of the \$120 they will be getting back. I guess it depends on how many hours we have to spend having someone clean up the mess. **Ms. Alig** said that makes sense and we can certainly put in a provision for that. The way it is written we have a \$50 fee for the service of delivery and pick up of the barricades and then a separate \$30 party fee. **Commissioner Philbrook** said well I think we should retain the whole thing. I'm just telling you, I think we should retain the whole thing. \$30 to have that big area to play in and to cause inconvenience to other people that are not inside that block that has to go around, that is not a big fee. Try to rent someplace to have a party. \$30 is nothing, that's where I am on that one.

No fireworks on 8-B, I guess you're going to clear that up because people do use the street to put off their fireworks. **Commissioner Markley** said exactly, they're not supposed to. **Commissioner Philbrook** said I know they're not. **Commissioner Markley** said technically they are not supposed too. **Commissioner Philbrook** said yeah I know it is but **Commissioner Markley** said so we can't really say that this policy is okay. **Commissioner Philbrook** said we do like to make things just holistic, don't we, without being specific in their uses. No, I understand there would probably have to be a change. Ill drop back off of that one, but it's going to happen anyway.

Are you going to look at the arterial streets, review that, and bring that up-to-date before you send that before us? **Mr. Tobin** said yes, Commissioner, we will and if I could go back on a statement you made just a minute ago.

Mr. Tobin said I would like to retain within the ordinance the requirement to pick up and deliver on the barricades rather than have the citizens bring it back because for \$30 they won't bring them back. In some cases like Fourth of July weekends, we have to make additional barricades sometimes. Sometimes they end up being made out of much more expensive material than it should be. So, I would rather have us do that also that addresses the inspection part because we can go back and see if they cleaned it up. **Commissioner Philbrook**, said I agree with you an 100% on that. Thank you for clarifying that.

Ken Moore, Chief Legal Counsel, said, Commissioner, if I can on the issue of arterial streets; I believe that has multiple purposes, it's defined for that. I think there is a list in the Planning Code and Zoning Code of the major thoroughfare arterial streets and so there is a laundry list contained in that. We can look at that and make sure that list is up-to-date, but I think there are multiple reasons for that list and not just this. **Commissioner Philbrook** said I understand because that has to do when we go for granting and a lot of different things when we apply for monies. I understand that I just wanted to make sure we had an up-to-date list with what we are working on.

BPU Board Member Jeff Bryant said I just want to make sure that I understand the fee's. If I am going to have a block party, I come up and I give you a \$150, \$30 of which you are going to keep no matter what because that's just the fee to have a block party. Then \$120 of it is

considered a deposit, but if the Public Works will be in charge of delivering and picking up, of that \$120, \$50 of it will be deducted so the largest amount of my deposit would be \$70 returned?

Ms. Alig said that is correct. **BPU Board Member Jeff Bryant** said and of that \$70 would be determined of the cleanliness of the site which portion, if any, would I get returned? **Ms. Alig** said and the condition of the barricades. **BPU Board Member Jeff Bryant** said and the condition of the barricades, okay, alright, pretty simple.

Commissioner Markley said so are we really charging a \$30 block party fee or are we charging a \$50 block party fee now that we are saying that Public Works will always do pick up and drop off? Wouldn't it make more sense to just say \$120 security deposit, \$50 pick-up and drop off fee or one or the other it needs to be? Either \$30 and we're not doing the \$50; or if we wanted it to be \$50 because that's what we think it cost for personnel to pick up and drop off, then it needs to be \$120 plus the \$50. I'm just trying to figure out which one of those two we are going to go with. **Chairman Bynum** said I guess I'm weighing in on that same thing. We could say its \$150 to come and apply to have a block party, \$30 of it is your permit fee, \$50 of it is your pick up and drop off of barricades and the balance of it, you could possible get back, if we are satisfied with the condition of the barricades and your location when we come get them. That being said, are we still offering, you can come get your own barricades the Friday before or we would take that out? **Mr. Tobin** said I would prefer if that would come out. **Chairman Bynum** said okay, I agree with you. I think we are all asking the same question just for more clarity around the fee.

If you go to 7-A or 7-B, the return of the deposit portion of the money is at the discretion of the UG Public Works employee period. There is another section below where you state something is at the discretion of the UG Public Works and I would just ask that you add that there so that you don't have a lot of animosity about how much of the deposit is going to come back to the taxpayer.

Commissioner Johnson said 7-B and then you are going to modify the statement that says a permit applicant may obtain barricades in one of two ways, so to speak. **Ms. Alig** said yes.

Commissioner Johnson said then strike item B-1 and B-11. **Chairman Bynum** said that sounds correct.

Commissioner Johnson said I concur with the fact the we make sure that the verbiage with

regards to the fees is clear because I was a little confused as well.

Board Member Bryant said the total cost will be \$80 which out of the \$150 leaves \$70 as a possible return. Would that be enough to cover any potential clean up? Because that would be the largest amount that you be able to get without trying to convince someone to give you more money on the spot. So, then the question comes down to if it is \$50 for pick-up and delivery, which to me I think is a very reasonable fee; for the time, trouble and cost and \$30 for administrative fees just to have a permit. The \$70 that's left, I'm just concerned, especially the fourth of July if that's when a lot of them are, what are the odds that you are going to come to an area and end up spending \$150 - \$200 on clean-up and only recouped the \$70. **Mr. Tobin** said on the non-Fourth of July block parties the clean-up is really never an issue. It would be very rare to have a problem with that. On the Fourth of July ones, it depends on the size of the party. Some of them are a nightmare and some of them clean right up or are cleaned up and they are no problem. If you were going to charge a good number for that, you charge \$2000 for the permit and that way you would make sure that they cleaned up. If we had to put a crew in there to clean the whole block of fireworks with some of the conditions we get them in there, you can run a bill that high very easily and price the citizenry out of their Fourth of July celebration.

BPU Board Member Bryant said I understand that, but I also look at the facts that are you just leaving yourself open for the cost. Is somebody going to look at that and say, \$70 it cheaper to have you guys clean it for 70 instead of me? I know in our neighborhood where I live we have block parties and we don't close the streets. We do it in the yards instead of out in the streets. Then the clean-up is definitely on you because you have to clean up your own yard. That would be only saying to make sure you set a high enough threshold on the cost that it inspires the person to do the work so they will get their money back.

Commissioner Philbrook said I'm glad you brought that up. That brings another question to mind. Are you thinking possibly that the fee's that we get for the permits for folks selling the fireworks is covering some of this, is this somewhere in the back of your mind? I'm just trying to figure out where that money coming from or where you think it's coming from for all that clean-up? **Mr. Tobin** said loaded as that question is, Commissioner, the amount of money for the

Fourth of July sales of firework permits, Public Works is not involved in other than the clean-up. I guess that would be a better way to capture it. That way it wouldn't be on the citizenry. If you increase the fee to sell them enough, the franchise fee as it is, that might be a much more fair way to do that. **Commissioner Philbrook** said just trying to cover our bases instead of ending up in a hole on something, that's all.

Commissioner Markley said I think the idea through is that the parties that he said are not a problem, those fees are covering the parties where there is a huge problem where we're using the cross over between the good citizens to help pay for part of the bad citizens, which isn't so nice for the good citizens, but I don't want to charge the good citizens \$2000 either as a security deposit and make them come up with that when we know that they are not the ones that causes the problems.

I'm fine with the fee as we discussed, charging because I think it is the right number where our neighborhood group or an individual can potentially come up with that security deposit. Then I think the parties that don't have problems and whatever we decide the fee is, that's the money that we will use as a department to recoup the loses for the ones we do have to clean up after.

Gordon Criswell, Assistant County Administrator, said I was just thinking for the people that we have to go in and clean up after, it seems we could keep a record of that and prohibit them from making application the following year. **Chairman Bynum**, said I think that's covered in this policy.

I have one question pertaining to Commissioner Townsend's comment and that is in item three; the time, is there agreement on this standing committee to say no longer than. She had suggested a six hour duration. Is there agreement here to ask them to change that, no? **Commissioner Philbrook** said not for me. **Chairman Bynum** said the committee members here are stating satisfaction with a 9 a.m., no later than 10 p.m. finish. So we are not asking for a change on that?

Commissioner Johnson said I do have a question. When you say the road must be open by 10 p.m., the block party must end before 10 p.m., does that mean it particularly on the Fourth of July that there will be no more popping of fireworks at 10 p.m.? **Chairman Bynum** said I think it's a

matter of discretion. You can shoot your fireworks up until the legal end which I think is 11 p.m. actually, per the fireworks ordinance, but you can't be doing it at your block party with the roads closed.

Ms. Alig said you need to move the barricades aside so the traffic can get through.

BPU Board Member Bryant said this is kind of a dovetail on what Gordon was saying about if an applicant in the past has not cleaned up and not complied so we can be prohibited in the future, I'm taking It that he is probably looking at under A5 where an applicant has failed to comply with block party policies and previous block parties. It doesn't really specify that excessive clean up, if we could add verbiage that specifies that as one specific reason why they could be denied in the future.

Chairman Bynum said we did this a little bit backwards as to the way we said we would do it. Nonetheless, if there is any member of the audience that would like to speak to this issue, you are welcome to come to the podium, state your name and address for the record and you will be given up to three minutes.

Commissioner Townsend said, Madam Chairman, before you go to the audience or I guess somebody can be making their way. I could not quite hear all of the discussion about the time period. I just want to make it clear that the way this is currently written someone can have a block party that begins at 9 a.m. and ends at 10 p.m. I believe that is entirely too long. So, that's where my request for the time limitation, I don't care when they start or when it's over, but no one event should last longer than six hours. I think that's entirely long enough. **Chairman Bynum** said I will say, Commissioner, that the members of the committee were satisfied with item 3-B as it reads 9 a.m. as the earliest start time and 10 p.m. as the end time, just so you understand. **Commissioner Townsend** said I wish them well on no complaints with that when we have a block party that lasts that long.

Marcia Rupp, 2816 N. 46th St., said I love what you have all done here. The law is that you can't shoot fireworks in the street at all so that an ordinance and I love that ordinance. The street is for the motorist. I did want to mention about one more street being closed. The street I'm talking

about is 46th St. The next through street that goes from Leavenworth Road clear through to State Ave. is 38th St. The next street west that goes all the way through from Leavenworth Road to State Avenue is 55th. So, 46th St., 45th St., when you come off of Leavenworth Rd. all you have to do, it's very hilly, almost like it's a roller coaster is when you come to the top of the hill at Roswell you just make a little right and you are right on 46th St. When you go to 46th St. at the end of it is Georgia, you make a little right and you're on 47th it takes you all the way to State Ave. and what's on your east is 635.

That is one of the busiest streets and 47th St. is already blocked. Georgia is already blocked and what gets you there and all those streets, 45th Ter., 45th St., next to us and on down towards the east are dead ends. The people that come from Leavenworth Rd., that is there exit to get to Parallel and State Ave. It is so busy. We have had police chases on that street. We've had fire trucks, it's on BPU as one of the medical streets. We have a lot of older people that live on that street that are down for medical. It's just so busy and I am so afraid anything like that, we have already had an incident I can't talk about it, it is going further to court. Also, I do want to mention to Mr. Criswell that that flash drive has got to be saved because it's going to court, okay, for you guys to take care of that.

Chairman Bynum said what you described the 46th to 47th and Georgia, we will ask the engineer to look at that to see if it can and should be added. I understand what you're saying.

Janet Golubski, 5349 Webster Ave., said just a couple of comments that I have. The very first one, the purpose under B, to make sure they are engaging and a connection among the residents because we've had block parties where they have had their 75% of people and yet I have checked with several of those people on the list that I saw and they had no knowledge at all. Somebody is signing their name and their address. I don't know how we can get through that and several that I've heard about were private parties; or after a funeral they've had a party that specifically did get a block party because they knew this was coming. That's not a connection with the neighborhood. That's their own private parties and others have been birthday parties where they have had a block party. That's not connection with the neighborhood. I think we need to reword what is a block party to begin with. The other thing that I was still concerned with is the price. \$120 for the security deposit, that is given back if they pay attention and do what they are

supposed to do. The \$30 block party is kept and the \$50 for returning the barricades is kept, correct? So that's \$200 they should. **Chairman Bynum** said actually the \$50 is included in the \$120. I think that needs to be clarified in that fee structure section.

Ms. Golubski said the only other thing is the noise ordinance part, I don't think we touched it; I know we started to talk about it. **Chairman Bynum** said I think what is pertinent to this policy is perhaps a reminder that we have a noise ordinance and that it needs to be adhered to as well as all other city ordinances. You know I think that we could certainly add a reminder that maybe even up at the top part of this policy that no other ordinances are not in effect. All other city ordinances are in effect, including noise and trash and litter. I think we could at least draw people's attention to that so they are aware of that.

Commissioner Johnson said the approval is required every year. The applicant has to bring a new approval every year with signatures every year? **Ms. Alig** said correct. **Commissioner Johnson** said so they do it once a year. I am just concerned about that because I am aware of some that hasn't asked me every year. I'm just wondering are we checking signatures? How are we validating every year that the applicant has gone through the proper procedures? I think this kind of dovetails on what I heard Commissioner Townsend talking about, is how do we verify information has been done properly, has been executed properly in accordance with the things we have outlined here. **Ms. Alig** said Public Works checks the plat map and looks at the names of the owners of the properties. That's as far as we go. I think in some respects we are doing this block party policy out of the goodness of our hearts and we hope that it's a fun thing for our citizens. The numbers show that we're not getting a lot of complaints given the number of block parties, but we're not doing extensive verification.

Chairman Bynum said, Commissioner, to your point; I think the current policy is only a 51%. I think what we are working on here is a really good effort to strengthen the current block party permit policy, let our community to continue to have fun, which is what we ultimately want to allow them to be able to do, but put some more parameters around it that make it safer and stronger and have a little bit more teeth. I appreciate the work and the effort. I think we have a good set of recommendations for you, I think you have brought forward a good set of revisions to

a policy and we've added a little bit to it. I would ask if there are no other comments or questions, I think we do need a motion to accept revisions or questions I guess for Legal because we've asked for revisions now.

Ms. Rupp said excuse me, Commissioner, I don't think I took my whole three minutes so can I just make another comment. In response to what I was talking about when I called several people to see if they knew about it and they weren't, maybe that could be something they could do too is make random calls to some of the people on the list. **Chairman Bynum** said that is one way they could check enforcement and that would be good.

Ms. Rupp said I was in agreement with Commissioner Townsend on the six hours. I think after that length of time there could be trouble. Like you said about the fireworks, everybody does that all day long and that can be separate. **Chairman Bynum** said a question to your point in terms of strengthening the language in the permit policy, could we not say violations of any portion of this policy or violations of any city ordinance including noise can be an immediate revocation of the permit and a closing down of the block party, it's probably in there. **Ms. Alig** said we do have a section that says the Police Department can revoke a block party permit while the block party is happening.

Chairman Bynum said so I want to make sure we have the ability to enforce the permit and any other ordinance that is on the books. **Ms. Golubskie** said one more thing that I'd like to add is at times when the sound is too loud from like they were told they could have a disk jockey or boom box; and it is just blaring and you call the police and they go there and they turn it down and then when the police leave, they turn it right back up. I would say to the people aren't following even what the police are saying, which is not following the law. They should be either closed down or either somebody sign a ticket on noise. I don't know, but something needs to be done about that because that is done quite often. **Mr. Moore** said, Commissioner, given the number of changes that you have, it's probably best that if we revise the policy then bring it back in the next standing committee. As Mr. Tobin indicated, the vast majority of these permits are issued for the Fourth of July so we have time to do that and that way we have a better policy to act on next time.

Chairman Bynum said so we will not have a motion and we will move on.

Action: Hold over until next month.

Item No. 6 – 16749...UPDATE: RESIDENTIAL WATER & SERVICE LINE PROTECTION PROGRAM

Synopsis: Update on the Residential Water & Service Line Protection Program, submitted by Trenton Foglesong, Water Pollution Control Director.

Trenton Foglesong, Director of Water Pollution Control, said I just want to double check and make sure Monica is on the phone. We had someone call in from our service provider.

Monica Valero, Director of Account Management with Home Serve, said yes, I'm here.

Mr. Foglesong said great! Thank you for letting us come talk to you tonight to give you an update on the Service Line Warranty Program. That's been quite an effort between several departments in the Unified Government and BPU. We have been working on it for quite a while and we've made quite a bit of progress. I'm going to kind of go through this, I know you may know like me to read the slides, but because Commissioner Townsend is not here; I'm going to try to go through real quick so she can kind of follow along with what we have up here.

What is a Service Line Warranty and how can it help our citizens ?

- *Homeowners are responsible for their service lines, which generally connects their home to the public sewer / water system.*
- *All pipes have a finite life, and over time they break down and can fail.*
- *When a service line fails unexpected, many homeowners find they can not afford to make the repair. Failing to fix the line can create a public nuisance and make a house "uninhabitable".*
- *A service line warranty is a voluntary program that provides homeowners with an affordable, planned payment option to help pay for maintenance and/or repair of their service line when needed.*

As you know probably, our homeowners are responsible for their service lines. That's the sewer lines and the water service lines that go from the public infrastructure to their houses. All pipes have a finite life so over time they start to breakdown and degrade.

Why did UG and BPU get involved?

- *Expensive repairs and consequences are a concern for our community.*
- *Ensure Warranty provider fully understands our needs and provides responsive service to our residents.*
- *Leverage best rate (economy of scale) for our residents.*
- *Ensure contractors working on our system (public or private) are providing quality workmanship and protecting our public infrastructure.*
- *Educate our community about their ownership and responsibilities for sewer/water service maintenance and repair.*

When a service line fails unexpectedly it's very costly to fix it. When that happens some of our residents have a hard time finding a way to pay for it and fix it. So, if they don't fix it, it becomes a public nuisance and can lead to a house being inhabitable. So, a Service Line Warranty is a volunteered program that allows these homeowners an opportunity to have an affordable plan payment option that would help them pay for the maintenance and or repair of their service line when that situation arises.

Now, these warranty programs are out there. You might get them directly mailed to you from several different companies. So the reason why the UG and BPU partnered on an effort to lead this charge and select a preferred vendor, at your direction of course; is because we are also concerned about the expense of these repairs and how they affect our community. We want to make sure a selected warranty provider really understood what our needs were for our community. We thought by selecting one we could leverage a better rate for our ratepayers and give them a better rate within the economy scale. We want to make sure that we have oversight and could ensure that all the contractors working on our system, on the public side and the private side as well, were doing quality work. Also, help minimize the disruption and help protect our infrastructure. Then it's also an opportunity that we can further the education of our ratepayers about what their ownership and maintenance responsibilities are on their service lines.

Advertisement and Selection Overview

9/01/2015 Request for Proposal published.

9/24/2015 Proposals received (two firms) and distributed.

12/08/2015 Presentations by respondents.

02/26/2016 Notice of Award to HomeServe.

06/08/2016 Contract Finalized.

09/28/2016 Anticipated "Go Live" date for websites / banners / mailings.

So, a quick recap, we went out for a RFP last September and we had presentations last December. We went through some final clarifications, we provided notice to award at the end of February. A few months later we were able to get a contract finalized with them. I just want to point out I think that some people thought this was taking a lot of time. I just want point out that due to the diligence of the whole team and the Legal Department, the contract negotiation only took a matter of months where in other jurisdictions it has taken a year or longer. So, that was a win. At this point, we are looking at some time next month to go live. I am going to turn over the presentation at this time to Monica Valero and she is the Director of Account Management with HomeServe. HomeServe was the respondent that we selected to partner with on this program.

Summary of Selected Program for Wyandotte County - HomeServe

Program Selected	Monthly Cost	Annual Cost	Deductible	Coverage
Sewer Service	\$ 5.99	\$ 71.88	\$ 0	\$ 10,000 maximum (Unlimited Service Calls)
Water Service	\$ 3.99	\$ 47.88	\$ 0	\$ 8,000 maximum (Unlimited Service Calls)
Both (Sewer and Water)*	\$ 8.98 *	\$ 107.76*	\$ 0	See above
*10% discount if enrolled in both Sewer and Water service programs.				

Monica Valero, Director of Account Management with HomeServe, said the grid represents the rates that we will be offering to your customers. So, for \$5.99 a month for the sewer line, this will include repair/replacement of the sewer line from the main to external wall of the home. Then for \$3.99 a month for the water service line it will cover the cost of covered repairs to repair or replace the lines from the property boundary or external wall of your wall casings to the water meter or main shut off valve inside the home. For the launch mailing we anticipate and what we will be moving forward with, we are going to offer customers both the water and the sewer product in one mailing. For any customer that opts into signing up for both coverages we will honor a 10% discount. The prices and the coverage amounts per year are reflected in the grid above.

Summary of HomeServe Program for Wyandotte County

HomeServe's Direct mail pieces are geared towards educating homeowners while providing them with a solution

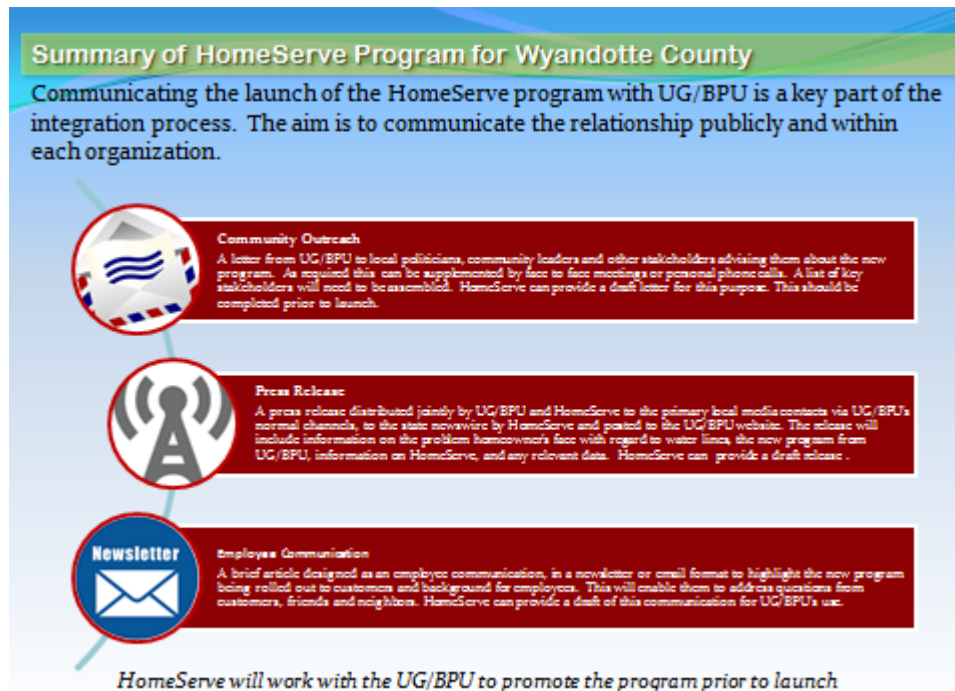
Assess Your Situation

What would you do in an exterior service line emergency?

Take a Look at Your Monthly Water Bills

> The 1st mailing will be a choice and include water and sewer service line
 > This mailing is tentatively scheduled to mail out to customers on 9/18; in homes approx. 10/5
 • HomeServe mailings are spaced 8 weeks apart; the next mailings will fall in the following months:
 o November, January, March, May & July

As we move on the next slide is an example of the direct mail piece that we anticipate sending to customers of the BPU and UG. These creators are just examples as we are still going through process with the team to route them for approval. This is our traditional mail piece. It is very informational, it introduces the relationship between HomeServe, the UG, and BPU and offers a solution to customers who want to enroll in this coverage. Again, we make it very clear to all customers that this is an optional service and that they don't have to enroll if they don't think that it is something right for them.



The first mailing we're looking to do is tentatively scheduled for September 28th. What that means is if it is mailed out September 28th to customers, they should expect to receive them in homes about a week later, around October 5 and then from there we typically space out the mailings eight weeks apart. So, if we keep through the September campaign, we will have another mailing in November, January, March, May and then July. Again, every two months we are sending out an offer to customers informing them of the coverage that's available to them.

Sample Mailing Materials

Important Information for the Kansas City Board of Public Utilities Customers

==SAMPLE A: SAMPLE==
 ==BANK_ADDRESS==
 ==BANK_CITY ST ZIP==

Please reply to:
 Mr. Keith A. Bynum

Dear Mr. Bynum:

This letter contains important information about your responsibilities as a homeowner in the event of an emergency with your water service line.

The exterior water service line that runs on your property from the Kansas City Board of Public Utilities service connection to your home is your responsibility as the homeowner. If you were unfortunate enough to suffer a break or burst in this line, it would be up to you to find a plumber and to get the leak repaired.

The Kansas City Board of Public Utilities wants to inform customers to be prepared and to have the best possible service in the event of an emergency. To do this, you should consider Exterior Water Service Line Coverage from HomeServe. Activate this optional coverage and you'll receive up to \$25,000 of annual protection. (If you wish, you can also purchase a monthly maintenance service for \$9.99 per month, which includes an annual inspection of your water service line and a 24-hour emergency repair service. HomeServe will take care of your covered repair, dispatching a qualified plumber to your home and paying for the service. Please call HomeServe at 1-800-455-5555 for more information.)

This plan can save you a significant amount of money, as a service line replacement can cost thousands of dollars. It can also save you the time of finding a plumber, which can be difficult in the heat of the summer. In an emergency, having this plan also helps minimize stress, as you can rely on the service of a professional company to inspect, maintain and repair your line.

Please take the time to read the information on the back of this letter. If you would like to sign up for this plan, simply complete and return the acceptance form below and then a check will be sent to you. If you have any questions, please call HomeServe at 1-800-455-5555. For faster processing, please call 1-800-455-5555.

Sincerely,

Keith A. Bynum
 Kansas City Board of Public Utilities

HomeServe is a service line replacement company located at 801 Market 7, New York, New York 10001. HomeServe is an independent company separate from the Kansas City Board of Public Utilities and the United Government of Kansas. HomeServe is a service line replacement company that provides a variety of services to its customers. HomeServe is a service line replacement company that provides a variety of services to its customers. HomeServe is a service line replacement company that provides a variety of services to its customers.

What would you do in an exterior water service line emergency?

Locally available
 \$400
 No Charge?

Professional water service
 \$1,500
 No Charge?

HomeServe's service line replacement is the best way to protect your home and your wallet. HomeServe's service line replacement is the best way to protect your home and your wallet. HomeServe's service line replacement is the best way to protect your home and your wallet.

Table 1: Local vs. HomeServe Service Line Replacement	HomeServe Service Line Coverage
1. Up to \$400 of annual coverage. (If you have a water service line, you need to pay for annual repairs.)	✓
2. Professional water service line replacement. (Cost of \$1,500 to \$3,000 per year.)	✓
3. HomeServe's service line replacement. (Cost of \$1,500 to \$3,000 per year.)	✓

Visit HomeServe to protect your service line or call toll-free 1-800-455-5555.

Important Questions & Answers

1. What are the benefits?
 A. HomeServe's service line replacement is the best way to protect your home and your wallet. HomeServe's service line replacement is the best way to protect your home and your wallet. HomeServe's service line replacement is the best way to protect your home and your wallet.

2. What are the costs?
 A. HomeServe's service line replacement is the best way to protect your home and your wallet. HomeServe's service line replacement is the best way to protect your home and your wallet. HomeServe's service line replacement is the best way to protect your home and your wallet.

3. What are the terms of the service agreement?
 A. HomeServe's service line replacement is the best way to protect your home and your wallet. HomeServe's service line replacement is the best way to protect your home and your wallet. HomeServe's service line replacement is the best way to protect your home and your wallet.

4. What are the terms of the service agreement?
 A. HomeServe's service line replacement is the best way to protect your home and your wallet. HomeServe's service line replacement is the best way to protect your home and your wallet. HomeServe's service line replacement is the best way to protect your home and your wallet.

Acceptance Form

I, the undersigned, hereby accept the terms, conditions and exclusions of the HomeServe Service Line Coverage plan. I understand that this plan is not a contract and that it is subject to the terms, conditions and exclusions of the HomeServe Service Line Coverage plan. I understand that this plan is not a contract and that it is subject to the terms, conditions and exclusions of the HomeServe Service Line Coverage plan.

Please Print Name (Last, First, Middle Initial) _____

Please Print Address (Street, City, State, ZIP) _____

Please Print Phone Number (Area Code, Number) _____

I have indicated a check for my first payment of:
☐ \$4.99 per month ☐ \$9.99 per quarter ☐ \$14.99 per year

I authorize HomeServe to charge my account for Exterior Water Service Line Coverage. I understand that this plan is not a contract and that it is subject to the terms, conditions and exclusions of the HomeServe Service Line Coverage plan. I understand that this plan is not a contract and that it is subject to the terms, conditions and exclusions of the HomeServe Service Line Coverage plan.

Signature _____

DISCLAIMER

This plan is not a contract and that it is subject to the terms, conditions and exclusions of the HomeServe Service Line Coverage plan. I understand that this plan is not a contract and that it is subject to the terms, conditions and exclusions of the HomeServe Service Line Coverage plan. I understand that this plan is not a contract and that it is subject to the terms, conditions and exclusions of the HomeServe Service Line Coverage plan.

Signature _____

In addition to the direct mail campaign that we will send to customers and before we launch, we think it is very important that we communicate to all of your constituents and to employees of the BPU and the UG to make sure that everybody is aware of the program and the launch details so should you have any questions you know where to direct them too. So we will work with both of you to create and develop a community outreach. This will include a press release as well as internal documents to all employees. Again, to make sure that everybody fully understands the program. So, if you were to get any questions in regards to the program, that we are providing you with the telephone numbers of our call center at HomeServe for whom to direct those calls too. The biggest thing we want to make sure is that were doing all the heavy lifting and that we are managing the full aspect of the program. So the involvement of the UG and BPU is simply to review creatix to ensure that anything that has your branding on there is okay by you and then we will take it from there. We do all of the printing, the production and the call center aspects of the program.

Chairman Bynum said we can't over emphasize that it is an optional program. I think number one, making sure that it is known that it is optional is just at the utmost importance. I would like to congratulate our BPU Board Member Bryant for your efforts on this as well. It's nice to have

this partnership, I do love the program. You're probably going to answer these questions and I'm going to toss them out there. How are the fees collected? On the BPU bill? **Ms. Valero** said no. They are going to be off the bill so we will offer customers three different methods of which they can pay. They can pay via Easy Pay, direct deposit or credit card or one-time check and we do all the billing. **Chairman Bynum** said I kind of like that because it keeps it separate from them thinking it is a mandatory charge on their bill.

We can enroll at any time or is there an enrollment window? **Ms. Valero** said we put on all of the direct mail pieces, we do add a please reply or please respond by date and that's simply to help us staff all call center accordingly. However, if a customer falls outside that window, at any time they can call. They can enroll in or they can go on the web and enroll at any time.

Chairman Bynum said if I am in the program and I have a waterline break, I still owe some money out of my pocket, is that correct? I just want to make sure our taxpayers and ratepayers know there is still something they are going to owe. **Ms. Valero** said it varies. For example, I also manage the relationship we have with WaterOne who is kind of in your backyard. Right now if a customer has a water service line emergency and they call HomeServe, we deploy a contractor and there is no out-of-pocket to deploy the contractor on site. If the repair is within a covered repair and within the annual benefit, we will cover the full cost. Just for example, if we look at the water service line, they have a maximum coverage limit of \$8000 and what we're seeing based on claims and jobs in the WaterOne area the average job cost range from \$1500 to \$2000; on just the average and these are more of repairs and some are replacements. I've only seen one job over exceed the \$8000 annual benefit and that's because it was a very complicated job. That was two lines kind of connected and I can go on and on and on, for the most part the \$8000 maximum benefit should more than enough cover a full replacement if need be. As long as they stay within the \$8000 maximum benefit per year we will cover and the customer will have no out-of-pocket. The out-of-pocket only comes in if it goes over that \$8000.

BPU Board Member Jeff Bryant said you talk about the mailing blitz that will happen in eight week increments. If a resident was to enroll in your program, will they be taken off the mailing list so they are not getting the same mailer every eight weeks even after they have signed up. **Ms. Valero** said that is a great question. Yes, if a customer has already enrolled, they will not get

another offer. Now, for example, if a customer enrolls in just the water service line and they are now an active customer we will now mail them the sewer line offer. We will never mail a customer the same offer from which they are enrolled in. They get removed from the acquisition mail. So, no we would remove them. So, we will offer them the product that they haven't already enrolled in.

BPU Board Member Bryant asked after enrollment is there a probation period for new enrollee's prior to the coverage being in effect. **Ms. Valero** said there is a 30-day wait period.

Commissioner Philbrook said I just want to make sure that I understand. Let's say that I have a major catastrophe with my water service, and boy that can happen, because I have old stuff, coming into that old building and it cost me almost the \$8K to take care of, how long before if I have something else that pops up that maybe was not addressed in that first fiasco, will I be able to tap into this coverage again or is this for the life of the service or ownership, what's the deal?

Ms. Valero said if you've maxed out the \$8000 on that simple repair and then you find out a month later you have another issue on that same line, the first thing we'll do is resend out our contractor to see why there is another issue. If you are maxing out your coverage, it is very likely that you just got a full line replacement. If there is an additional matter that comes up after such a big job, we would be deploying our contractor to investigate what the situation is to ensure if it is on that same line. We do have a guarantee on all of our repairs for six months. So, if something is still not right, it's part of that and they will fix it. Now, if it is completely something independent; let's say it extends into the interior of your home and has nothing to do with the exterior line, that's a different situation and we look at those case-by-case. **Commissioner Philbrook** said says that again. **Ms. Valero** said if it is a completely different repair and it has nothing to do with the main line, then that's a completely different situation and then we will work on that case-by-case. **Commissioner Philbrook** said case-by-case. I guess I want to make sure what I'm understanding is, is that the \$10,000 maximum and the \$8000 maximum, what time period that covers? **Ms. Valero** said that's for the annual. **Commissioner Philbrook** said just the annual period. So I don't have to worry about things happen next year, after the year is over. **Ms. Valero** said correct, because you will renew and you will get your full benefits again. **Commissioner Philbrook** said I just wanted to make sure that I understood properly. It's kind

of like medical insurance, if you don't make sure what you are getting, you could get caught short.

BPU Board Member Bryant said will the annual benefits be effective from the calendar year or will they be effective from 12 month period starting 30 days after enrollment. **Ms. Valero** said it starts effective 30 days after you enroll. **BPU Board Member Bryant** said so you're going to have a database that will keep track and make sure that if I sign up in November and Commissioner Philbrook signs up in March, her numbers roll off every March and mine will roll off every November. **Ms. Valero** said absolutely. Our system monitors all of that because when you are coming up for your renewal anniversary we will send you documentation informing you of your upcoming renewal.

BPU Board Member Bryant said as far as renewals, is there any expectation for the price to change within the next five years? **Ms. Valero** said I can't speak for the next five years, but for the next two years for the contract, they are not. **BPU Board Member Bryant** said I'm assuming that this is a residential contract. This is a two-part question. Will this be offered to commercial or industrial resident customers and what about businesses that are ran out of a home, will they be applicable? **Ms. Valero** said that is a great question. At the moment this is solely for single residential homeowners. We're not actively marketing a product to commercial; however, I can tell you we are working on one that I am looking to test very close to your area and when we see how that performs and how that does we might look to extending it. The biggest problem that we have with commercial and why we are very careful and why we are looking to test the product is because it is very hard to know who is the owner of that property is and we only market our product and services to the homeowners.

Commissioner Johnson said so if I get both the water and sewer, is my maximum coverage \$18,000, or \$10,000? **Ms. Valero** said if you get both the water and sewer, you're going to up to \$10,000 a year for sewer and up to \$8,000 a year for the water service line, so it'll be total \$18,000.00.

Commissioner Philbrook said when you have business property and residential kind of back to back; however, you want to say it, it becomes very complicated and so I would be more than

happy to have a conversation with you around helping small business or people who have those combined issues. **Ms. Valero** said I would absolutely love to have that conversation because like I said I am literally in the midst of working with WaterOne on developing; what we are calling a like commercial product for those very types of properties.

Chairman Bynum said I appreciate all the questions and the great information. I don't know if we made it through the presentation. I think there were slides out there, no excellent.

I just have one question for our Legal staff and that is can you confirm this 30-day wait period because I think I saw some looks on your side of the table that weren't sure that was the case. **Sharon Reed, Purchasing Director**, said, Commissioner, I am going to have to go back through the contract on that. I think that everyone at the table had thought that we discussed that and negotiated the 30-day wait period away. So, I think we were a little surprised to see it again. **Chairman Bynum** said let's clarify on that. It is a good thing to clarify. I do not believe that this is an item for action. I believe it was information only and it's great information.

BPU Board Member Bryant said when you find out about the 30-day wait period or not please, please include me on the email for that and, hopefully, we'll know before we have this presentation come up at the BPU next month. I'd like to know for sure.

Mr. Fogelsong said I just want to recognize Sharon Reed and the Legal staff. It was a lot of work on their part to get this through the system and get it to where it was something we were all comfortable with.

Melissa Mundt, Assistant County Administrator, said I also want to make sure that we do thank BPU because without their information we would not be able to do this. So, this is sharing of customer database type stuff that's not always easy to do but, honestly with the work we are trying to do a SOAR; this is a critical component of helping our community be stable and be able to revitalize. I know Wilba's group, she'll be up here about fair housing moving forward, but the number of things that I've worked on here related just sewer connections; between Trenton and our staff in Community Development has been significant. This program can go a long ways to helping people who are just trying to hang on to stay in their home, not to have an unexpected

cost or expense on something they can manage more on a monthly basis which folks in those positions; that's normally where they manage is in a monthly or in a weekly position.

Action: For information only.

Item No. 7 – 16767...RESOLUTION: COLLAPSE OF N. 33RD TERRACE

Synopsis: A resolution declaring the necessity and authorizing a survey of land to be condemned due to the collapse of North 33rd Terrace (at a location in the North 3800 block), submitted by Ken Moore, Chief Counsel.

Ken Moore, Chief Legal Counsel, said the commissioners have been briefed on this before. Back in May after the heavy rains, this area North 33rd Terrace, the road washed away denying the people at the end access to their property. We have looked at various alternatives to resolve that situation. One of which is we applied for a FEMA grant that would potentially allow us to rebuild that road. That grant application was denied so essentially what we have is property owners that don't have access to their property. So this resolution, we have been working with them since May 23rd trying to reach some resolution. Another alternative, if we would have to essentially condemn this property to relocate them, this resolution allows us to start that process.

Action: Commissioner Markley made a motion, seconded by Commissioner Philbrook, to approve. Roll call was taken and there were five "Ayes," Bryant, Philbrook, Markley, Johnson, Bynum

Chairman Bynum adjourned the meeting at 6:31 p.m.

Adjourn

mbb



Staff Request for Commission Action

Tracking No. 16809

Full Commission Meeting Date: 11/3/16

Committee: Public Works & Safety

Date of Standing Committee Action: 10/24/16

(If none, please explain):

Publication Required: No

<u>Date:</u> 09/26/2016	<u>Contact Name:</u> Kristen Czugala	<u>Contact Phone:</u> x5656	<u>Contact Email:</u> kczugala@kckpd.org	<u>Department/Division:</u> Police Department
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Item Description:

The KCKPD Victim Services Unit has been sustained by the VOCA Grant since 1999. In FY 2016, VOCA provided \$241,780 in grant funds to the VSU. The proposed budget for FY 2017 requests \$248,696 in grant funds. This budget is similar to the budget approved for FY 2016 and includes a request for an increase in funds for office supplies for a 100% VOCA funded position and for emergency transportation to assist victims with taxi vouchers to attend forensic interviews at Sunflower House for child abuse victims. Both of these requests would be 100% funded by the VOCA Grant. The VOCA grant requires a 20% Match, of which all match dollars are utilizing existing sources and no additional funds are requested from the UG. The application was due September 15, 2016. The grant period runs October 1, 2016 – September 30, 2017, however, awards are not announced until mid-November.

Action Requested:

Permission to accept the VOCA FY 2017 Grant award to continue sustaining the Victim Services Unit. Approval of the Match items at \$62,147 for a federal fund request of \$310,843. \$28,109 in match dollars will come from existing personnel and fringe expenses, \$975 from the PD Operating Budget for office supplies and 25% of our annual software contract, \$33,090 in-kind for gas and mileage for city vehicles, volunteer hours, postage, and rent value for VSU space. All match funds are utilized from already existing sources, and no additional dollars are being requested from the UG.

Budget Impact: (if applicable)

Amount: \$44,330.00

Source:

Included In Budget: Police Department Operating Budget - \$29,057

Other (explain): \$15,273 in-kind

Attachments List:

2017 VOCA Solicitation, 2017 Grant Project Budget



Governor's Grants Program

V
O
C
A

FEDERAL VICTIMS OF CRIME ACT GRANT

**Fiscal Year 2017
Grant Application**

APPLICATION DEADLINE:

**SUBMITTED BY 11:59 p.m., SEPTEMBER 15, 2016
ON THE GRANT PORTAL**

For questions regarding application requirements, please contact the
Kansas Governor's Grants Program (KGGP) at 785-291-3205.

Federal Victims of Crime Act Victim Assistance Grant Guidelines

Grant Program Criteria and Grant Fund Use

The following information defines eligibility and accountability criteria and sets forth requirements for application and administration of grants awarded under the Federal Victims of Crime Act (VOCA) Victim Assistance grant program as established by 42 U.S.C. §10601 *et seq.* and amendments thereto. The VOCA grant program is funded from the Crime Victims Fund, generated by Federal criminal fines, penalties, and assessments.

- The Kansas Governor's Grants Program (KGGP) establishes policies and procedures for the VOCA Victim Assistance grant program, consistent with the requirements of the Federal VOCA Program Guidelines. The KGGP has the discretion to be more restrictive.
- In August 2015, the KGGP, with the assistance of a VOCA Planning Committee, developed a Strategic Plan (hereinafter "Strategy") to provide guidance for priorities in the administration of this federal VOCA program. Applicants should review the [Kansas Victims of Crime Act Strategic Plan](#) in its entirety and consider how the proposed VOCA project fits into the described goals and objectives. **Applications that clearly support the priorities, goals, and objectives of the Strategy will take precedence to the extent feasible when subgrant awards are determined.**
- VOCA funds are to be used by eligible public agencies, nonprofit, community, and faith-based organizations to provide direct services to crime victims. The KGGP has sole discretion for determining which organizations will receive funds and in what amounts, as long as the applicants meet the requirements of the Federal VOCA Program Guidelines and those set by the KGGP.
- For the purpose of this grant program, direct services are defined as those that (1) respond to the emotional, psychological, or physical needs of crime victims; (2) assist victims to stabilize their lives after victimization; (3) assist victims to understand and participate in the criminal justice system; or (4) restore a measure of safety for the victim. A "crime victim" is a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.
- A victim of a federal crime is a victim of an offense in violation of a federal criminal statute or regulation, including, but not limited to, offenses that occur in an area where the federal government has jurisdiction, whether in the United States or abroad, such as Indian reservations, national parks, federal buildings, and military installations.
- Direct services (1) must be provided to victims of federal crime on the same basis as to victims of crimes under State or local law; (2) must be provided regardless of a victim's participation in the criminal justice process; and (3) shall not be dependent on the victim's immigration status.

- Current VOCA subgrantees that are in good standing with grant compliance requirements will be given priority in receiving grant awards. In addition, priority will be given to applicants that provide on-going direct services to victims of crime.
- Priority shall be given to victims of sexual assault, domestic violence, and child abuse. Thus, a minimum of 10 percent of each federal fiscal year's grant (30 percent total) will be allocated to each of these categories.
- An additional 10 percent of each federal fiscal year's grant will be allocated to victims of violent crime (other than the "priority" category victims stated in the previous bullet) who were "previously underserved." These underserved crime victims of either adult or juvenile offenders may include, but are not limited to, victims of federal crimes; survivors of homicide victims; or victims of assault, robbery, gang violence, hate and bias crimes, intoxicated drivers, bank robbery, economic exploitation, fraud, or elder abuse.
- Domestic violence includes intimate partner violence.
- Victim of child abuse is a victim of crime, whereas such crime involved an act or omission considered to be child abuse under Kansas law. Victims of child abuse may include, but are not limited to, child victims of physical, sexual, or emotional abuse; child pornography-related offenses; neglect; commercial sexual exploitation; bullying; and/or exposure to violence.
- Elder abuse is the mistreatment of older persons through physical, sexual, or psychological violence, neglect, or economic exploitation and fraud.
- Applicants are encouraged to identify gaps in available services by victims' demographic characteristics. For example, in a given community, "underserved" crime victims may be best defined according to their status as senior citizens, non-English speaking residents, persons with disabilities, members of racial or ethnic minorities, or by virtue of the fact that they are residents of rural or remote areas, or inner cities.
- The KGGP may award VOCA funds to organizations that are physically located in an adjacent State, when there is an efficient and cost-effective mechanism available for providing services to victims who reside in Kansas. When grant awards are made to organizations in an adjacent State, the amount of the grant award must be proportional to the number of Kansans to be served by that organization.

Kansas Available Funding

Applicants should be aware that Kansas received a substantial increase to the VOCA grant program. To maximize the use of these funds and ensure access to services for all crime victims across state, organizations are strongly encouraged to engage community partners in identifying gaps, developing collaborative partnerships, and creating innovative ways to reach underserved populations of crime victims. Where multiple applications are received from the same

community, it will be critical that the applicants can demonstrate communication and planning to ensure proposed projects would complement one another and do not duplicate services. In addition, consider the benefits of regional projects to enhance collaboration, share personnel, and optimize match resources.

Eligibility Criteria

VOCA establishes eligibility criteria that must be met by all organizations that receive VOCA funds. Each applicant shall meet the following requirements:

- 1. Public Agency, Nonprofit, Community, or Faith-Based Organizations.** Applicants must be operated by public agencies, nonprofit, community, or faith-based organizations, or a combination of such organizations and must provide services to crime victims.
- 2. Record of Effective Services.** Applicants must demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner and financial support from other sources.
- 3. New Organizations.** Applicants that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding, if they can demonstrate that 50 percent or more of their financial support comes from non-federal sources. It is important that organizations have a variety of funding sources besides federal funding in order to ensure their financial stability.
- 4. Applicant Match Requirements.** The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds. Non-federal matching contributions of 20 percent (cash or in-kind) of the total cost of each VOCA grant project (VOCA funds plus match) are required for each VOCA-funded grant project and must be derived from non-federal sources except as provided in the [Federal OJP Financial Guide](#) effective edition. **All funds designated as match are restricted to the same uses as the VOCA funds and must be expended within the grant project period.** The match must be provided on a project-by-project basis. Any deviation from this policy must be approved by the Federal Office for Victims of Crime and the KGGP.

Example:	Total Grant Project Cost	= \$50,000
	80% Federal Share	= \$40,000
	20% Non-Federal Match	= \$10,000

For purposes of this grant program, in-kind match may include donations of expendable equipment and office supplies, work space, or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded grant project. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the applicant's organization. If the required skills are not found in the applicant's

organization, the rate of compensation must be consistent with the labor market. In either case, fringe benefits may be included in the valuation. The value placed on loaned or donated equipment may not exceed its fair market value. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately-owned buildings in the same locality.

a. Record Keeping for Match Requirements. Records must be maintained that clearly show the source, the amount and the period during which the match was allocated. The basis for determining the value of personal services, materials, equipment and space must be documented. Volunteer services used as match must be documented, and to the extent feasible, supported by the same methods used by the organization for its own paid employees. **The KGGP has the authority to require a non-federal cash match instead of an in-kind match.**

b. Exceptions to the 20 Percent Match.

i. Native American Tribes/Organizations Located on Reservations. American Indian tribes/organizations located on reservations are exempt from any match requirement. For the purpose of this grant, a Native American tribe/organization is defined as any tribe, band, nation, or other organized group or community, which is recognized as eligible for the special programs and services provided by the United States to Native Americans because of their status as Native Americans. A reservation is defined as a tract of land set aside for use of, and occupancy by, Native Americans. All organizations applying for these grant funds must meet the other eligibility requirements for subgrantee organizations.

ii. The match requirement may be waived if extraordinary need is documented and submitted to the KGGP by the applicant and approved by the Federal Office for Victims of Crime and the KGGP.

5. Volunteers. Volunteers must be used unless the KGGP determines there is a compelling reason to waive this requirement. Agency staff **cannot** be used as volunteer time for this purpose. A “compelling reason” may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort. The applicant is responsible for providing in the grant application the documentation and reasons why volunteers cannot be used. This documentation should include, when applicable, a statutory cite that prohibits use of volunteers.

6. Promote Community Efforts to Aid Crime Victims. Applicants must promote within the community, coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims.

7. **Help Victims Apply for Compensation Benefits.** Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, checking on claim status, and/or providing a referral to a resource that will effectively provide these services.
8. **Comply with Federal Rules Regulating Grants.** Applicants must be in compliance with the applicable provisions of VOCA, the program guidelines, and the requirements of the [Federal OJP Financial Guide](#) effective edition, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds. This includes: financial documentation for disbursements; daily time and activity records specifying time and type of service devoted to allowable VOCA victim services; client files; the portion of the grant project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.
9. **Maintain Civil Rights Information.** Maintain statutorily required civil rights statistics on victims served by race, color, religion, national origin, sex, age, and disability, within the timetable established by the KGGP; and permit reasonable access to its books, documents, papers and records to determine whether the organization is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.
10. **Comply with State Criteria.** Abide by any additional eligibility or service criteria as established by the KGGP including, but not limited to, submitting financial, statistical, and programmatic information on the use and impact of VOCA funds.
11. **Services to Victims of Federal Crimes.** Applicants must provide services to victims of federal crimes on the same basis as victims of state and local crimes.
12. **No Charge to Victims for VOCA-Funded Services.** Applicants must provide services to crime victims, at no charge, through the VOCA-funded grant project. Any deviation from the provision requires prior approval by the KGGP.

The purpose of the VOCA Victim Assistance grant program is to provide services to all crime victims regardless of their ability to pay for services rendered or availability of insurance or other third-party payment resources. It was never the intent of VOCA to exacerbate the impact of the crime by asking the victim to pay for services.

13. **Program Income.** Applicants must have the capability to track grant project income in accordance with federal financial accounting requirements. All VOCA-funded grant project and match income, no matter how large or small, is restricted to the same uses as the VOCA grant project. Applicants must have specific approval from the KGGP prior to earning program income.

Grant project income can be problematic because of the required tracking systems needed to monitor VOCA-funded income and ensure that it is used only to make additional services available to crime victims. For example, VOCA often funds only a portion of a counselor's time. Accounting for VOCA program income generated by this counselor is complicated, involving careful record keeping by the counselor, the organization, and the KGGP.

- 14. Confidentiality and Non-Disclosure of Confidential or Private Information.** Applicants must reasonably protect the confidentiality and privacy of persons receiving VOCA services. VOCA recipients shall not disclose, reveal, or release any personally identifying information or individual information collected in connection with VOCA-funded services requested, utilized, or denied, regardless of whether such information has been encoded, encrypted, hashed, or otherwise protected, without the informed, written, reasonably time-limited consent of the person about whom information is sought. Consent for release may not be given by the abuser of a minor, incapacitated person, or the abuser of the other parent of the minor. If a minor or a person with a legally appointed guardian is permitted by law to receive services without a parent's (or the guardian's) consent, the minor or person with a guardian may consent to release of information without additional consent from the parent or guardian.

If release of information described above is compelled by statutory or court mandate, the VOCA recipient shall make reasonable attempts to provide notice to victims affected by the disclosure of the information, and take reasonable steps necessary to protect the privacy and safety of the persons affected by the release of information.

Applicants shall not require a crime victim to provide a consent to release personally identifying information as a condition for the receipt of VOCA-funded services. Further, nothing in this section prohibits compliance with legally mandated reporting of abuse or neglect.

- 15. Confidentiality of Statistical and Research Information.** Except as otherwise provided by federal law, no organization receiving monies under VOCA shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA. Research and statistical information identifiable to any specific private person and any copy of such information, shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding. See Victims of Crime Act of 1984 codified at 42 U.S.C. §1060(d).

These provisions are intended, among other things, to ensure the confidentiality of information provided by crime victims to counselors working for victims' services programs receiving VOCA funds. Whatever the scope of application given this provision, it is clear that there is nothing in VOCA or its legislative history to indicate that Congress intended to override or repeal a state's existing law governing the disclosure of information that is supportive of VOCA's fundamental goal of helping crime victims. For example, this

provision would not act to override or repeal, in effect, a state's existing law pertaining to the mandatory reporting of suspected child abuse. See Pennhurst School and Hospital v. Haldermann, et al., 451 U.S. 1 (1981). Furthermore, this confidentiality provision should not be interpreted to thwart the legitimate informational needs of public agencies. For example, this provision does not prohibit a domestic violence shelter from acknowledging, in response to an inquiry by a law enforcement agency conducting a missing person investigation, that the person is safe in the shelter. Similarly, this provision does not prohibit access to a victim service grant project by a federal or state agency seeking to determine whether federal and state funds are being utilized in accordance with funding agreements.

Eligible Organizations

VOCA specifies that an organization must provide services to crime victims and be operated by a public agency, nonprofit, community, or faith-based organization, or a combination of such agencies or organizations, to be eligible to receive VOCA funding. Eligible organizations include, but are not limited to, victim services organizations whose sole mission is to provide services to crime victims. These organizations include, but are not limited to, sexual assault and rape treatment centers, domestic violence programs and shelters, child abuse programs, centers for missing children, mental health services, community and faith-based organizations, and other community-based victim coalitions and support organizations, including those who serve survivors of homicide victims.

In addition to victim services organizations, other public agencies, nonprofit, community, and faith-based organizations have components that offer services to crime victims. These organizations are eligible to receive VOCA funds, if the funds are used to expand or enhance the delivery of crime victim services. These organizations include, but are not limited to, the following:

- 1. Criminal Justice Agencies.** Agencies such as law enforcement organizations, prosecutors' offices, courts, corrections departments and probation and paroling authorities are eligible to receive VOCA funds to help pay for victim services. For example, prosecutor-based victim services may include victim-witness programs, victim notification and victim impact statements, including statements of pecuniary damages for restitution. Corrections-based victim services may include victim notification, restitution advocacy, victim-offender mediation programs and victim impact panels. Police-based victim services may include victim crisis units or victim advocates, victim registration and notification, and cellular phone and alarm services for domestic abuse victims. In general, VOCA funds may be used to provide crime victim services that exceed a law enforcement official's normal duties. Regular law enforcement duties such as crime scene intervention, questioning of victims and witnesses, investigation of the crime and follow-up activities may not be paid for with VOCA funds.
- 2. Faith-Based Organizations.** Such organizations receiving VOCA funds must ensure that services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event.

3. **Hospitals and Emergency Medical Facilities.** Such organizations must offer crisis counseling, support groups, and/or other types of victim services. In addition, the KGGP may only award VOCA funds to a medical facility for the purpose of performing forensic examinations on sexual assault victims if (1) the examination meets the standards established by the state, local prosecutor's office, or statewide sexual assault coalition; and (2) appropriate crisis counseling and/or other types of victim services are offered to the victim in conjunction with the examination. **State law requires counties where the alleged offense occurs to be responsible for the cost of conducting a sexual assault examination for the purpose of gathering evidence (K.S.A. 65-448 and amendments thereto).**
4. **Others.** State and local public agencies such as mental health service organizations, state/local public child and adult protective services, state grantees, legal services agencies and public housing authorities that have components specifically trained to serve crime victims.

Ineligible Organizations

Some public agencies, nonprofit, community, and faith-based organizations that offer services to crime victims are not eligible to receive VOCA Victim Assistance funding. These organizations include, but are not limited to, the following:

1. **Federal Agencies.** This includes U.S. Attorneys Offices and FBI Field Offices. Receipt of VOCA funds would constitute an augmentation of the federal budget with money intended for state agencies. However, private nonprofit organizations that operate on federal land may be eligible subgrantees of VOCA Victim Assistance funds.
2. **In-Patient Treatment Facilities.** This includes facilities that provide treatment to individuals with drug, alcohol and/or mental health-related conditions.

Allowable Direct Services, Activities, and Costs

The following is a list of services, activities, and costs that are eligible for support with VOCA funds:

- a. **Immediate Health and Safety.** Those services that respond to the immediate emotional and physical needs (excluding medical care) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; safety planning; emergency food, clothing, transportation, and shelter; and other emergency services that are intended to restore the victim's sense of security. This includes services that offer an immediate measure of safety to crime victims such as replacing broken windows and replacing or repairing locks.

Emergency shelter may also include short-term in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed, as well as short-term nursing-home, adult foster care, or group-home placement for adults for who no other safe, short-term residence is available.

The term *immediate* for purposes of VOCA funding is intended to include those services that meet emergency victim needs for which other alternative sources of payment will not be available quickly enough to meet the victims' needs, typically within 48 hours. Agencies must ensure that victim compensation or the victim's health insurance, Medicaid, or other health care funding source cannot be made available to meet the emergency needs.

- b. Personal Advocacy and Emotional Support.** Those services that provide personal advocacy and emotional support, including working with a victim to assess the impact of the crime; identification of the victim's needs; case management; management of practical problems created by the victimization; identification of resources available to the victim; provision of information, referrals, advocacy, and follow-up contact for continued services as needed; and traditional, cultural, and/or alternative therapy/healing, such as art therapy and trauma-sensitive yoga.
- c. Mental Health Assistance.** Those mental health counseling and care services and activities that assist crime victims and/or victims' family members in understanding the dynamics of victimization and in stabilizing their lives after a crime. This includes outpatient therapy and counseling provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered. Substance-abuse treatment is also allowable when the victim service provider can justify that the treatment is directly related to the victimization.
- d. Peer-Support.** Those activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information, and emotional support.
- e. Assistance with Participation in Criminal Justice and Other Public Proceedings.** In addition to the cost of emergency legal services noted above in section a. "Immediate Health and Safety," other costs associated with helping victims participate in the criminal justice system and other public proceedings arising from the crime also are allowable. These services may include advocacy on behalf of crime victims; accompaniment to offices and court; transportation, meals, and lodging to allow a victim who is not a witness to participate in a proceeding; interpretation services for a non-witness victim; child care or respite care to enable a victim to attend activities related to the proceeding; notification to victims regarding trial dates and other key proceeding dates, case disposition information, and parole consideration procedures; assistance with victim impact statements; assistance with recovery of property retained for evidence; and assistance with restitution advocacy on behalf of the crime victim.
- f. Legal Assistance.** Those services which are reasonable and necessary as a direct result of the victimization. Allowable legal assistance services include those that help the crime

victim assert their rights as a victim in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as a victim in such a proceeding; motions to vacate or expunge a conviction, or similar actions, where the jurisdiction permits such a legal action based on a person's being a crime victim; and those actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization. Specifically, legal assistance might include, but is not necessarily limited to, proceedings for restraining or protective orders; family, custody, contract, housing and dependence matters as they directly relate to the crime; immigration assistance for victims of human trafficking, sexual assault, and domestic violence; intervention with creditors, law enforcement, and other entities on behalf of victims of identity theft and financial fraud; intervention with administrative agencies, schools/colleges, tribal entities, and other circumstances where legal advice or intervention would assist in addressing the consequences of the victimization. Agencies whose primary purpose is to provide emergency legal assistance may apply for this type of service. The KGGP may not consider a grant award for contracting to provide emergency legal services unless good cause is shown why no other emergency legal assistance is available.

- g. Forensic Medical Evidence Collection Examinations.** For victims of a sexually violent crime, forensic medical evidence collection exams are allowable costs only to the extent that other funding sources (such as state compensation, private insurance, or public benefits) are unavailable or insufficient and such exams conform to state evidentiary collection requirements (also refer to number three under Eligible Organizations on page nine of this solicitation). **State law requires counties where the alleged offense occurs to be responsible for the cost of conducting a sexual assault examination for the purpose of gathering evidence (K.S.A. 65-448 and amendments thereto).** Any forensic medical evidence collection examinations provided under this VOCA program must be conducted by a specially trained Sexual Assault Nurse Examiner and the service provider must provide appropriate referrals to local crisis center services, counseling services, and other types of victim services.
- h. Forensic Interviews.** Victim-centered forensic interviews are an allowable activity to the extent that the results of the interview will be used not only for law enforcement and prosecution purposes, but also for identification of needs such as social services, personal advocacy, case management, substance abuse treatment, and mental health services; interviews are conducted in the context of a multi-disciplinary investigation and diagnostic team, or in a specialized setting such as a child advocacy center; and the interviewer is properly trained to conduct forensic interviews appropriate to the developmental age and disabilities of children, or the developmental, cognitive, and physical or communication disabilities presented by adults.
- i. Transportation.** Transportation of victims specifically to receive services and to participate in criminal justice proceedings is allowable.
- j. Public Awareness and Presentations.** VOCA funds may be used to support awareness and education presentations that are made in schools, community centers, or other public

forums and that are designed to identify crime victims and provide or refer them to needed services. Specifically, activities and costs related to such programs including presentation materials, brochures, and newspaper notices can be supported with VOCA funds.

- k. Shelter and Transitional Housing.** Those costs associated with shelter and other transitional housing for crime victims who cannot safely return to their previous housing due to the circumstances of the victimization, and when other financial resources are not available to support such costs. Shelter and transitional housing related costs may include travel, first month's rental assistance, first month's utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as childcare and counseling. VOCA recipients must demonstrate that affordable alternative and rental housing is not available on a case-by-case basis.
- l. Relocation Expenses.** Those reasonable costs associated with relocating a crime victim outside of the organization's service area when necessary for the crime victim's safety and well-being, including moving expenses, first month's rent, and first month's utilities.
- m. Special Services.** This includes services to assist crime victims with managing practical problems created by the victimization, such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assistance in filing for compensation benefits; and helping to apply for public assistance.
- n. Personnel Costs.** Costs that are directly related to providing VOCA-allowable direct services and supporting activities, such as staff salaries and fringe benefits, including a pro-rated share of liability insurance; the cost of advertising to recruit VOCA-funded personnel; and the cost of training paid and volunteer staff.
- o. Supervision of Direct Service Providers.** The KGGP may provide VOCA funds for supervision of direct service providers when it determines that such supervision is necessary and essential to effectively providing direct services to crime victims. For example, the KGGP may determine that using VOCA funds to support a coordinator of volunteers or interns is a cost-effective way of serving more crime victims. The applicant is responsible for demonstrating how funds for supervision will be cost-effective in providing services.
- p. Multi-Disciplinary Response Activities and Coordination.** Activities that support a coordinated and comprehensive response to crime victim needs by direct service providers, including payment of salaries and expenses of direct service staff serving on child and adult abuse multi-disciplinary investigation and treatment teams, coordination with federal agencies to provide services to victims of federal crimes and/or participation on Statewide or other task forces, work groups, and committees to develop protocols, interagency, and other working agreements. Coordination activities that facilitate the provision of direct services, such as crisis response teams, multi-disciplinary teams,

coalitions to support and assist victims, and salaries and expenses of such coordinators are also allowable.

- q. Contracts for Professional Services.** At times, it may be necessary for VOCA-funded organizations to use a portion of the VOCA grant to contract for specialized services that are not available within the organization. Examples of these services include assistance in filing restraining orders or establishing emergency custody/visitation rights (the provider must have a demonstrated history of legal advocacy on behalf of crime victims); psychological or psychiatric services; or sign and/or interpretation for the hearing impaired or for crime victims whose primary language is not English.

Applicants are prohibited from requesting a majority of VOCA funds for contracted services. The applicant must demonstrate that any costs for contracted professional services are at a rate that does not exceed a reasonable market rate. The KGGP will only approve very limited and necessary contractual budget items.

- r. Automated Systems and Technology.** Those automated systems and technology that support delivery of direct services to victims, including personnel and hardware. It will be the responsibility of the applicant to clearly demonstrate in the application how such a project will enhance direct services; how the project or system will integrate with existing projects and systems; and how the costs of installation, training, ongoing operations, and any other related costs will be supported. Applicants should consult the [Federal OJP Financial Guide](#) effective edition when developing the proposed project.
- s. Skills Training for Direct Service Providers.** VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers, including paid staff and volunteers, so that they are better able to offer quality direct services to crime victims. VOCA funds can be used for training both VOCA-funded and non-VOCA-funded service providers who work within a VOCA funded organization. **However, VOCA funds cannot be used for management and administrative training for executive directors, board members and other individuals who do not provide direct services.**

*Training of direct services personnel is essential to providing a trauma-informed, victim-centered response to crime victims. VOCA-funded staff will be expected to pursue foundational training, advanced training, and continuing education. VOCA recipients will be required to ensure that new staff members submit an application to the [Kansas Academy for Victim Assistance](#) (KAVA) and that a minimum of one staff member attend the annual Crime Victims' Rights Conference. Applicants are also encouraged to research discipline-specific victim services training opportunities. To the extent reasonable, training costs may be included in the VOCA application.

- t. Training Related Travel.** VOCA funds can support costs such as travel, meals, lodging, and registration fees for paid direct services staff to attend training within the state. This limitation encourages applicants to attend available training within their immediate

geographical area. Out-of-state training events may also be considered, however they will require prior approval from the KGGP.

- u. Operating Costs.** Certain organizational expenses and operating costs that are necessary and essential to providing direct services are allowable. Examples of allowable expenses include prorated costs of rent and utilities; local travel expenses for direct service providers; required minor building adaptations necessary to meet the Department of Justice standards implementing the Americans with Disabilities Act and/or modifications that would improve the organization's ability to provide services to crime victims; supplies; equipment use fees, when supported by usage logs; prorated costs of property insurance; printing, photocopying, and postage; brochures that describe available services; books and other victim-related materials; prorated costs for computer backup files/tapes and storage; security systems; and essential communication services, such as web hosts and mobile device services.
- v. VOCA Administrative Time.** VOCA funds may support costs of administrative time spent performing certain VOCA-required activities, that includes completing time and activity records; completing programmatic documentation, reports, and statistics; collecting and maintaining crime victims' records; conducting victim satisfaction surveys and needs assessments to improve victim services delivery in the project; and funding a prorated share of audit costs when the organization meets the Single Audit threshold.
- w. Renting or Leasing Vehicles.** VOCA funds may be used to rent or lease vehicles if it is demonstrated to the KGGP that such expenditure is essential to delivering services to crime victims. It is the responsibility of the applicant to explain why it is requesting to rent or lease a vehicle, and how those options are more effective and reasonable than to reimburse staff for personal vehicle mileage. A cost-benefit comparison of all three options must be explored and it must be shown how often vehicles will be used, cost, mileage, etc. VOCA funds may not be used to purchase vehicles.
- x. Maintenance, Repair, or Replacement of Essential Items.** VOCA funds may be used for the maintenance, repair, and replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as a furnace in a shelter. The KGGP will scrutinize each request for expending VOCA funds for such purposes to ensure the following: (1) the building is owned by the applicant organization and not rented or leased, (2) all other sources of funding have been exhausted, (3) there is no available option for providing the service in another location, (4) the cost of the repair or replacement is reasonable considering the value of the building, and (5) the cost of the repair or replacement is prorated among all sources of income. Any maintenance, repair, and/or replacement of essential items must be in compliance with the National Historic Preservation Act.
- y. Equipment and Furniture.** VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims, as demonstrated by the applicant. VOCA funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. However, VOCA funds can support a prorated

share of such an item. In addition, VOCA funds cannot be used to purchase equipment for another organization or individual to perform a victim-related service. Examples of allowable costs may include beepers; multi-capability copy machines; computers; videotape cameras and players for interviewing children; two-way mirrors; and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas.

Non-Allowable Services, Activities, and Costs

The following services, activities, and costs, although not exhaustive, cannot be supported with VOCA funds.

- a. **Lobbying and Administrative Advocacy.** VOCA funds cannot support lobbying or advocacy activities with respect to legislation or administrative changes to regulations or administrative policy, whether conducted directly or indirectly.
- b. **Research and Studies.** VOCA funds cannot be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.
- c. **Active Investigation and Prosecution Activities.** VOCA funds cannot be used to pay for activities that are directed toward active investigations and prosecution of criminal activity. These activities include witness notification, management activities, and expert testimony at a trial. In addition, victim/witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA funds.
- d. **Fundraising Activities.**
- e. **Capital Expenditures.** The costs of liability insurance on buildings, capital improvements, security guards and body guards, property losses, advertising expenses, real estate purchases, mortgage payments, audits, and construction cannot be supported with VOCA funds.
- f. **Compensation for Victims of Crime.** Reimbursing crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills is not allowed.
- g. **Most Medical Costs.** VOCA funds cannot pay for nursing home care (except emergency short-term nursing home shelter as described under: Allowable Direct Services, Activities, and Costs), home health-care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment. VOCA funds cannot support medical costs resulting from victimization.

- h. Administrative Staff Expenses.** VOCA funds cannot support salaries, benefits, fees, furniture, equipment, and other expenses of board members, executive directors, consultants, coordinators, and other administrators unless specifically allowed elsewhere in these guidelines.
- i. Costs of Sending Individual Crime Victims to Conferences.**
- j. Activities Exclusively Related to Crime Prevention.**
- k. Items pertaining to the area of magazine subscriptions or membership dues are not allowed.**
- l. Fringe benefit expenses that exceed the proportion of personnel funded by VOCA are not allowed.**

Supplanting

VOCA funds shall be used to supplement, **not** supplant, other federal, state, or local funds that would otherwise be available to assist victims of crime. The following guidelines should be used in determining the supplanting of funds. Although the examples provided below relate specifically to staffing scenarios, supplanting is not limited to personnel. Supplanting can occur in any budget line item if sufficient documentation cannot support that a VOCA grant award has not replaced funds otherwise available for the same program or purpose.

Guidance Regarding Supplanting

Defined: To reduce federal, state, or local funds for an activity specifically because VOCA funds are available (or expected to be available) to fund that same activity. VOCA funds must be used to **supplement** existing federal, state, or local funds for program activities and may **not replace** federal, state, or local funds that have been appropriated or allocated for the same purpose. Additionally, VOCA funding may not replace federal, state, or local funding that is required by law. In instances where a question of supplanting arises, the applicant or subgrantee may be required to substantiate that the reduction in funding from other sources occurred for reasons other than the receipt or expected receipt of VOCA funds.

Example 1 Organization A appropriated or otherwise secured funds in FY17 for salary and benefits for two victim advocates. In FY17, Organization A is awarded VOCA funds designated for the hiring of two additional victim advocates. Organization A expended the VOCA funds as intended, and now has four victim advocates.

In this scenario, Organization A has used VOCA funds to supplement existing funds for program activities. Thus, supplanting has **not** occurred. If any of the victim advocates had left the organization during FY17 and Organization A did not follow established recruitment procedures to replace these advocates, or utilized VOCA funding for those positions for other purposes, supplanting **would** have occurred.

Example 2 Organization B appropriated or otherwise secured funds in FY16 for salary and benefits for two victim advocates. Due to budget projections for FY17, Organization B expects to lay off one victim advocate (facts that Organization B is able to substantiate). In FY17, Organization B is awarded VOCA funds designated for the hiring of one additional victim advocate. At the beginning of FY17, Organization B lays off one victim advocate and uses VOCA funds to continue the salary and benefits for the other victim advocate.

In this scenario, Organization B will use VOCA funds to pay the salary and benefits for the one victim advocate who would have been laid off but for the availability of VOCA funds. Therefore, supplanting has **not** occurred.

Example 3 Organization C appropriates or otherwise secures funds in FY17 for salary and benefits for two victim advocates. Organization C plans to use VOCA funds to pay the salaries of two additional victim advocates. Subsequently, however, Organization C opts to use two current experienced employees for this effort, and uses VOCA funds to pay their salaries and benefits. In doing so, Organization C determined that the remaining employees could handle the services and did not attempt to backfill the positions.

In this scenario, by replacing existing funds with VOCA funds, supplanting **has** occurred. Although Organization C may use experienced staff to fill the new VOCA-funded victim advocate positions, use of the VOCA funds has not **supplemented** funds for program activities, but has **replaced** those funds through Organization C's decision not to hire replacements for staff designated for VOCA-funded activities.

Grant Application Deadline

Grant applications must be submitted via the Grant Portal **by 11:59 p.m. September 15, 2016.** Instructions for submitting applications via the Grant Portal are provided at the end of this document.

Grant Project Period

Grant projects funded by this grant program shall be for a period of 12 months from October 1, 2016 to September 30, 2017. Any funds not obligated by September 30, 2017, must be returned to the KGGP.

Grant Recipient Compliance and Reporting Requirements

If VOCA funds are awarded to the applicant, subgrantees will be expected to comply with the VOCA grant program requirements set out in the grant assurances, reporting requirements, and any requirements arising as a result of a compliance review. The KGGP will conduct a compliance review of each VOCA award. Failure to comply with these requirements may result in suspension or termination of grant funding.

In addition, subgrantees must comply with the provisions of the Federal Office of Management and Budget (OMB) Uniform Guidance for Federal Awards, [2 CFR Part 200](#) and the U.S. Department of Justice, Office of Justice Programs [Federal OJP Financial Guide](#) effective edition, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds. This includes, but is not limited to:

- Financial documentation for disbursements;
- Daily time and activity records specifying time and type of service devoted to allowable VOCA activities;
- Grant project files;
- The portion of the grant project supplied by other sources of revenue;
- Job descriptions;
- Contracts for services;
- Statistical documentation; and
- Other records that facilitate an effective audit and grant analysis for compliance.

Agencies receiving a VOCA award are required to submit the following reports:

- **EEOP** Certification must be current with the U.S. Department of Justice, Office of Justice Programs, Office of Civil Rights.
- **Five Most Highly Compensated Officers** Certification must be submitted to open the award.
- A **Subgrant Award Report** will be due on or near October 1st.
- Monthly **Financial Status Report** provides fiscal information on expenditures made during the month. Monthly reimbursements are made based on these expenditure reports. These reports are due 10 calendar days after the end of each month or the first business day.

- Quarterly **Performance Measurement Tool (PMT) Report** provides grant project statistical data and accountability metrics. PMT Reports must be submitted via the Federal Office for Victims of Crime PMT website within 10 calendar days after the end of each quarter or the first business day. Completion of this PMT Report will require that all subgrantees utilize a survey to collect outcome data from crime victims served with these VOCA funds.
- Semi-annual **Grant Project Narrative Report** provides a narrative description of the activities provided with the grant funds and are due 10 calendar days after the end of each 6-month period or the first business day.
- The **Projection of Final Expenditures Report** is due July 10th or the first business day.
- Any other reporting procedures that may be required by the federal government or the KGGP.

Subgrantees submitting late, incorrect, or incomplete reports will not receive payment until the next scheduled payments for grant programs. Repeatedly late reports, failure to submit reports or supporting documentation required by the grant assurances, or failure to respond to compliance review findings in the timeframe provided will result in the suspension of grant funds. The subgrantee must come into compliance with grant requirements before grant funds will be paid.

Copies of all financial and statistical supporting documentation must be maintained by the agency for a period of five years following the closeout of the grant award.

Review of Applications

A grant review committee may assist the KGGP in determining grant awards for the Federal VOCA Victim Assistance Grant Program. Applicants will be notified via the Grant Portal of the grant award decision. Please do not call regarding the status of an application.

Each grant application will be evaluated using the following criteria:

- Applicant support of the goals and objectives of the VOCA Strategy
- Record of successful implementation of services in the victim services field
- Quality of any needs assessment in terms of proposed services
- Demonstration of clear, measurable and appropriate grant project objectives and activities that are consistent with the purpose areas outlined in the grant application instructions
- The efficacy of evaluative components, both programmatic and fiscal
- Relevant budget information
- Submission of all required documents and a complete application
- Applicant agency's ability to fulfill all of the requirements of the VOCA program

Resource and Contact Information

Visit the [KGGP Resource page](#) for more guidance on specific steps of submitting an application and for detailed [Grant Portal instructions](#). For technical assistance regarding the VOCA grant program guidelines or application submission, contact the Kansas Governor's Grants Program at 785-291-3205.

What an Application Must Include

Please read all grant requirements and instructions before completing the grant application. Submit application documents in 12 pt. Times New Roman, number the pages of the Project Narrative, and title each document filename as indicated below. Do not submit any section of the application in landscape format. Do not submit any items not specified in the instructions.

The application must include the following items:

- _____ General Information
- _____ Project Narrative
- _____ Grant Project Budget
- _____ Agency Budgets
- _____ Proof of 501(c)(3) status, if applicable
- _____ Certificate of Good Standing, if applicable
- _____ Board of Directors Information, if applicable
- _____ Federal Certifications

General Information

Applicants must complete the General Information page online. Please note that the language provided in the "Brief Description of Proposed Grant Project" field may be utilized on public websites and documents to describe the purpose of the project and accomplishments of the grant program.

Project Narrative

The following items must be included in the Project Narrative. Include each item in the order listed below and clearly label each section.

Prior Accomplishments

If the applicant received a 2016 VOCA award, describe specific agency accomplishments from the previous period that were funded, in whole or in part, by VOCA funds. Clearly state the 2016 approved Goals and Objectives and report the actual outcomes to date. Format:

2016 Goal I –

2016 Objective 1 –

2016 Actual Outcome -

Provide documented evidence and anecdotal examples that show how VOCA-funded goals and objectives were met or how progress was made toward achieving the stated goals and objectives. Provide statistics that document the project's performance and the timeframe represented by those statistics. Include the number of crime victims served by the project. Describe any evaluations that were conducted, explain the results, and describe how that information will be used to support and enhance the grant project.

Problem Statement and Needs Assessment

The submission of an application presumes there is a definable problem that will be addressed by the requested grant funds. Provide a detailed explanation of the problem that will be addressed, either in whole or in part, with the requested grant funds. Provide data that supports the problem to be addressed in the grant application and site the source of the data provided. Describe how the grant funds will address the problem. Describe any needs assessment that was used to develop the problem statement, such as an evaluation of agency service activity or other assessment. If the applicant is comparing local data to state or national data, include information that either establishes the need locally or describes why the local community is limited in resources to address the problem.

Justification of Need for Grant Funds/Increase Request

If the applicant received a 2016 VOCA award, explain why grant funds are needed to support the continuation of the project and why other funds are not available to support the project. In addition, if the applicant is requesting a new budget line item or funding increase to line items from the previous grant award, explain the need for additional funds and what additional activities and/or services will be provided. Describe how the increase to or addition of the new line item(s) is not supplanting other funds, per the definition provided on page 14 of this document. If the expenses are existing agency costs or activities, the non-supplanting explanation must include a description of how they were previously supported and why that support cannot continue to be utilized. The applicant must ensure that any request for additional funds outlined in the Project Narrative corresponds to the grant project budget submitted. The applicant should state whether other funds have been sought to support the program and describe the outcome of those efforts.

Grant Project Goal(s) and Objectives

State the goal(s) of the proposed grant project. This should not be the goals of the entire agency, but should be specific to the proposed VOCA-supported project. However, the goals for the grant project should be consistent with the mission and overall goals of the agency, as well as the results of any needs assessment.

List the objectives to be accomplished to achieve each goal listed. Objectives should be specific, measurable, realistic, and consistent with the goals of the grant project and cover a single event or outcome. Include the activities for each objective and explain how each objective will be measured. Specifically identify any evidence-based programs and/or practices being incorporated into the proposed objectives and activities. Please visit the [KGGP Resource page](#) for more guidance on developing goals and measurable objectives.

Example (follow the format below):

Goal I: Victims served will have increased knowledge of crime victim information and services.

Objective	Activities / Time Frame	Person Responsible
1. At the completion of advocacy and support services, 75% of crime victims will have a safety plan in place.	1a. Case manager will meet regularly with crime victims. Oct 2016 - Sept 2017	1. Case Manager
	1b. Crime victims will complete an exit survey at the completion of services.	
2. Staff will begin support groups that will meet twice a week for crime victims and their family members.	2a. A support group facilitator will be hired. By November 1, 2016	2a. Executive Director
	2b. Groups will meet twice a week. Nov 2016 - Sept 2017	2b. Group Facilitator

Grant Project Performance Measures and Results

Grant recipients will be required to demonstrate how the grant project was implemented and if the project achieved the results expected based on the data collected and evaluated. Please provide the following information:

- Describe the process to be used for monitoring the implementation, progress, and outcomes of the grant project.
- Describe what data will be collected.
- Describe how the data collected will be used to ensure the success of the grant project.
- Describe the criteria that will be used to evaluate the activities and/or services provided through the proposed grant project.
- Explain how the proposed objectives will be measured and how it will be determined whether the proposed grant project is effectively and efficiently reaching the proposed goals and objectives.
- Describe what the grant project will achieve.

Grant Project Staff

Provide a list of each staff member to be funded with the grant along with staff who will be responsible for monitoring and evaluating the grant project. Include the name, title, and a brief job description for each staff listed. In addition, describe how this staffing pattern will help meet the goals of the grant project.

Grant Project Collaboration

Grant funds are maximized when community agencies work together at all levels. Funding priority shall be given to agencies that demonstrate and maintain true collaboration. Applicants must provide the following information:

- Describe how and with what entities the applicant collaborates with or proposes to collaborate with to carry out the grant project.
- Describe any new collaborative efforts that the applicant will undertake during the grant period and the impact the collaboration will have on the grant project.
- Describe how collaboration with units of government and/or with organizations will maximize grant funds.
- List the point of contact for each agency the applicant will collaborate with during the grant period.
- Describe how VOCA funds will fulfill a gap in service and avoid duplication of services or resources in the applicant agency, related agency, or community.

Sustainability

Provide a detailed description that explains what efforts are being made, or will be made, to ensure the long-term fiscal and programmatic sustainability of the project and program. The applicant must detail how the project will be funded in future years if VOCA funding declines or is not available.

Underserved Populations

Define the underserved population identified in the applicant's service area, including those that may be underserved because of ethnic, racial or cultural background, language diversity, persons with disabilities, or geographic isolation. Use local data to support the populations identified as underserved. Provide the applicant's plan, including a description of the specific steps that will be taken by the applicant, to provide outreach and services to the underserved populations.

Dissemination of Crime Victims' Rights Information

Describe the applicant's written procedures for assisting victims of crime in seeking available crime victims' compensation benefits and informing crime victims of their rights as provided by law. The procedures must detail how victims will be informed of their statutory rights as provided in K.S.A. 74-7333 and amendments thereto.

Civil Rights Contact Information

Applicants must include the name, address, and telephone number of the civil rights contact person who is responsible for ensuring that all applicable civil rights requirements are met and who will act as liaison in civil rights matters.

DUNS Number and SAM Registration

Applicants must provide the agency's DUNS number and SAM expiration date. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dnb.com/us>. In addition, applicants shall ensure that the agency has "active" status in the U.S. System for Award Management (SAM) at <http://www.sam.gov> prior to submitting a VOCA application.

Grant Management Capacity

In accordance with requirements described in the Federal Office of Management and Budget (OMB) Uniform Guidance for Federal Awards, 2 CFR Part 200, the KGGP must assess the applicant's ability and capacity to implement the proposed VOCA project in full compliance with Federal statutes, regulations, and terms and conditions of a subgrant award. Applicants must provide the following information:

- Describe the applicant's written accounting policies and procedures and how often they are updated.
- Describe the applicant's procedures for ensuring that grant funds and associated match are accounted for separately and distinctly from other sources of revenue.
- Describe the applicant's accounting system, when the current system was implemented, its level of automation, and type(s) of technology utilized; describe any manual accounting processes used to complement the system.
- Describe the applicant's procedures for monitoring the approved grant project budget and tracking expenditures at a line item level.
- Describe the applicant's internal controls for ensuring that grant project expenditures are solely for allowable and approved purposes.
- Describe the applicant's reserve and/or capacity to manage a VOCA subgrant award on a reimbursement basis.
- Describe the knowledge, qualifications, experience, and training of programmatic and fiscal staff responsible for assuring grant compliance.
- Describe experience managing other grant funds awarded to the applicant agency, including the name of the grant program, the purpose of the program, the year(s) awarded, whether any monitoring was conducted by the funder(s), and what findings were cited by the funder(s).

Current Audit Report

All applicants **must** provide information on when the organization's most recent financial audit was completed, who performed the audit, what period it covered, whether the applicant met the threshold for a Single Audit, and where the audit is filed.

Nonprofit, community, or faith-based organizations must provide a copy of the most recent audit report, including the Single Audit report if applicable, and IRS Form 990 to the KGGP. If the KGGP has **not** previously received a copy of the nonprofit, community, or faith-based organization's most recent audit report and IRS Form 990, both items must be forwarded by U.S. Mail to: Kansas Governor's Grants Program, Landon State Office Building, 900 SW Jackson, Room 304 North, Topeka, KS 66612-1220. Include with the audit the Auditor's Letter to Management if applicable. If there are any findings and/or recommendations in the audit report or in the Letter to Management, explain how the findings and/or recommendations were, or will be, addressed by the applicant.

If the agency is a city or county government, a current audit does not need to be submitted. However, governmental agencies **must** still provide information on when the most recent audit was completed, who performed the audit, what period it covered, and where the audit is filed.

Grant Project Budget

The applicant must submit a grant project budget that is reasonable and cost effective. All grant project-specific budget information is completed online within the provided data fields of the Grant Portal. No *grant project* budgetary documents are uploaded as part of the application. See the detailed instructions that are appended to the end of this document for submitting the budget on the Grant Portal.

Requested line items must be clearly linked to the proposed activities to be conducted in achieving the goals and objectives of the project. The budget must adhere to allowable costs and activities as outlined in this VOCA solicitation, the Federal Office of Management and Budget (OMB) Uniform Guidance for Federal Awards, [2 CFR Part 200](#), and the U.S. Department of Justice, Office of Justice Programs [Federal OJP Financial Guide](#) effective edition.

As stated on page three of this solicitation, the KGGP must give priority for victims of sexual assault, domestic violence, child abuse, and underserved crimes by ensuring that a minimum of 10 percent of VOCA funds subgranted are for services in each of these areas (40 percent total). To assist the KGGP in documenting these allocations, applicants must indicate in the grant project budget the purpose for each line item by utilizing the appropriate field or fields: Child Abuse, Domestic Violence, Sexual Assault, Underserved Crimes, and/or Match. The allocation of requested grant project funds must correlate with the applicant's goals and objectives.

A detailed calculation and brief narrative explanation must be provided in the Description field of each line item. Calculations shall clearly demonstrate how the requested amounts were derived and must account for both the federal funds requested and the non-federal match provided. Personnel must be listed by the agency-assigned title for the position. Positions should be classified as "New" *only if* the requested position would be a new position for the agency. Personnel and associated fringe benefit costs must be demonstrated in terms of full compensation and the percentage of time to be devoted to the VOCA grant project for each position requested. Training events and other travel costs must be specifically identified to the extent possible. Following are examples of descriptions that might be used for line item requests. Please visit the [KGGP Resource page](#) for more guidance.

<u>Line Item</u>	<u>Federal Dom Viol</u>	<u>Federal Sxl Asslt</u>	<u>Match</u>	<u>Description</u>
Volunteer Coordinator	\$16,808	\$ 1,868	\$ 4,669	Full-time, salaried, 50% of time on project, approved for 2% raise on Jan 1 st : (\$46,000 x .25 year) + (\$46,920 x .75 year) = \$46,690 x 50% = \$23,345; 40% federal/10% match is SGF grant
SA Support Group Facilitator	\$ 0	\$ 7,917	\$ 0	Full-time, hourly, 40 hrs/wk, 25% of time on project; approved for 2% raise on Jan 1 st : (\$15.00/hr x 520 hrs) + (\$15.30/hr x 1,560 hrs) = \$31,668 x 25%

(continued on next page)

<u>Line Item</u>	<u>Federal Dom Viol</u>	<u>Federal Sxl Asslt</u>	<u>Match</u>	<u>Description</u>
Volunteers (In-Kind)	\$ 0	\$ 0	\$ 2,130	Volunteers for evening and weekend hotline coverage: \$10/hr based on comparable compensation x 213 hours
FICA	\$ 1,286	\$ 748	\$ 357	7.65% x \$31,262 requested salaries = \$2,391; match is SGF grant
Conferences/ Workshops	\$ 671	\$ 821	\$ 373	·Crime Victims' Rights Conference, April '17, Wichita: (\$100 registr. x 2 staff) + (200 mi. x \$.50/mi. x 1 vehicle) + (\$90/nt. x 2 nights x 2 staff) + (\$30/day meals x 3 days x 2 staff) = \$840; ·KAVA, summer 2017, Manhattan: \$225 registration + (270 mi. x \$.50/mi) + (\$100/nt. x 5 nights) + (\$30/day meals x 5.5 days) = \$1,025; 80% federal/20% match is city funds
Laptop Computers	\$ 306	\$ 204	\$ 128	Two laptop computers at \$850 each: (\$850 x 50% Volunteer Coordinator) + (\$850 x 25% Support Grp Facilitator) = \$638; 80% federal/20% match is SGF grant

*This example assumes the applicant is a victim services crisis center for domestic violence and sexual assault crime victims.

Current and Next Fiscal Year Agency Budgets

Upload the applicant's current and next fiscal year budgets, including balanced **income and expenses**. Include the fiscal period utilized by the agency. List all staff positions separately with their respective salaries/wages. If the applicant is under the umbrella of a larger entity, submit the budget developed for the applying program. Agency income must list **all** sources of financial support (i.e. foundations, government agencies, fund-raising events, individual contributions). For each income source, state the amount and its status (received, requested, committed, or projected). If the income is requested or projected, state the date the program expects to be notified of the funding decision or the date the program anticipates collecting the income. Include the appropriate pro-rated portion of this grant application request as budgeted income with a "requested" status. Also, be sure that all line items requested in this application can be found in the organization's budget for expenses.

Example of budget income only:

Fiscal Year January 1-December 31, 2016

SOURCE:	AMOUNT:	STATUS:	DATE:
City of 'xx'	\$ 50,000	Projected	10/16
United Way	5,000	Received	1/16
Walk-A-Thon	500	Collected	4/16

'16 VOCA-GOV	22,645	Received	10/15
'17 VOCA-GOV	7,561	Requested	8/16
'16 SGF-GOV	24,000	Received	7/15
'17 SGF-GOV	<u>25,000</u>	Received	7/16
Total Organization Income	\$134,706		

***Note:** -Budget expenses are also required.
 -Repeat for Next Fiscal Year.

Proof of 501(c)(3)

If the applicant is a nonprofit, community, or faith-based organization, upload as an attachment proof of the applicant's exempt status as determined by the Internal Revenue Service.

Certificate of Good Standing

If the applicant is a nonprofit, community, or faith-based organization, upload as an attachment a current (less than one year old) copy of the applicant's Certificate of Good Standing from the Kansas Secretary of State's Office, available by calling (785) 296-4564 or online at http://www.kssos.org/other/certificate_good_standing.html.

Board of Directors

If the applicant is a nonprofit, community, or faith-based organization, the applicant must upload as an attachment a list of the organization's Board of Directors. The attachment must include each board member's name, profession, address, phone number, email address (if available), and the member's term of service.

Federal Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

The applicant must read, sign, and upload the three-page required certification form regarding lobbying; debarment, suspension, and other responsibility matters; and drug-free workplace requirements. The certification form is appended to the end of this document.

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE CHIEF FINANCIAL OFFICER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "DOJ Implementation of OMB Guidance on Nonprocurement Debarment and Suspension," and 28 CFR Part 83, "Government-wide Debarment and Suspension," and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

Pursuant to Executive Order 12549, Debarment and Suspension, implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a), and other requirements:

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Have not within a two-year period preceding this application been convicted of a felony criminal violation under any Federal law, unless such felony criminal conviction has been disclosed in writing to the Office of Justice Programs (OJP) at Ojpcompliance@usdoj.gov, and, after such disclosure, the applicant has

received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

(d) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(e) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. FEDERAL TAXES

A. If the applicant is a corporation, the applicant certifies that either (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to OJP at Ojpcompliancereporting@usdoj.gov, and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Sections 83.620 and 83.650:

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN:

Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

FY 2016 PROGRAM BUDGET – INCOME

SOURCE:	AMOUNT:	STATUS:	DATE:
Unified Government of WyCo/KCK-cash	\$ 47,485	Committed	08-13-2015
Unified Government of WyCo/KCK – In-kind	\$ 12,960	Committed	8-13-2015
VOCA-GOV	<u>\$ 241,780</u> \$ 302,225	Requested	8-25-2015

FY 2017 PROGRAM BUDGET - INCOME

SOURCE:	AMOUNT:	STATUS:	DATE:
Unified Government of WyCo/KCK-cash	\$ 49,187	Committed	9-15-2015
Unified Government of WyCo/KCK – In-kind	\$ 12,960	Committed	9-15-2015
VOCA-GOV	<u>\$ 248,696</u> \$ 310,843	Requested	9-15-2015

PERCENT OF TIME DEDICATED BY PRIORITY AREA

Sexual Assault: 15%
Domestic Violence: 35%
Child Abuse: 10%
Underserved: 40%

Czugala (90% VOCA): SA = 30%, DV = 10%, CA = 10%, US = 50%

Rodriguez (90% VOCA): SA = 10%, DV = 20%, CA = 10%, US = 60%

Moore (90% VOCA): SA = 10%, DV = 40%, CA = 10%, US = 40%

Gordillo (100% VOCA): SA = 10%, DV = 70%, CA = 10%, US = 10%

Kennedy (VOCA Match Volunteer Hours): SA = 10%, DV = 10%, CA = 10%, US = 70%

BUDGET NARRATIVE EXPENSES – VOCA FY 2016

Name/Position or Item with Description	Purpose	Location	Computation	Request
Federal Personnel:				
Program Supervisor (E) (Czugala)	Supervise staff and oversee program, provide direct services to victims including 24/7 on-call rotation, initial contact, mental health referrals etc and VOCA required reports		Salary: 10/1/16 to 9/30/17 \$4,810/mo x 3 mos x 75% \$4,907/mo x 9 mos x 75%	\$43,945
Advocate 1 (E) (Rodriguez)	Provide direct advocacy services to crime victims including 24/7 on-call rotation, initial contact, bi-lingual Spanish/English		Salary: 10/1/16 to 9/30/17 \$3,171/mo x 3 mos x 75% \$3,235/mo x 9 mos x 75%	\$28,971
			Overtime: 10/1/16 to 9/30/17 3hrs/week x (\$27.49/hr x 13 wks + \$27.99/hr x 39wks) x 75%	\$3,260
Advocate 2 (E) (Moore)	Provide direct advocacy services to crime victims including 24/7 on-call rotation, initial contact		Salary: 10/1/16 to 9/30/17 \$3,297/mo x 3 mos x 75% \$3,363/mo x 9 mos x 75%	\$30,118
			Overtime: 10/1/16 to 9/30/17 3hrs/week x (28.53 x 13 weeks +29.10 x 39 wks) x 75%	\$3,388
PFA Advocate (E)	Assist victims seeking protection orders including screening, safety planning and lethality assessments. (New Position)		Salary: 10/1/16 to 9/30/17 \$3,176/mo x 3 mos \$3,239/mo x 9 mos	\$38,679
			TOTAL FED PERSONNEL (includes OT for Advocates)	\$148,361
Federal Fringe Benefits:				
FICA 1 & 2	Employer's Share		\$148,361 x 7.65%	\$11,350
Unemployment	Employer's Share		\$148,361 x .10%	\$149

KPERS	Employer's Share		\$148,361 X 10.18%	\$15,103
Health Insurance	Czugala: 2015: Employer's share family coverage under the traditional plan for medical, dental, & vision includes \$3.00/mth for Std Life Insur Rodriguez: 2015-2016: Employer's share single coverage under traditional plan for medical, dental, & vision, includes \$3.00/mth for Std Life Insur Moore: 2016: Employer's share single coverage under traditional plan for medical, dental & vision, includes \$3/mo for Std Life Insurance TBD PFA Advocate: 2016: Employer's share family coverage under the traditional plan for medical, dental & vision, includes \$3.00/mth for Std Life Insur		2016: 1 employee x \$1139/mo x 75% x 12 mos 2016: 1 employee x \$489/mo x 75% x 12 mos 2016: 1 employee x \$489/mo x 75% x 12 mos 2016: 1 employee x \$489/mo x 100% x 12 mos TOTAL FEDERAL FRINGE TOTAL FEDERAL PERSONNEL, OVERTIME & FRINGE	\$10,251 \$4,401 \$4,401 \$5,868 \$51,523 \$199,884
Match Personnel: Program Supervisor (E)	(Police Services Budget) Employer's Share		10/1/16 to 9/30/17 \$4,810/mo x 3 mos x 15% \$4,907/mo x 9 mos x 15%	\$8,789
Advocate 1 (E)	Employer's Share		10/1/16 to 9/30/17 \$3,171/mo x 3 mos x 15% \$3,235/mo x 9 mos x 15%	\$5,794
Advocate 2 (E) (Moore)	Employer's Share		10/1/16 to 9/30/17 \$3,297/mo x 3 mos x 15% \$3,363/mo x 9 mos x 15%	\$6,023

Intern – Volunteer Hours	Social Work Intern to provide advocacy services to felony victims of crime also needing mental health support		10/1/16 to 4/30/17 \$20.24/hr x 8 hrs/wk x 30 wks	\$4,857
Match Fringe Benefits: FICA 1 & 2	(Police Services Budget) Employer's Share		Total Match Personnel	\$25,463
Unemployment	Employer's Share		\$20,606 x 7.65%	\$1,576
KPERS	Employer's Share		\$20,606 x .10%	\$20
Health Insurance	Czugala: 2015-2016: Employer's share family coverage under the traditional plan for medical, dental, & vision includes \$3.00/mth for Std Life Insur		2016: 1 employee x \$1,139/mo x 15% x 12 mos	\$2,050
	Rodriguez: 2015-2016: Employer's share single coverage under traditional plan for medical, dental, & vision, includes \$3.00/mth for Std Life Insur		2016: 1 employee x \$489/mo x 15% x 9 mos	\$880
	Moore: 2016: Employer's share single coverage under traditional plan for medical, dental & vision, includes \$3/mo for Std Life Insurance		2016: 1 employee x \$489/mo x 15% x 3 mos	\$880
			Total Match Fringe	\$7,503
			TOTAL MATCH PERSONNEL & MATCH FRINGE	\$32,966
Federal Travel & Training* Conferences/Workshops	2017 Kansas Crime Victims' Rights Conference for 2 staff members	Wichita, KS	Registration with preconference \$175, tolls \$20, Meals \$59 x 4 days first and last at 75%, hotel \$105 x 3 nights x 2 staff	\$1,433
	KAVA- New staff member PFA Advocate	Manhattan, KS	Registration \$350 + Hotel \$100x 5 nights + Meals \$51 x 6 days, first and last at 50% + mileage \$.54 x 275	\$1,280

(Advanced Conferences)	Crimes Against Children Conference –Supervisor & Advocate 1	Dallas, TX August 2017	Registration \$500 + Hotel \$175 x 4 nights + meals \$64 x 5 days, first and last at 75% + airfare \$300 x 2 staff	\$3,576
	NOVA – National Organization for Victim Assistance Conference – Advocate 2 & PFA Advocate	TBD, August 2017	Registration \$370 + Hotel \$205 x 5 nights + meals \$71 x 6 days, first and last at 75% + airfare \$350 x 2 staff	\$4,271
	Conference on Crimes Against Women – Supervisor & Advocate 2	Dallas, TX May 2017	Registration \$500 + Hotel \$175 x 4 nights + meals \$64 x 5 days, first and last at 75% + airfare \$300 x 2 staff	\$3,576
	Arte Sana – Nuestras Voces Bilingual Advocate Conference – Advocate 1 & PFA Advocate	TBD, TX Fall 2017	Registration \$200 + Hotel \$175 x 4 nights + meals \$64 x 4 days, first and last at 75% + airfare \$300 x 2 staff	\$3,576
	Domestic Violence Spanish Interpretation Class	Kansas City, MO	Registration \$450	\$450
Match Travel & Training Vehicles provided by the UG to respond to crime scenes, community events.	(Police Services Budget) Provided by the UG for Program Supervisor and Advocates to respond to crime scenes and work related events.	TOTAL FEDERAL TRAVEL & TRAINING		\$18,162
		Car 1	8,000 miles x \$.54 x 90%	\$3,888
		Car 2	8,000 miles x \$.54 x 90%	\$3,888
		Car 3	8,000 miles x \$.54 x 90%	\$3,888
		Total Match Travel & Training		\$11,664
		Total Federal and Match Travel & Training		\$29,826
Federal Supplies and Communication				
Printing*	English and Spanish Resource Cards to provide to victims and for promotional awareness		1,000 cards at \$210 x 15	\$3,150
	English and Spanish		1,000 brochures at \$205 x	

	Brochures to provide to victims and for promotional awareness	15	\$3,075
Office Supplies	Paper, pens, pencils, ink, etc.	\$250/month x 75% x 12 months for Program Supervisor, Advocates 1 & 2 + \$150/month x 12 months for PFA Advocate (100% VOCA funded – high printing volume required)	\$2,250 \$1,800
R/Client Software	Data system to input victim information, retrieve report numbers and services. This was previously funded through another grant that ended in December 2013.	\$900/year x 75%	\$675
Waiting area furniture for PFA Advocate's Office (100% funded)	Table for completing paperwork and children's furniture	1 table \$300, 1 children's size table w/ chairs \$300	\$600
		TOTAL FEDERAL SUPPLIES AND COMMUNICATION	\$11,550
Match Supplies and Communication	(Police Services Budget)		
R/Client Software	Data system to input victim information (see above)	\$900/year x 25%	\$225
Office Supplies	Paper, pens, pencils, ink, etc.	\$250/month x 25% x 12mos	\$750
Postage*	Letters to victims	640 letters/month x 12mos x \$.47/letter	\$3,609
		Total Match Supplies	\$4,584
		Total Federal and Match Supplies and Communication	\$16,134
Match Facilities Cost	Office space, utilities, janitorial services	\$1,200/month x 12 mos x 90% (\$12/sf/yr at 1,200 sf)	\$12,960
Rent – (Market value)		Total Match Facilities	\$12,960

Federal Other Costs				
Direct Assistance to Victims for Immediate Health and Safety* Emergency Transportation	For Victims to get to and from criminal justice/advocacy appointments including Forensic Interviews for child abuse victims		\$1.50 per pass x 2,200 passes + \$50/taxi ride (to Sunflower House) x 5/month x 12 mos	\$6,300
Crisis Intervention supplies	Emergency supplies to provide victims at crime scenes or when in crisis at our office. Items include Kleenex, water, blankets, single meals, etc. – To be purchased as needed		\$100/month x 12 months	\$1,200
Advocacy Books for Victims	Pre-printed books for Homicide Survivors. Information about secondary victimization, coping with trauma, and healing.		100 books at \$9.50/book	\$950
Emergency Safety and Shelter	Repairs for broken doors and windows damaged by victim's abuser, hotel room for a victim and children if shelters are full and the abuser has access to the victim's home.		\$600/emergency x 12	\$7,200
	Replace locks for doors where abuser still has the key and is easily entering the home to commit more crimes. Hire a local locksmith to install/rekey locks.		\$150/emergency x 23	\$3,450
			TOTAL FEDERAL OTHER COSTS	\$19,100
			TOTAL FEDERAL	\$248,696
			Total Match	\$62,174
			GRAND TOTAL	\$310,870

*The Victim Services Unit only provides services to victims of crime during VOCA federal and VOCA match hours. During the 10% of time paid for by the Unified Government that is not used as match, VSU personnel perform other duties that are not related to direct services to crime victims. Such activities include responding to suicides, accidents, and natural deaths or attending trainings that are not victim services related (leadership training or suicide prevention). Therefore, any funds for training, supplies, or other costs that are directly related to providing services to victims are requested at 100%. For more information about how this time is differentiated, please see the Project Narrative.



Staff Request for Commission Action

Tracking No. 16823

Full Commission Meeting Date: Spring 2017

Committee: Public Works & Safety

Date of Standing Committee Action: 10/24/2016

(If none, please explain):

Publication Required: No

<u>Date:</u> 10/11/2016	<u>Contact Name:</u> Matt May	<u>Contact Phone:</u> x6337	<u>Contact Email:</u> mmay@wycokck.org	<u>Department/Division:</u> Emergency Management
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Item Description:

The County is required by State statute (KSA 48-928(d)) and has adopted local resolution (R-47-12) to maintain a County Emergency Operations Plan (CEOP). The State requires that it be reviewed for minor updates annually as well as to perform a major review and revision every 5 years. As the plan is broken into sections based on the 15 Emergency Support Functions, the Emergency Management Department and other agencies have recently reviewed and updated the "ESF #11 – Agriculture and Natural Resources" section of the plan. We present this proposed revision to this body for awareness and consideration.

Action Requested:

Review and approval of this Emergency Support Function of the County Plan. The department is requesting full adoption by the Commission when all elements have been rewritten and reviewed by the Standing Committee. This will be completed in the summer of 2017.

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:

ESF 11 Annex_REV for Revision



Wyandotte County, Kansas Emergency Operations Plan

ESF 11 Agriculture and Natural Resources

Coordinating Agency: Wyandotte County Sheriff's Office

Primary Agencies:

- Board of Public Utilities
- Bonner Springs EMS Department
- ~~Bonner Springs Parks and Recreation Department~~
- ~~Bonner Springs Police Department, Animal Control Division~~
- ~~Bonner Springs Public Works/Utilities Department~~
- ~~Bonner Springs Utilities Department~~
- Edwardsville Police Department
- Edwardsville Public Works
- ~~KCK FD-EMS Division~~
- KCK Fire Department
- KCK Police Department, Animal Control Unit
- K-State Research & Extension - Wyandotte County
- Unified Government Area Agency on Aging ~~Department~~
- ~~Unified Government Wyandotte County~~ Emergency

Management Department

- Unified Government Parks and Recreation Department
- ~~Unified Government Wyandotte County~~ Public Health

Department

- Unified Government Public Relations
- Unified Government Public Works Department
- Unified Government Water Pollution Control Division

Support Agencies:

- ~~Agribusiness Industries~~
- ~~Farmers Market/Community Gardens~~ Associated Wholesale
- Grocers
- ~~Grocery Distributors~~
- Humane Society of Greater Kansas City
- Kansas Animal Control Officers Association
- Kansas City Veterinarian Medical Association
- ~~Kansas Department of Agriculture (KDA), Division of Animal Health~~
- Kansas Department of Health & Environment
- ~~Kansas Department of Health & Environment, Bureau of Water~~
- ~~Kansas Department of Health & Environment, Radiological~~
- ~~Emergency Preparedness~~
- Kansas Highway Patrol
- Kansas Veterinarian Medical Association
- ~~Local Food Distribution Providers~~
- ~~Local Livestock Owners & Producers~~
- Mid-American Regional Council (MARC)
- ~~Three-County~~ Johnson County Animal Response Team (JOCART)

Comment [mb1]: To maintain document consistency

Comment [mb2]: Deleted per KDHE

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U.S. Department of Agriculture
Wyandotte County 4H
Volunteers Active in Disasters (VOAD)

1 PURPOSE, SCOPE, POLICIES/AUTHORITIES

This section provides the overall purpose of this ESF annex, the scope of emergency operations, as well as specific policies and authorities that govern assigned actions and responsibilities.

1.1 Purpose

This Emergency Support Function (ESF) Annex provides the mechanism for coordinated local assistance to supplement other emergency support functions and state and federal agencies with overall response authority. This document identifies and organizes the resources available to Wyandotte County to address agriculture and natural resource emergencies. Specifically, ESF 11 addresses four primary areas:

- Nutrition assistance (determining nutrition assistance needs, obtaining food supplies and arranging delivery);
- Animal and plant health (responding to and controlling an outbreak of a contagious or economically devastating animal or plant disease);
- Food and water quality protection (inspection and verification of food safety); and
- Natural and cultural resources (protection of natural and cultural resources and historic properties).

1.2 Scope

This ESF includes information that addresses: 1) the ~~four~~ five phases of emergency management; 2) stakeholders including those with functional and access needs and children; 3) incident management procedures including organizational charts, as appropriate; and 4) all hazards planning. This ESF Annex also has an ESF 11 Foreign Animal Disease Appendix that will also need to be utilized by the ESF 11 Coordinator. The ESF Annex and Appendix applies to all County, City and participating agencies with assigned emergency responsibilities as described in the Section 3, Responsibilities. Due to limited local authorities in the areas of food contamination, plant pests, and animal disease, this plan will briefly describe the state and federal roles with an emphasis on potential local roles for supporting a state response.

The ESF 11 resources support state and local authority's efforts to address:



- Command, Control, and Notification including the roles of County and City agencies with emergency responsibilities and their working relationships with the volunteer agencies providing emergency management services;
- A flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Emergency Operations Plan (EOP);
- Control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease;
- Assurance of food safety and food defense, including prevention, detection and response of food borne illnesses;
- Provision of nutrition assistance programs;
- Highly pathogenic exotic plant disease, or economically devastating plant pest infestation;
- Safety of livestock, and crops against natural or criminal introduction of contaminants; and
- Protection of natural and cultural resources, including wildlife, public land/park management and protection of historic properties.

1.3 Policies/Authorities

Most food and agriculture emergencies will not result in a Stafford Act Declaration. Local responders will continue to document activities. U.S. Department of Agriculture (USDA) and U.S. Food and Drug Administration (FDA) have some grant programs that ~~could~~ may be implemented.

Comment [mb3]: Per KS Dept of Ag

Local

- Unified Government Continuity of Operations Plan;
- ~~Wyandotte County Foreign Animal Disease (FAD) Standard Operating Guidelines (SOG);~~
- ~~Wyandotte County – Unified Government, Kansas – Code of Ordinances / Chapter 12 – Emergency Management and Emergency Services; and~~
- ~~Wyandotte County, Kansas City, Kansas Unified Government Resolution Number R-25-99 dated March 10, 1999;~~
- ~~Wyandotte County, Kansas City, Kansas Unified Government Ordinance Number O-20-99 dated March 10, 1999; and~~
- Unified Government Code of Wyandotte County/Kansas City, Kansas, Codified through Resolution No. R-57-11 passed September 15, 2011. (Supp. No. 10).

Regional



- Incident Management Plan;
- Mid-America Regional Council (MARC) Regional Coordination Guide for ESF 11.

State

- Executive Order 05-03, Use of the National Incident Management System (NIMS);
- Kansas Statutes Annotated (KSA), 48-9a01, Emergency Management Assistance Compact (EMAC);
- KSA 65-162a and KAR 28-15a-2: Kansas Clean Water Act;
- Secretary of the Kansas Department of Agriculture has authority with ESF 11 in preparedness, response, and recovery actions;
- Kansas ~~Livestock Animal Health~~ Commissioner, ~~of the Kansas Animal Health Department~~, has statutory authority to direct and coordinate emergency response to incidents threatening the health of livestock; and
- State of Kansas Response Plan, 2014.

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Comment [mb4]: Per KS Dept of Ag

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Federal

- Title II of the Americans with Disabilities Act
- U.S. Occupational Safety and Health Administration (OSHA) 29 C.F.R 1910- 29;
- 42 U.S.C. 11001-11050 Emergency Planning & Community Right-to-Know Act (EPCRA);
- Pets Evacuation and Transportation Act of 2006;
- FEMA Disaster Assistance Policy 9523.19.;
- Section 402 of the Clean Water Act, The Federal Water Pollution Control Act, as amended through Public Law 107-303;
- National Response Framework;
- Homeland Security Presidential Directive – 5: Management of Domestic Incidents;
- Homeland Security Presidential Directive – 8: National Preparedness;
- Comprehensive Planning Guide (CPG) 101.

2 CONCEPT OF OPERATIONS

This section provides a narrative description summarizing the Concept of Operations for the following ESF 11 activities. 1) Command, Control, and Notification, 2) Food and Water Supply, 3) ~~Animal Health Care~~Pet Sheltering Operations 4) Incident Specific Operations 5) National or State Historical Properties, and 6) Considerations for Functional and Access Needs Populations and Children. The narrative portions of this section provide summarized overviews for the topics listed above. Section 2.7 provides additional operational details by listing specific actions to be accomplished during each phase of Emergency Management for ESF 11. Section 3 provides the detailed actions organized by agency detailing their ESF 11 responsibilities.

Comment [mb5]: Per KS Dept of Ag



2.1 Command, Control, and Notification

When Emergency Management is notified of an event that requires the activation of the EOC, the Emergency Management director, in consultation with the County Administrator, and emergency management staff will determine which Emergency Support Functions are required for activation in support of emergency operations. If it is determined that ESF 11 will be activated, the Emergency Management Director will contact the designated Coordinating Agency for ESF 11 to report to the EOC to attend an initial briefing regarding the situation.

Depending on the complexity or severity of the event, the Emergency Management Director, or designee, may advise the County Administrator that the need exists to declare a local emergency. The Emergency Management Director or designee will advise the City Administrators in Bonner Springs and Edwardsville. For more information on a declaration of a local emergency, see the ESF 5 Annex.

The ESF 11 Coordinator is the Wyandotte County Sheriff's Office. The ESF 11 Coordinator is responsible for contacting the primary and support agencies with liaison roles including adjacent counties and the State and briefing them on the situation. The ESF 11 Coordinator will provide departments with the designated methods/timeframes for submitting data/information and updates to the EOC regarding processes and protocols.

2.2 Food and Water Supply

The Kansas Department of Agriculture (KDA) is responsible for conducting inspections and regulating the production and sale of food products in Kansas. When there is a food contamination, Wyandotte County will usually be notified of a problem with a food product through a national release or by the Kansas Department of Health & Environment (KDHE) on the problem or if it relates to a disease investigation.

The safety and security method of the commercial food supply includes the execution of routine food safety inspections and other services to ensure the safety of food products that enter commerce. This includes the inspection and verification of food safety aspects of slaughter and processing plants, products in distribution and retail sites, and import facilities at ports of entry; laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; food borne disease surveillance; and field investigations. These efforts are coordinated at the federal level by U.S. Department of Agriculture (USDA)'s Food Safety and Inspection Service (FSIS) and the U.S. Department of Health and Senior Services Food and Drug Administration (FDA).

Comment [mb6]: Per KS Dept of Ag

Public water suppliers are required to inspect their water supplies and quality. KDHE's, Bureau of Water provides regulatory oversight responsibly of the public water supplies.



~~The nutrition assistance needs for persons in shelters will come from The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) and the nutritionists on staff at the Wyandotte Public Health Department. Appropriate food supplies will be ordered and supplies will be delivered to the public shelters.~~

Comment [u7]: Sandy J will provide update

Comment [u8]: By CL Webb Will be provided n. (Delete paragraph per C.L. Webb)

2.3 ~~Animal Health Care-Pet Sheltering Operations~~

Comment [mb9]: Per KS Dept of Ag

The care and needs of household pets and service animals prior to, during, and after an emergency situation or disaster are the primary responsibility of their owners. When owners are unable to provide for the care and needs of their animals, then local jurisdictions in Wyandotte County will assist them. Wyandotte County will coordinate with ESF 6 and provide for the rescue, care, shelter, and essential needs of household pets and service animals when owners are unable to provide for their animals in compliance with the Pets Evacuation and Transportation Act of 2006 and FEMA Disaster Assistance Policy 9523.19.

Service animals are the only animals permitted inside emergency mass care shelters in Wyandotte County. This requires that household pets must be cared for in a separate part of the shelter facility that is isolated from the human component or at a separate shelter facility.

Household pets and service animals may require immediate first aid and emergency medical attention following a natural or man-made disaster. The County has a significant local capability for providing expedient health services to injured response animals, pets and livestock that includes over 34 veterinary hospitals & clinics. While the County has no zoos or wild animal parks, care for such exotic animals would be available from the Kansas City Zoo, in Kansas City, Missouri. Emergency first aid and medical attention may be required for animals rescued from the disaster area. Those animals may undergo primary decontamination by first responders and a secondary decontamination by certified staff. The nature and extent of each animal's exposure to hazardous materials will guide the administration of secondary decontamination techniques.

Over the entire emergency period, household pets and service animals may require nonemergency veterinary attention. Veterinary care will only be administered by certified staff. Records of individual treatments will be kept, including animal identification information, name of product(s) administered, name of the individual administering the product and the name of the supervising veterinarian. Some of these medical treatments may include:

- Decontamination- Household pets or service animals that have come in contact with flood water or other hazardous materials will undergo decontamination. Primary decontamination may be performed by first responders in the field or



outside of the shelter facility. Secondary decontamination may be necessary depending on the type of hazardous material(s) the animal has come in contact with. Secondary decontamination will be performed by a certified responder or qualified veterinarian staff member.

- Triage and First Aid- Emergency care will be prioritized based on the severity of the Animal's conditions. Only qualified staff may provide first aid to animals. The triage and first aid staff must be able to provide emergency medical care.
- Prevention and Treatment of Transmissible Diseases- Transmissible diseases, including Zoonotic diseases, which are shared between animals and people, could pose a risk to humans and animals in a shelter environment. Basic animal management and disease control guidelines will be followed to maintain human and animal health and reduce the risk of disease transmission.
- Isolation and Quarantine- Isolation and quarantine serve to protect human safety and animal health by containing the spread of disease. Rabies isolation areas will be separate from other isolation and quarantine areas.
- Euthanasia- Euthanasia is the act of inducing humane death in an animal. A veterinarian or licensed euthanasia technician will make the determination when euthanasia is appropriate and which method will be administered.
- Mortality Management- Appropriate and efficient carcass disposal is required to protect human and animal health, the food supply, and the environment. Kansas Department of Health and Environment will provide direction and /or oversee this process.

Kansas City, Bonner Springs, and Edwardsville Animal Control officers in Wyandotte County will be capturing and transporting animals in coordination with ESF 6.

Because of the limited resource in Wyandotte County for Animal Welfare response, ESF 11 will reach out to the Three-County Animal Response Team (CART), the Kansas City Veterinarian Medical Association (KCVMA), the Kansas Animal Control Officers Association (KACA), and the Kansas Veterinarian Medical Association (KVMA) for animal care support.

Comment [u10]: Updated by Scott Holloway

2.4 Incident Specific Operations

In a [Zoonotic Livestock](#) disease outbreak in Kansas, ESF 11 would support the Kansas Department of Agriculture ~~Division of Animal Health~~ in their decisions on how to handle the outbreak.

Comment [mb11]: To be consistent throughout the document

In a plant disease outbreak, K-State Research and Extension - Wyandotte County and trained state volunteers will provide local surveillance and tracking of the plant pests of unknown or questionable origin that may pose a potential threat to agriculture, horticulture, the economy or public health in the County. Surveillance information will be provided to Wyandotte County



Emergency Management and state agencies. If it is determined that ESF 11 is activated for this type of incident, ESF 11 would support state agencies in their response efforts.

In a pest disease, K-State Research and Extension - Wyandotte County will provide local surveillance and tracking of the disease movement in the County. Surveillance information will be provided to Wyandotte County Emergency Management and state agencies. If it is determined that ESF 11 is activated for this type of incident, ESF 11 would support state agencies in their response efforts.

The Wyandotte County Health Department is the lead local agency for providing technical expertise on the human health risks associated with water and food contamination. They will provide personnel, resources and technical assistance to manage an event involving threats to local food and water supplies. This includes guidance regarding public health protective actions and provides assistance with community outreach and education regarding the potential health risks associated with contaminated food and/or water (e.g., providing critical health and medical information to be included in public information messages). [Add infectious de](#)

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The KDHE Radiological Emergency Preparedness (REP) Program is the lead state agency for operational radiological incidents and will respond to the site of an incident as needed. This effort would be coordinated with ESF 10 and Wyandotte County Emergency Management.

Comment [u12]: Will be reviewed by John Jones

2.5 National or State Historical Properties

Wyandotte County will protect the natural, cultural, and historical (NCH) properties resources. This includes providing appropriate response actions to preserve, conserve, rehabilitate, recover, and restore NCH resources. Post-event baseline assessments of damages and providing technical assistance and resources for assessing impacts of response and recovery activities to NCH resources will also be provided. If the emergency causes damage to historical sites, Wyandotte County will work with the state and federal government to help ensure appropriate measures are taken to preserve and protect them.

There are various natural, cultural, and historical sites in Wyandotte County. For sport fans, there are two race track speedways, a minor league baseball stadium, several golf courses, and a soccer stadium. There are also multiple shopping centers, an outdoor amphitheater, an outdoor water park, casinos, county fairgrounds, and a ~~b~~Boy ~~s~~Scout camp all located in Wyandotte County just to name a few attractions. Table 1 below has the number natural, cultural and historical sites located in Wyandotte County.

Table 1. Wyandotte County's Natural, Cultural, and Historical Sites

Sites	Number
-------	--------



Historic sites	41
War Memorials	2
Museums	4
Public Library Branches	6
Cemeteries	14
Parks (with approx. 2,600 acres)	54
Lakes/Ponds:	3/3
Pools	<u>1</u>
Indian Burial Grounds	<u>1</u>

Wyandotte County has 41 identified private and public properties that are formally listed as historical sites on the National Historical Registry as of March 2012 (see Attachment 4.5 for a complete listing).

The Unified Government Parks and Recreation is responsible for oversight and maintenance of the county parks and properties. The Bonner Springs Parks and Recreation department is responsible for oversight and maintenance of Bonner Springs parks and properties.

2.6 Considerations for Functional and Access Needs Populations and Children

The Unified Government has a local ADA Coordinator position within the Human Services Department that coordinates regularly with the State ADA Coordinator to ensure programs and policies are in compliance with the Americans with Disabilities Act. In addition, in large or complex disasters, the EOC Manager may choose to staff an ADA Response Coordinator directly in the EOC. If necessary, the ESF 11 Coordinator will consult with the ADA Coordinator, or ADA Response Coordinator, if assigned, to ensure incident specific operations are responded to in a manner consistent with the ADA.

Through its Public Health Agency, Wyandotte County Health and Human Services has identified the primary the top 15 languages spoken in households within the state of Kansas Wyandotte County. Most-Some educational materials have been translated in to Spanish and on occasion other languages. Within the Unified Government of Wyandotte County and in Bonner Springs and Edwardsville employees who are fluent in foreign languages have been identified and are “on-call” to provide interpretation and translation services as needed. These individuals are utilized routinely for day-to-day activities. For those languages for which no individuals have been identified, Wyandotte County subscribes to Language LinePropio. The service is available to all emergency response agencies. These types of interpretation and translation services are also available to the Public Information Officers throughout the county. The local television stations have agreed to provide materials in Spanish and other languages as appropriate when they interrupt programming or when text lines are used across normal programming. TTY telephone services are available throughout Wyandotte County.

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Close coordination will be required with the government, volunteer and community agencies described further ESF 6 – Mass Care, Housing and Human Services.

2.7—Phases of Emergency Management

The four phases of Emergency Management are defined in Section 2.2 of the Basic Plan. The following tables provides actions that have been identified in the four phases of preparedness, response, recovery and mitigation.

Preparedness Actions

Agency	Action
All Agencies	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishments of assigned functions.
All Agencies	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
All Agencies	Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
All Agencies	Conduct and participate in training to support the implementation of ESF 11.
All Agencies	Participate in and/or conduct drills and exercises.
Board of Public Utilities	Initiate measures to protect the drinking water supply from contamination.
Bonner Springs Utilities Department	Initiate measures to protect the drinking water supply from contamination.
Members of Kansas City Veterinary Medical Association	Identify pet boarding facilities and private organizations that may provide emergency shelters for animals.
Unified Government Emergency Management Department	Identify sources to augment emergency food and water supplies.
Unified Government Parks and Recreation Department	Provide oversight and maintenance of the county parks and properties.
Wyandotte County Sheriff's Office	Develop standard operating guides and checklists to support ESF 11 activities.

Response Actions

Agency	Action
Board of Public Utilities	Assess damage to and restore the potable water supply system.
Board of Public Utilities	If the water supply system is inoperable, assist with the provision of potable water to Wyandotte County citizens.



2012 Emergency Operations Plan

ESF 11—Agriculture and Natural Resources

Agency	Action
Bonner Springs Animal Control Department	Provide assistance to established pet shelters.
Bonner Springs Animal Control Department	Notify the KDA, Division of Animal Health of any animals presenting suspicious symptoms while in a shelter.
Bonner Springs Animal Control Department	Coordinate departmental resources and personnel to support of ESF 11 activities.
Bonner Springs EMS Department	Provide other personnel and resources to assist with ESF 11 activities
Bonner Springs Fire Department	Aid in decontamination operations such as cleaning and disinfecting vehicles, equipment and people that visit the exposed area(s).
Bonner Springs Utilities Department	Assess damage to and restore the potable water supply system.
Bonner Springs Utilities Department	If the water supply system is inoperable, assist with the provision of potable water to Bonner Springs.
Edwardsville Fire Department	Aid in decontamination operations such as cleaning and disinfecting vehicles, equipment and people that visit the exposed area(s).
Edwardsville Police Department, Animal Control Division	Provide assistance to established pet shelters.
Edwardsville Police Department, Animal Control Division	Notify the KDA, Division of Animal Health of any animals presenting suspicious symptoms while in a shelter.
Edwardsville Police Department, Animal Control Division	Coordinate departmental resources and personnel to support of ESF 11 activities.
KCK FD EMS Division	Provide other personnel and resources to assist with ESF 11 activities
KCK Fire Department	Aid in decontamination operations such as cleaning and disinfecting vehicles, equipment and people that visit the exposed area(s).
KCK Police Department, Animal Control Unit	Provide assistance to established pet shelters.
KCK Police Department, Animal Control Unit	Deploy a representative to the EOC to assist with ESF 11 activities as requested.
KCK Police Department, Animal Control Unit	Notify the KDA, Division of Animal Health of any animals presenting suspicious symptoms while in a shelter.
KCK Police Department, Animal Control Unit	Coordinate departmental resources and personnel to support of ESF 11 activities.
Members of Kansas City Veterinary Medical Association	Provide assistance to established pet shelters.
Unified Government Emergency Management Department	Provide initial notification for ESF 11
Unified Government Emergency Management Department	Coordinate with the UG Policy Group and UG Legal Department regarding suspension and/or waiver of specific regulatory requirements for the duration of the response/recovery.



2012 Emergency Operations Plan

ESF 11—Agriculture and Natural Resources

Agency	Action
Unified Government Parks and Recreation Department	Provide personnel, resources and equipment to assist with animal sheltering and other ESF 11 activities.
Unified Government Public Health Department	Provides technical assistance for microbial threats with the ability to affect human health.
Unified Government Public Health Department	Serve as the Lead Agency in the human health response for zoonotic diseases.
Unified Government Public Health Department	Assist with nutritional needs in shelters. Then appropriate food supplies can be ordered and supplies can be delivered to the public shelters
Volunteer Agencies in Disasters (VOAD)	Coordinate the provision of food and water to disaster victims.
Volunteer Agencies in Disasters (VOAD)	Work with state and federal agencies with the ability to supplement food and water resources.
Wyandotte County Sheriff's Office	Provide assistance to established pet shelters.
Wyandotte County Sheriff's Office	Serve as a liaison with agriculture and natural resources in surrounding counties as well as with State and Federal agencies.

Recovery Actions

Agency	Action
All Agencies	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
All Agencies	Provide ongoing status reports as requested by the ESF 11 Coordinator
Board of Public Utilities	Assess damage to and restore the potable water supply system.
Bonner Springs Utilities Department	Assess damage to and restore the potable water supply system.
Unified Government Emergency Management Department	Coordinate with the UG Policy Group and UG Legal Department regarding suspension and/or waiver of specific regulatory requirements for the duration of the response/recovery.
Unified Government Parks and Recreation Department	Provide oversight and maintenance of the county parks and properties.
Unified Government Public Health Department	Provides technical assistance for microbial threats with the ability to affect human health.
Unified Government Public Health Department	Serve as the Lead Agency in the human health response for zoonotic diseases.

Mitigation Actions

Agency	Action
K-State Research & Extension—Wyandotte County	Provide surveillance for an animal-borne poison or toxin that may pose a threat to the animal industries, the economy or public health.



K-State Research & Extension—Wyandotte County	Provide surveillance of plant pests of unknown or questionable origin that may pose a potential threat to agriculture, horticulture, the economy or public health.
Unified Government Parks and Recreation Department	Provide oversight and maintenance of the county parks and properties.
Wyandotte County Sheriff's Office	Serve as a liaison with agriculture and natural resources in surrounding counties as well as with State and Federal agencies.
Wyandotte County Sheriff's Office	With support from Emergency Management Department, maintain and update this ESF and its attachments

In addition, Chapter 4 of the *Wyandotte County Multi-hazard Mitigation Plan* details specific mitigation measures related to agriculture and natural resources
http://www.wycokck.org/InternetDept.aspx?id=22574&menu_id=950&banner=15284.

3 RESPONSIBILITIES

It is understood that each coordinating and primary agency will at a minimum:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- Provide ongoing status reports as requested by the Agriculture and Natural Resources Coordinator.
- Provide a representative to the County EOC, when requested.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work in the event that reimbursement becomes available from the State and Federal government.
- Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
- Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the emergency public information and external affairs function.

~~The remainder of this section provides the actions necessary to implement this ESF sorted alphabetically by responsible agency.~~

Agency	Action
Agribusiness Industries	Notify the KDA, Division of Animal Health of any animals presenting suspicious symptoms while in a shelter.
All Agencies	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishments of assigned functions

Comment [u15]: Insert state agencies copy
Sandy John and John Jones and Bruce Cladny



2012 Emergency Operations Plan

ESF 11—Agriculture and Natural Resources

Agency	Action
All Agencies	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
All Agencies	Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
All Agencies	Conduct and participate in training to support the implementation of ESF 11.
All Agencies	Participate in and/or conduct drills and exercises.
All Agencies	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
All Agencies	Provide ongoing status reports as requested by the ESF 11 Coordinator
Board of Public Utilities	Initiate measures to protect the drinking water supply from contamination.
Board of Public Utilities	Assess damage to and restore the potable water supply system.
Board of Public Utilities	If the water supply system is inoperable, assist with the provision of potable water to Wyandotte County citizens.
Bonner Springs Animal Control Department	Provide assistance to established pet shelters.
Bonner Springs Animal Control Department	Notify the KDA, Division of Animal Health of any animals presenting suspicious symptoms while in a shelter.
Bonner Springs Animal Control Department	Coordinate departmental resources and personnel to support of ESF 11 activities.
Bonner Springs EMS Department	Provide other personnel and resources to assist with ESF 11 activities
Bonner Springs Fire Department	Aid in decontamination operations such as cleaning and disinfecting vehicles, equipment and people that visit the exposed area(s).
Bonner Springs Utilities Department	Initiate measures to protect the drinking water supply from contamination.
Bonner Springs Utilities Department	Assess damage to and restore the potable water supply system.
Bonner Springs Utilities Department	If the water supply system is inoperable, assist with the provision of potable water to Bonner Springs.
Edwardsville Fire Department	Aid in decontamination operations such as cleaning and disinfecting vehicles, equipment and people that visit the exposed area(s).
Edwardsville Police Department, Animal Control Division	Provide assistance to established pet shelters.
Edwardsville Police Department, Animal Control Division	Notify the KDA, Division of Animal Health of any animals presenting suspicious symptoms while in a shelter.
Edwardsville Police Department, Animal Control Division	Coordinate departmental resources and personnel to support of ESF 11 activities.
KCK FD EMS Division	Provide other personnel and resources to assist with ESF 11 activities
KCK Fire Department	Aid in decontamination operations such as cleaning and disinfecting vehicles, equipment and people that visit the exposed area(s).

Comment [u16]: Insert state agencies copy
Sandy John and John Jones and Bruce Cladny

Comment [u17]: Add Bonner's P&R



2012 Emergency Operations Plan

ESF 11—Agriculture and Natural Resources

Agency	Action
KCK Police Department, Animal Control Unit	Provide assistance to established pet shelters.
KCK Police Department, Animal Control Unit	Deploy a representative to the EOC to assist with ESF 11 activities as requested.
KCK Police Department, Animal Control Unit	Notify the KDA, Division of Animal Health of any animals presenting suspicious symptoms while in a shelter.
KCK Police Department, Animal Control Unit	Coordinate departmental resources and personnel to support of ESF 11 activities.
K-State Research & Extension—Wyandotte County	Provide surveillance for an animal-borne poison or toxin that may pose a threat to the animal industries, the economy or public health.
K-State Research & Extension—Wyandotte County	Provide surveillance of plant pests of unknown or questionable origin that may pose a potential threat to agriculture, horticulture, the economy or public health.
Members of Kansas City Veterinary Medical Association	Identify pet boarding facilities and private organizations that may provide emergency shelters for animals.
Members of Kansas City Veterinary Medical Association	Provide assistance to established pet shelters.
Unified Government Emergency Management Department	Identify sources to augment emergency food and water supplies.
Unified Government Emergency Management Department	Provide initial notification for ESF 11
Unified Government Emergency Management Department	Coordinate with the UG Policy Group and UG Legal Department regarding suspension and/or waiver of specific regulatory requirements for the duration of the response/recovery.
Unified Government Parks and Recreation Department	Provide oversight and maintenance of the county parks and properties.
Unified Government Parks and Recreation Department	Provide personnel, resources and equipment to assist with animal sheltering and other ESF 11 activities.
Unified Government Public Health Department	Provides technical assistance for microbial threats with the ability to affect human health.
Unified Government Public Health Department	Serve as the Lead Agency in the human health response for zoonotic diseases.
Unified Government Public Health Department	Assist with nutritional needs in shelters. Then appropriate food supplies can be ordered and supplies can be delivered to the public shelters
Volunteer Agencies in Disasters (VOAD)	Coordinate the provision of food and water to disaster victims.
Volunteer Agencies in Disasters (VOAD)	Work with state and federal agencies with the ability to supplement food and water resources.
Wyandotte County Sheriff's Office	Develop standard operating guides and checklists to support ESF 11 activities.
Wyandotte County Sheriff's Office	Serve as a liaison with agriculture and natural resources in surrounding counties as well as with State and Federal agencies.

Comment [u18]: Will be updated by Carla Lewis with Jo CART and Code 3

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Comment [u20]: update words



Agency	Action
Wyandotte County Sheriff's Office	Provide assistance to established pet shelters.
Wyandotte County Sheriff's Office	With support from Emergency Management Department, maintain and update this ESF and its attachments

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Coordinating: Wyandotte County Sheriff's Office

Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources

- 1 Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- 2 Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- 3 Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
- 4 Participate in and/or conduct drills and exercises.
- 5 Conduct and participate in training to support the implementation of ESF 11.
- 6 Develop standard operating guides and checklists to support ESF-11 activities.

Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources

- 1 Provide ongoing status reports as requested by the ESF Coordinator(s).
- 2 Provide assistance to established pet shelters.
- 3 Serve as a liaison with agriculture and natural resources in surrounding counties as well as with State and Federal agencies.

Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources

- 1 Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
- 2 Provide ongoing status reports as requested by the ESF Coordinator(s).

Mitigation Actions for ESF 11 - Agriculture and Natural Resources

- 1 Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- 2 Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- 3 Serve as a liaison with agriculture and natural resources in surrounding counties as well as with State and Federal agencies.
- 4 With support from Emergency Management Department, maintain and update this ESF and its attachments

Primary: Board of Public Utilities

Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources

- 1 Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.



<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Participate in and/or conduct drills and exercises.</u>
<u>5</u>	<u>Conduct and participate in training to support the implementation of ESF 11.</u>
<u>6</u>	<u>Initiate measures to protect the drinking water supply from contamination.</u>
<u>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>2</u>	<u>Assess damage to and restore the potable water supply system.</u>
<u>3</u>	<u>If the water supply system is inoperable, assist with the provision of potable water to Wyandotte County citizens.</u>
<u>Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>2</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>3</u>	<u>Assess damage to and restore the potable water supply system.</u>
<u>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

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Primary: Bonner Springs EMS Department

Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources

- 1 Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- 2 Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- 3 Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
- 4 Participate in and/or conduct drills and exercises.
- 5 Conduct and participate in training to support the implementation of ESF 11.

Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources

- 1 Provide ongoing status reports as requested by the ESF Coordinator(s).
- 2 Provide other personnel and resources to assist with ESF 11 activities

Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources

- 1 Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
- 2 Provide ongoing status reports as requested by the ESF Coordinator(s).

Mitigation Actions for ESF 11 - Agriculture and Natural Resources

- 1 Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- 2 Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

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Primary: Bonner Springs Parks and Recreation Department

Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources

- 1 Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- 2 Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- 3 Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
- 4 Participate in and/or conduct drills and exercises.
- 5 Conduct and participate in training to support the implementation of ESF 11.
- 6 Provide oversight and maintenance of the Bonner Springs parks and properties.

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<u>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>2</u>	<u>Provide personnel, resources and equipment to assist with animal sheltering and other ESF 11 activities.</u>
<u>Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>2</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>3</u>	<u>Provide oversight and maintenance of Bonner Springs parks and properties.</u>
<u>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Provide oversight and maintenance of Bonner Springs parks and properties.</u>

Primary: Bonner Springs Police Department	
<u>Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Participate in and/or conduct drills and exercises.</u>
<u>5</u>	<u>Conduct and participate in training to support the implementation of ESF 11.</u>
<u>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>2</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>



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Primary: Edwardsville Police Department

Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources

- 1 Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- 2 Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- 3 Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
- 4 Participate in and/or conduct drills and exercises.
- 5 Conduct and participate in training to support the implementation of ESF 11.

Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources

- 1 Provide ongoing status reports as requested by the ESF Coordinator(s).

Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources

- 1 Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
- 2 Provide ongoing status reports as requested by the ESF Coordinator(s).

Mitigation Actions for ESF 11 - Agriculture and Natural Resources

- 1 Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- 2 Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Primary: Edwardsville Public Works

Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources

- 1 Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- 2 Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- 3 Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
- 4 Participate in and/or conduct drills and exercises.
- 5 Conduct and participate in training to support the implementation of ESF 11.

Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources

- 1 Provide ongoing status reports as requested by the ESF Coordinator(s).

Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources

- 1 Document all costs and expenses associated with response and recovery activities taking



	<u>care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
2	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</u>	
1	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
2	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

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<u>Primary: KCK Fire Department</u>	
<u>Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
1	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
2	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
3	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
4	<u>Participate in and/or conduct drills and exercises.</u>
5	<u>Conduct and participate in training to support the implementation of ESF 11.</u>
<u>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
1	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
2	<u>Provide other personnel and resources to assist with ESF 11 activities</u>
3	<u>Aid in decontamination operations such as cleaning and disinfecting response vehicles, equipment and people that visit the exposed area(s).</u>
<u>Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
1	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
2	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</u>	
1	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
2	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

<u>Primary: KCK Police Department, Animal Control</u>	
<u>Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
1	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>



<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Participate in and/or conduct drills and exercises.</u>
<u>5</u>	<u>Conduct and participate in training to support the implementation of ESF 11.</u>
<u>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>2</u>	<u>Provide assistance to established pet shelters.</u>
<u>3</u>	<u>Notify the KDA, Division of Animal Health of any animals presenting suspicious symptoms while in a shelter.</u>
<u>4</u>	<u>Coordinate departmental resources and personnel to support of ESF 11 activities</u>
<u>5</u>	<u>Deploy a representative to the EOC to assist with ESF 11 activities as requested.</u>
<u>Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>2</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

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<u>Primary: K-State Research & Extension, Wyandotte County</u>	
<u>Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Participate in and/or conduct drills and exercises.</u>
<u>4</u>	<u>Conduct and participate in training to support the implementation of ESF 11.</u>
<u>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>



<u>2</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Provide surveillance for a foreign animal disease or an animal borne poison or toxin that may pose a threat to the animal industries, the economy or public health.</u>
<u>2</u>	<u>Provide for surveillance of plant pests of unknown or questionable origin that may pose a potential threat to agriculture, horticulture, the economy or public health.</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>4</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

<u>Primary: Unified Government Area Agency on Aging</u>	
<u>Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Participate in and/or conduct drills and exercises.</u>
<u>5</u>	<u>Conduct and participate in training to support the implementation of ESF 11.</u>
<u>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>2</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

<u>Primary: Unified Government Parks & Recreation</u>	
<u>Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>



<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Participate in and/or conduct drills and exercises.</u>
<u>5</u>	<u>Conduct and participate in training to support the implementation of ESF 11.</u>
<u>6</u>	<u>Provide oversight and maintenance of the county parks and properties.</u>
<u>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>2</u>	<u>Provide personnel, resources and equipment to assist with animal sheltering and other ESF 11 activities.</u>
<u>Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>2</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>3</u>	<u>Provide oversight and maintenance of the county parks and properties.</u>
<u>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Provide oversight and maintenance of the county parks and properties.</u>

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<u>Primary: Unified Government Public Information Officer</u>	
<u>Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Participate in and/or conduct drills and exercises.</u>
<u>5</u>	<u>Conduct and participate in training to support the implementation of ESF 11.</u>



<u>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>2</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>Primary: Unified Government Public Works</u>	
<u>Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Participate in and/or conduct drills and exercises.</u>
<u>5</u>	<u>Conduct and participate in training to support the implementation of ESF 11.</u>
<u>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>2</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>Primary: Unified Government Water Pollution Control Division</u>	
<u>Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>



<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Participate in and/or conduct drills and exercises.</u>
<u>5</u>	<u>Conduct and participate in training to support the implementation of ESF 11.</u>
<u>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>2</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

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<u>Primary: Wyandotte County Emergency Management</u>	
<u>Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Participate in and/or conduct drills and exercises.</u>
<u>5</u>	<u>Conduct and participate in training to support the implementation of ESF 11.</u>
<u>6</u>	<u>Identify sources to augment emergency food and water supplies.</u>
<u>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>2</u>	<u>Provide initial notification for ESF 11</u>
<u>3</u>	<u>Coordinate with the UG Policy Group and UG Legal Department regarding suspension and/or waiver of specific regulatory requirements for the duration of the response/recovery.</u>
<u>Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that</u>



	<u>reimbursement from the State and Federal government becomes available.</u>
<u>2</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>3</u>	<u>Coordinate with the UG Policy Group and UG Legal Department regarding suspension and/or waiver of specific regulatory requirements for the duration of the response/recovery.</u>
<u>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

Primary: Wyandotte County Public Health Department

Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources

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| <u>1</u> | <u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u> |
| <u>2</u> | <u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u> |
| <u>3</u> | <u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u> |
| <u>4</u> | <u>Participate in and/or conduct drills and exercises.</u> |
| <u>5</u> | <u>Conduct and participate in training to support the implementation of ESF 11.</u> |

Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources

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| <u>1</u> | <u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u> |
| <u>2</u> | <u>Provides technical assistance for microbial threats with the ability to affect human health.</u> |
| <u>3</u> | <u>Serve as the Lead Agency in the human health response for zoonotic diseases.</u> |

Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources

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| <u>1</u> | <u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u> |
| <u>2</u> | <u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u> |
| <u>3</u> | <u>Provides technical assistance for microbial threats with the ability to affect human health.</u> |
| <u>4</u> | <u>Serve as the Lead Agency in the human health response for zoonotic diseases.</u> |

Mitigation Actions for ESF 11 - Agriculture and Natural Resources

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| <u>1</u> | <u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u> |
| <u>2</u> | <u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u> |



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Supporting: Associated Wholesale Grocers	
<u>Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Participate in and/or conduct drills and exercises.</u>
<u>5</u>	<u>Conduct and participate in training to support the implementation of ESF 11.</u>
<u>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>2</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

Supporting: Humane Society of Greater Kansas City	
<u>Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Participate in and/or conduct drills and exercises.</u>
<u>5</u>	<u>Conduct and participate in training to support the implementation of ESF 11.</u>
<u>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	



<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>2</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

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<u>Supporting: Johnson County Animal Rescue Team</u>	
<u>Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Participate in and/or conduct drills and exercises.</u>
<u>5</u>	<u>Conduct and participate in training to support the implementation of ESF 11.</u>
<u>Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

<u>Supporting: Kansas Animal Control Association</u>	
<u>Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>



<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Participate in and/or conduct drills and exercises.</u>
<u>5</u>	<u>Conduct and participate in training to support the implementation of ESF 11.</u>
<u>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>2</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

Supporting: Kansas City Veterinarian Medical Association

Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources

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| <u>1</u> | <u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u> |
| <u>2</u> | <u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u> |
| <u>3</u> | <u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u> |
| <u>4</u> | <u>Participate in and/or conduct drills and exercises.</u> |
| <u>5</u> | <u>Conduct and participate in training to support the implementation of ESF 11.</u> |
| <u>6</u> | <u>Identify pet boarding facilities and private organizations that may provide emergency shelters for animals.</u> |

Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources

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| <u>1</u> | <u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u> |
| <u>2</u> | <u>Provide assistance to established pet shelters.</u> |

Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources

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| <u>1</u> | <u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u> |
| <u>2</u> | <u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u> |

Mitigation Actions for ESF 11 - Agriculture and Natural Resources

- | | |
|----------|---|
| <u>1</u> | <u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u> |
|----------|---|



- 2 Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Supporting: Kansas Department of Agriculture

Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources

- 1 Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- 2 Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- 3 Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
- 4 Participate in and/or conduct drills and exercises.
- 5 Conduct and participate in training to support the implementation of ESF 11.

Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources

- 1 Provide ongoing status reports as requested by the ESF Coordinator(s).
- 2 Inspect and permit temporary animal shelters and food service established in support of shelter operations
- 3 Issue movement and quarantine orders for livestock and plants in order to prevent the spread of disease and pests
- 4 Dispatch food inspectors to assist retail food establishments after disasters involving fires, transportation accidents, and loss of power
- 5 Provide staff to coordinate ESF #11 Resources and requests at the State Emergency Operations Center

Comment [mb21]: per KS Dept of Ag

Comment [mb22]: per KS Dept of Ag

Comment [mb23]: per KS Dept of Ag

Comment [mb24]: per KS Dept of Ag

Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources

- 1 Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
- 2 Provide ongoing status reports as requested by the ESF Coordinator(s).

Mitigation Actions for ESF 11 - Agriculture and Natural Resources

- 1 Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- 2 Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

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Supporting: Kansas Department of Health & Environment, Bureau of Water

Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources

- 1 Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.



<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Participate in and/or conduct drills and exercises.</u>
<u>5</u>	<u>Conduct and participate in training to support the implementation of ESF 11.</u>
<u>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>2</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

<u>Supporting: Kansas Department of Health & Environment, Radiation</u>	
<u>Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Participate in and/or conduct drills and exercises.</u>
<u>5</u>	<u>Conduct and participate in training to support the implementation of ESF 11.</u>
<u>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>2</u>	<u>Conduct radiological monitoring in affected areas</u>
<u>3</u>	<u>Assess radiological contamination of the environment</u>
<u>Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>

Comment [mb25]: Per KDHE

Comment [mb26]: Per KDHE



2	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
3	<u>Provide technical guidance in recovery activities.</u>
<u>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</u>	
1	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
2	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

Comment [mb27]: Per KDHE

<u>Supporting: Kansas Department of Health and Environment</u>	
<u>Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
1	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
2	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
3	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
4	<u>Participate in and/or conduct drills and exercises.</u>
5	<u>Conduct and participate in training to support the implementation of ESF 11.</u>
<u>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
1	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
1	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
2	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</u>	
1	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
2	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

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<u>Supporting: Kansas Highway Patrol</u>	
<u>Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
1	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
2	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>



<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Participate in and/or conduct drills and exercises.</u>
<u>5</u>	<u>Conduct and participate in training to support the implementation of ESF 11.</u>
<u>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>2</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

<u>Supporting: Kansas Veterinarian Medical Association</u>	
<u>Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Participate in and/or conduct drills and exercises.</u>
<u>5</u>	<u>Conduct and participate in training to support the implementation of ESF 11.</u>
<u>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
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<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>



Supporting: Mid-America Regional Council	
<u>Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Participate in and/or conduct drills and exercises.</u>
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<u>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

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Supporting: U.S. Department of Agriculture	
<u>Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Participate in and/or conduct drills and exercises.</u>
<u>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
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<u>1</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>2</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

Supporting: Wyandotte County 4H	
<u>Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Participate in and/or conduct drills and exercises.</u>
<u>5</u>	<u>Conduct and participate in training to support the implementation of ESF 11.</u>
<u>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
<u>1</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>2</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>



Mitigation Actions for ESF 11 - Agriculture and Natural Resources

- | | |
|----------|--|
| <u>1</u> | <u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u> |
| <u>2</u> | <u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u> |

Supporting: Bonner Springs Police, Animal Control Division

Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources

- | | |
|----------|--|
| <u>1</u> | <u>Provide assistance to established pet shelters.</u> |
| <u>2</u> | <u>Notify the KDA, Division of Animal Health of any animals presenting suspicious symptoms while in a shelter.</u> |
| <u>3</u> | <u>Coordinate departmental resources and personnel to support of ESF 11 activities</u> |

Supporting: Bonner Springs Fire Department

Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources

- | | |
|----------|---|
| <u>1</u> | <u>Aid in decontamination operations such as cleaning and disinfecting vehicles, equipment and people that visit the exposed area(s).</u> |
|----------|---|

Supporting: Bonner Springs Public Works/Utilities Department

Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources

- | | |
|----------|--|
| <u>1</u> | <u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u> |
| <u>2</u> | <u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u> |
| <u>3</u> | <u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u> |
| <u>4</u> | <u>Participate in and/or conduct drills and exercises.</u> |
| <u>5</u> | <u>Conduct and participate in training to support the implementation of ESF 11.</u> |
| <u>6</u> | <u>Initiate measures to protect the drinking water supply from contamination.</u> |

Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources

- | | |
|----------|--|
| <u>1</u> | <u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u> |
| <u>2</u> | <u>Assess damage to and restore the potable water supply system.</u> |
| <u>3</u> | <u>If the water supply system is inoperable, assist with the provision of potable water to Bonner Springs.</u> |

Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources

- | | |
|----------|--|
| <u>1</u> | <u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u> |
| <u>2</u> | <u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u> |
| <u>3</u> | <u>Assess damage to and restore the potable water supply system.</u> |

Mitigation Actions for ESF 11 - Agriculture and Natural Resources

- | | |
|----------|---|
| <u>1</u> | <u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u> |
|----------|---|



- | | |
|---|--|
| 2 | <u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u> |
|---|--|

<u>Supporting: Edwardsville Animal Control</u>	
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<u>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
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- | | |
|---|--|
| 1 | <u>Provide assistance to established pet shelters.</u> |
| 2 | <u>Notify the KDA, Division of Animal Health of any animals presenting suspicious symptoms while in a shelter.</u> |
| 3 | <u>Coordinate departmental resources and personnel to support of ESF 11 activities</u> |

<u>Supporting: Edwardsville Fire Department</u>	
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<u>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
--	--

- | | |
|---|---|
| 1 | <u>Aid in decontamination operations such as cleaning and disinfecting vehicles, equipment and people that visit the exposed area(s).</u> |
|---|---|

<u>Supporting: Volunteer Organizations Active in Disasters (VOAD)</u>	
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<u>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</u>	
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- | | |
|---|--|
| 1 | <u>Coordinate the provision of food and water to disaster victims.</u> |
| 2 | <u>Work with state and federal agencies with the ability to supplement food and water resources.</u> |



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4 REFERENCES/ATTACHMENTS

The following reference documents are available from the Emergency Management Department. These documents have been hyperlinked where possible:

- MARC Regional Coordination Guide for ESF 11,
- [Wyandotte County Multi-hazard Mitigation Plan](#), and
- Wyandotte County FAD SOG.

Resource /Contact Lists

In general, detailed contact lists and inventories will not be attached to ESF annexes since this type of information changes constantly. Instead, information is provided as to the department or individual that maintains each type of contact list or inventory.

Contacts:

Contact information, including home and cellular telephone numbers for employees / responders are maintained in two ways in Wyandotte County. Information for all employees is maintained by the agency for which they work. Information for police and fire responders is also maintained by the Public Safety Answering Point so that when emergencies arise, calls / pages can go out quickly. This information is not being maintained as a part of this EOP as it changes frequently and Wyandotte County Emergency Management is not the keeper of record for each agency's information. A chart is attached to the EOP that provides a telephone number for the contact who maintains the information.

Resources:

Information about resources / assets owned and operated by agencies within the United Government are maintained by each agency. This information is not being maintained as a part of this EOP as it changes frequently and Wyandotte County Emergency Management is not the keeper of record for each agency's information. A chart is attached to the EOP that provides a telephone number for the contact who maintains the information.

If additional resources beyond what is available through United Government resources or through normal mutual aid channels, Wyandotte County Emergency Management operates and maintains an active, well-equipped, well-staffed Emergency Operations Center (EOC) capable of obtaining those resources through the ICS request process. Following the April 7, 2010 Full-Scale Exercise "Perfect Storm," the agency recognized the need to have additional United Government staff trained to work in positions in the EOC. During 2010 and 2011, the Emergency Management Agency undertook a training effort which allowed over 80 additional staff members to be trained to work in the EOC. Among those trained were personnel responsible for Logistics and Finance. This training effort, and the on-going training plan allows Wyandotte County Emergency Management to rely upon the skills of these individuals if resources are needed during a response.



Type of Resource List	Department Maintained By	Title	Phone Number
Personnel credentialing	UG Emergency Management	EM Staff	913-573-6300

The following documents are attached to this ESF.

- KDA Fact Sheet – USDA Secretarial Declarations – How they are declared
- List of resources that may be needed in a food or agricultural emergency
- Map of Wyandotte County Land Use
- Map of Wyandotte County watersheds
- List of Historical Sites in Wyandotte County



4.1 KDA Fact Sheet – USDA Secretarial Declarations – How they are declared



How an Agricultural Disaster is Declared

Field Code Changed

- All disaster assistance begins at the local level.
- When a disaster affects agricultural crops or farms, the USDA (Farm Service Agency) county emergency board (usually made up of FSA, Extension and emergency management) alerts the state emergency board by issuing a Loss Assessment Report (LAR).
- The state emergency board meets quarterly to review Loss Assessment Reports from affected counties to decide which justify a request for a disaster declaration. Emergency board members are from the Farm Service Agency, Natural Resource Conservation Service, KSU Extension, Kansas Department of Agriculture and others.
- Counties must show significant crop damage – at least a 30 percent production loss – before the state emergency board will recommend to the governor that a request for a disaster declaration be made.
- Once a county is recommended, the governor sends a letter to the U.S. secretary of agriculture to request a secretarial declaration.
- At the request of the governor, the U.S. secretary of agriculture can designate counties as disaster areas. A disaster declaration from the U.S. secretary of agriculture affects producers in the county declared, as well as in counties contiguous to it.
- The primary benefit of a disaster declaration is emergency loans for producers impacted by the drought disaster.
- Emergency loans help farmers recover from production and physical losses due to drought. Loans may be used to pay for all or part of production costs, to refinance debts, to pay essential family living expenses, or to reorganize the farming operation. Producers can borrow up to 100 percent of actual production or physical losses, to a maximum of \$500,000.

Types of Declarations

- **Presidential Declaration:** At the request of the governor, the president can declare a county a major disaster area under the terms of the Robert T. Stafford Disaster Relief and Emergency Assistance Act. Under a presidential declaration, emergency loans can be made available to eligible farmers and ranchers.



- Secretarial Declaration: At the request of the governor or Indian tribal council, the USDA secretary can designate counties as disaster areas and provide emergency loans.
- FSA Administrator Physical Loss Designations: The FSA state director can ask the national FSA administrator to designate counties as disaster areas, which allows loan assistance only for physical losses (buildings, machinery, fences, etc.).

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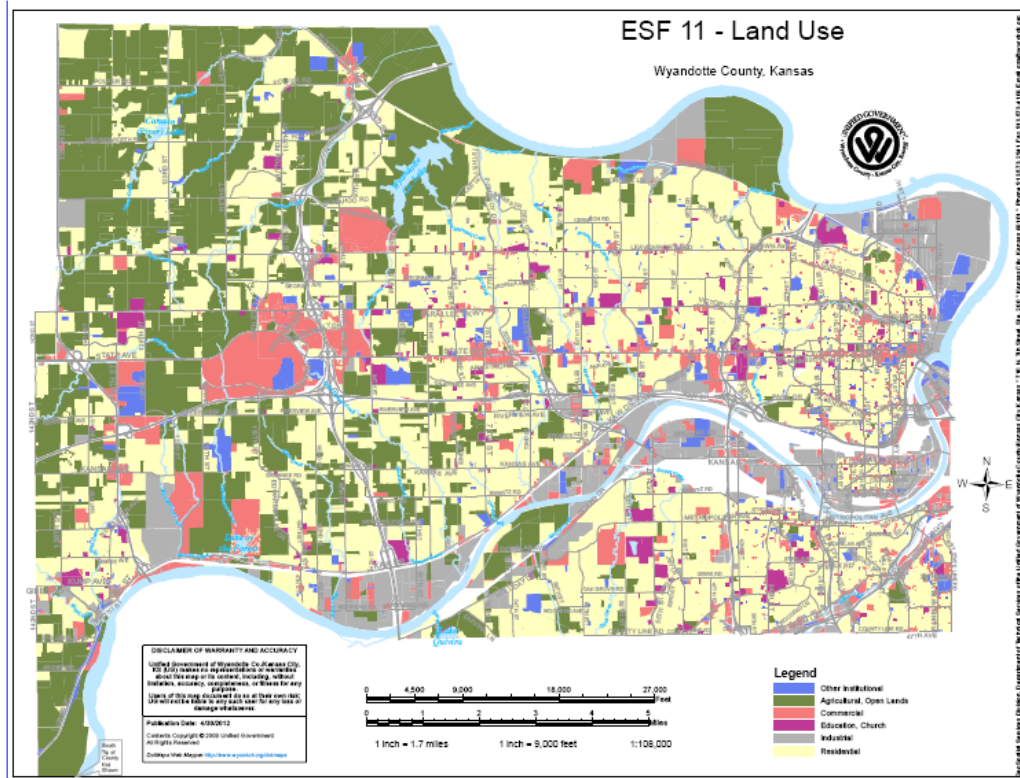
4.2 Resources that may be needed in a food or agricultural emergency

Resources that may be needed to respond to a food or agriculture emergency		
Cleaning and Disinfection: - Power washers - Water source (tankers, water buffaloes) - Scrub brushes - Disinfectant	Quarantine: - Jersey Barriers - Gators or 4 wheelers - Signs - Handouts	Food Contamination: - Interviewers - Environmental health professionals - Laboratory - Sample transport
Plant - Chainsaws - Gloves - Helmets	Burial - Front loaders - Bucket loaders	Composting - Wood chips/sawdust - Loaders - Wood chippers
Depopulation - squeeze chutes - panels - portable corrals	Diverted Site Operations - Feed - Water and containers - Animal handlers - Panels - Animal id supplies	Traffic Control - Gators or 4 wheelers - Barriers - Communication - Radios
General Resource List		
First Aid kits	Hand sanitizer	Kleenex
Trash bags	Bottled water	Zip lock baggies
Office supplies	Work gloves	Panels
Chutes		
Personnel		
Runners (helpers)	Veterinarians	Environmental Health Professionals
Noxious Weed Directors	Extension Agents	Business Owners/Managers
Livestock handlers		

Comment [u28]: change to generic names



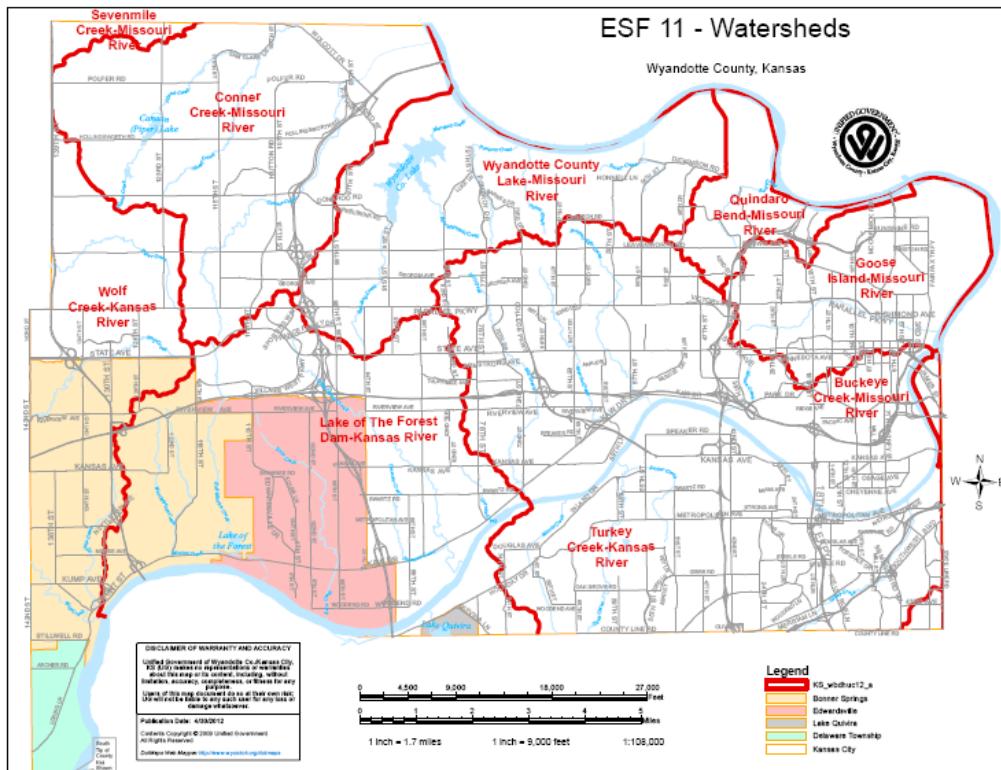
4.3 Map of Wyandotte County Land Use



Comment [u29]: add copy from Sandy Johnson



4.4 Map of Wyandotte County Watersheds





4.5 Wyandotte County Properties/Districts on the National Register of Historic Places

Property Name	Address	Location	Date Listed
Argentine Carnegie Library	2800 Metropolitan Ave.	Kansas City	4/30/1986
Bonner Springs High School	200 E. 3rd	Bonner Springs	7/11/2002
Castle Rock	852 Washington Blvd.	Kansas City	2/18/2000
City Hall and Fire Headquarters	805 and 815 N. 6th	Kansas City	4/25/1986
Fairfax Hills Historic District—47 buildings (Parkwood Estates)	Parkwood Blvd, Coronado Rd. & Hilltop Rd Vicinity	Kansas City	6/30/2007
Fire Station No. 9 (<i>privately owned</i>)	2 South 14 th St.	Kansas City	9/5/1985
Judge Louis Gates House	4146 Cambridge	Kansas City	12/1/1980
George Rushton Baking Company	814 Southwest Blvd.	Kansas City	6/30/1979
Granada Theater	1013-1019 Minnesota Ave	Kansas City	2/9/2005
Grinter Place	1420 S. 78th St.	Kansas City	1/25/1971
Hanover Heights Neighbourhood Historic District	Bounded by Olathe Blvd, Frances St, 43 rd Ave. and State Line Road	Kansas City	5/17/1990
Horace Mann Elementary School	824 State Avenue	Kansas City	1/20/2012
Huron Cemetery	Minnesota Ave between 6 th and 7 th Streets	Kansas City	9/3/1971
H.W. Gates Funeral Home	1901 Olathe Blvd	Kansas City	7/06/2010
Island Creek Archaeological Site		Wyandotte County	6/22/1991
Kansas City Kansas High School gymnasium & Laboratory	1017 N. 9 th Street	Kansas City	1/20/2012
Lake of the Forest Historic District	K-32 .9 miles west of Edwardsville	Bonner Springs	1/22/1996
Lowell Elementary School	1040 Orville Ave	Kansas City	1/31/2008
William Maunder House	616 N. 9 th St.	Kansas City	9/7/1993
Northeast Junior High School	400 Troup Ave.	Kansas City	10/16/2008
Quindaro Townsite		Kansas City	5/22/2002
Rosedale World War I Memorial Arch	Mt. Marty Park	Kansas City	8/2/1977
Sauer Castle	935 Shawnee Drive	Kansas City	8/2/1977
Schleifer-McAlpine House	608 Splitlog Ave.	Kansas City	10/10/2007
Scottish Rite Temple	803 N. 7th	Kansas City	9/11/1985
Shafer House	2518 North 10 th St.	Kansas City	2/18/2000
Shawnee Street Overpass	NW of I-35	Kansas City	3/8/1984
Soldiers and Sailors Memorial Building	600 N. 7 th St.	Kansas City	9/5/1985
Mathias Splitlog House	251 Orchard St.	Kansas City	8/27/2005
St. Augustine Hall	3301 Parallel Ave.	Kansas City	12/24/1971
St. John's Orphanage	720 N. 4 th St.	Kansas City	2/25/1995
St. Mary's Church	800 N. 5 th St.	Kansas City	2/13/1982
Summer High School and Athletic Field	1610 N. 8 th St.	Kansas City	9/6/2005
Trowbridge Archaeological Site		Kansas City	2/24/1971
Vernon School	2700 Swell Ave.	Kansas City	8/21/2004
Westheight Manor Historic District		Kansas City	2/19/1982



Property Name	Address	Location	Date Listed
White Church Memorial Church	2200 N. 85 th St.	Kansas City	2/13/1982
Whitefeather Spring	3818 Ruby Ave.	Kansas City	8/27/1975
Roy Williamson House	1865 Edwardsville Dr.	Edwardsville	4/18/2007
Wyandotte County Courthouse	710 N. 7 th St	Kansas City	4/26/2002
Wyandotte High School	2500 Minnesota	Kansas City	4/30/1986

Source: Kansas State Historical Society, National Register of Historic Places, 3/29/2012;
http://www.kshs.org/natreg/natreg_listings/search/page:5/county:WY

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Staff Request for Commission Action

Tracking No. 16822

Full Commission Meeting Date: 11/3/16

Committee: Public Works & Safety

Date of Standing Committee Action: 10/24/16

(If none, please explain):

Publication Required: No

<u>Date:</u> 10/10/2016	<u>Contact Name:</u> Jeff Fisher, Mike Tobin	<u>Contact Phone:</u> x5415,	<u>Contact Email:</u> jfisher@wycokck.org, mtobin@wycokc.org	<u>Department/Division:</u> Public Works
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Item Description:

It is required by the Kansas Department of Health and Environment (KDHE) that each county has a Solid Waste Planning Committee. It is also required by KDHE that the Solid Waste Master Plan be reviewed on an annual basis by the Committee and be approved by the Board of County Commissioners. The review should address any changes in the solid waste management system since the last plan review and also include the recommendations of the committee.

The attached document includes the minutes of the Solid Waste Planning Committee yearly review.

Action Requested:

It is requested that the Standing Committee accept and approve the review and recommendations of the Solid Waste Planning Committee and forward to the Full Commission for approval.

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:

Solid Waste Planning Committee minutes

**Wyandotte County Solid Waste Management Committee
May 18, 2016 Annual Meeting Minutes**

Attending: Richard Mabion, Amber McCullough, Zack Daniel, Kirk Suther, Bruce Chladny, and Stephanie Kalthoff.

1. ***Approval of April 30, 2015 and July 30, 2015 Minutes.*** Richard made a motion to accept both the minutes. Bruce seconded the motion. Motion carried.
2. ***2015 Five-Year Update to Wyandotte County Solid Waste Plan.*** Kirk reported that Kansas Department of Health and Environment has approved our 2015 Five Year Update of our Wyandotte County Solid Waste Plan. To practice what we advocate, an electronic copy of the 2015 Updated Plan was sent to the Wyandotte County Solid Waste Committee.
3. ***Review of Solid Waste Plan.*** A Power Point presentation giving an overview of the Wyandotte County Solid Waste Plan was presented. The infrastructure of the systems in place to manage solid waste were discussed such as residential trash services, curbside recycling services, drop off recycling centers, glass recycling, business recycling options, yard waste diversion, food waste diversion, and special waste diversion.
4. ***Review of 2015 Updated Goals.*** As part of the PowerPoint presentation we looked at results of newly adopted goals. When evaluating the types of strategies to incorporate in order to reduce the amount solid waste disposed of, the major waste reduction strategies are reduce, reuse, recycle, yard and food waste reduction, and special waste reduction. The following goals were adopted as part of the Wyandotte County's Solid Waste Plan 5-year update conducted in 2015.

Reduce and Reuse Strategies:

1. *Continuation of education for Local Government employees with reduce, reuse, and recycling strategies.*
2. *Continue operation of the Unified Government SWAP: Surplus with a Purpose. This program collects extra office supplies and has them available for reuse by other departments.*
3. *Educate residents and businesses about waste reduction ideas.*
4. *Educate and encourage public to utilize reuse facilities, e.g. thrift shops etc.*
5. *Educational information to encourage grass-cycling.*
6. *Encourage government, schools, and business procurement policies for promoting source reduction.*

Recycling Strategies for Residents:

1. *Continue on-going efforts to educate residents about solid waste disposal and recycling services available to them.*
2. *Continue the curbside recycling program in Kansas City and Bonner Springs.*
3. *Investigate potential of curbside recycling for Edwardsville.*
4. *Continue providing containers for special events recycling.*
5. *Continue on-going office recycling program for Local Governments.*

6. *Encourage and promote participation from the community to utilize recycling centers and drop off containers.*
7. Encourage and promote the participation of residents and businesses with the glass recycling drop off containers of Ripple Glass.

Recycling Strategies for Businesses:

1. Identify the current infrastructure available for businesses and apartment complexes for recycling.
2. Develop recycling educational resources for businesses and apartment complexes.
3. Promote and encourage recycling for businesses and apartment complexes.

Yard Waste Reduction Strategies:

1. Continue to promote Wyandotte County Yard Waste drop off center.
2. Cooperative educational programming with K-State Extension on composting.
3. Identify the infrastructure in place to handle a higher volume of dead trees as a result of diseases or pests such as the emerald ash borer.

Food Waste Strategies:

1. Investigate to see what type of infrastructure and/or programming is available to address food waste in both the residential and business waste streams.

Special Wastes:

1. Continuation of the household hazardous waste collection days for residents of Wyandotte County, if budget allows.
2. As long as resources are available, implement e-waste drop off events for the public.
3. Development and implementation of programming to address the problem with illegal dumping and illegal tire dumping in Wyandotte County.

Amber gave some updates of 2015 activities from the city of Bonner Springs. They have paper recycling and aluminum recycling in their municipal offices. They have a reuse program for both office supplies and office equipment. The Bonner Springs Library did an e-waste recycling event and shredding event. They hold a yearly cleanup for the community. In addition, their Public Works Department has containers for residents to drop off recyclables.

Zack gave some updates from the city of Edwardsville. He reported that the city has just entered into a new 5-year agreement with Deffenbaugh for both trash and recycling. They have gone automated with the pickups. In 2016 their offices in City Hall are also involved with recycling. They hold an annual neighborhood cleanup in May and are planning on adding e-waste collection this year. In addition, they are looking at the potential of assisting with encouraging business recycling at their industrial park.

5. **Other.** Kirk asked solid waste members if they were interested in doing more work with food waste or recycling projects. Both Richard and Stephanie indicated an interest in educational programming.



Staff Request for Commission Action

Tracking No. 16825

Full Commission Meeting Date: N/A

Committee: Public Works & Safety

Date of Standing Committee Action: 10/24/2016

(If none, please explain): Information only

Publication Required: No

<u>Date:</u> 10/11/2016	<u>Contact Name:</u> Mike Tobin	<u>Contact Phone:</u>	<u>Contact Email:</u> mtobin@wycokc.org	<u>Department/Division:</u> Public Works
<u>Item Description:</u> Staff will present a summary of the major infrastructure projects that will begin or continue construction in 2017. Projects to be discussed include streets, bridges, sidewalks, sewer, stormwater, and facility improvements. Handouts will be provided at the meeting. This is the first in a two-part discussion of projects. Additional projects for 2018 and Beyond will be discussed and November.				
<u>Action Requested:</u> No action required. For information only.				
<u>Budget Impact: (if applicable)</u> Amount: Source: Included In Budget: Other (explain):				
<u>Attachments List:</u>				