Board of Riley County Commissioners
Regular Meeting
Agenda
May 01, 2023

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

District 2 – Greg McKinley, Member | District 3 – Kathryn Focke, Chair | District 1 – John Ford, Vice Chair

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. 2023 Equipment & Vehicle Internet Auction Notice of Intent to Sell
4. Sign a Tax Roll Correction
5. Appoint Jacob Larson to the Riley County Solid Waste Management Committee as a Manhattan City representative
6. Sign Riley County Personnel Action Form(s)

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Apr 24, 2023 8:30 AM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM **Clancy Holeman, Counselor/Director of Administrative Services**

10. Administrative Work Session
11. Pending County Projects County Counselor

9:10 AM **Shelly Williams, Community Corrections Director**

12. FY24 Adult Services Comprehensive Plan
13. FY24 Juvenile Services Comprehensive Plan
14. FY24 & FY25 Juvenile Reinvestment Grant Application

9:20 AM **Julie Gibbs, Health Department Director**

15. RCHD Request to Apply for CDC grant
16. RCHD Request to Apply for grant through KDHE

9:30 AM **Press Conference**

17. Annual Kansas County Commissioners Association Conference report - John Ford and Greg McKinley (5 minutes)

9:35 AM **Brian Peete, RCPD Director**

18. RCPD update

9:45 AM **Bob Isaac, Planner**

19. Rezone an unplatted tract of land from I-1 (Light Industrial) to C-2 (Highway Business) and plat the tract into three commercial lots.

10:15 AM **Bob Isaac, Planner**

20. Special Use Authorization to establish and operate an electrical substation.

Adjournment

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.

John Ellermann
Public Works
Director/County Engineer
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-537-6330

PUBLIC WORKS
Auction

COMMISSION AGENDA REPORT

FROM: **Shannon Sterling, Administrative Assistant II**

MEETING: **May 1, 2023**

SUBJECT: **2023 Equipment & Vehicle Internet Auction Notice of Intent to Sell**

PRESENTER: **John Ellermann, Public Works Director**

BACKGROUND

On April 10, 2023, The Riley County Board of County Commissioners approved the list of the vehicles and equipment for sale by auction and enter into a contract with Purple Wave. The auction will take place by "Internet Only" May 8, 2023, through June 6, 2023. Attached is the Notice of Intent to sell excess personal property which will be published in the legal notice section of the *The Manhattan Mercury* and the *The Riley Countian* newspapers according to the statutes outlined.

RECOMMENDATION(S)

Staff recommends approval of the Notice of Intent to sell excess personal property as presented..

POSSIBLE MOTION(S)

Move to approve and sign "Notice of Intent to Sell".

Enclosures:
- Notice of Intent to Sell Excess Personal Property (PDF)

EXHIBIT 1

NOTICE OF INTENT TO SELL EXCESS PERSONAL PROPERTY BY THE BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS

Public notice is hereby given pursuant to K.S.A. 19-211(b)(1) that the Board of County Commissioners of Riley County, Kansas intends to offer for sale at public auction excess personal property, generally described as follows:

2012 2500 Chevrolet 4x4 (2), 2010 F250 Ford 4x4 (2), 2007 Chevrolet Impala, 1994 FL80D Freightliner Pumper Truck, 1995 3500 Dodge 4x4, 1993 International Fire Tender Truck, Hurst Jaws of life pumps (3), Hurst combi Tools (2), vent fan, 2022 Chevy 2500 front bumpers (2), 2010 Ford F350 front bumper, 2006 Chevy 5500 bumper, fire ladders, hard suction, misc. hale pumps, Echo CS 340 Chainsaw, Echo CS 3000 Chainsaw, Echo CS 520 Chainsaw, Poulan 221 Pro Chainsaw, Stihl HT-75 Pole Saw, Stihl FS-80 Weedeater, 1987 Beam 500 gallon Sprayer, 2010 Case IH Tractor with tiger 5ft side mower, Tiger 5ft side mower and 5ft 3-point mower, 8ft x 18 in x 13 in truck mount toolboxes (2), Salt Spreader V-maxx 8500, Coat 40-40S Tire Machine, Simplicity Snowblower 724, Bilson Snowblower Model 55203-47591, Cam Spray Power Washer Model 550G, Delta over wheel well toolbox, 100 gallon Diesel Tank, Tractor Tire - Titan Hi-Traction Lug 8 ply tubeless 14.9-24, maybe used with tube, Tractor Tire – Titan Hi-Traction Lug 8 ply Tube 16.9-30

Said sale is subject to the following terms and conditions:

1. The auction will take place May 8, 2023 through June 6, 2023, and will be sold through an "Internet-only" auction conducted through Purple Wave, Inc.'s online marketing platform at www.purplewave.com. The equipment may be viewed at the Riley County Public Works facility located at 6215 Tuttle Creek Blvd., Manhattan, Kansas. Items offered for sale are also listed on the Riley County website at www.rileycountyks.gov. A printed list of such items may be obtained at the Public Works office, 6215 Tuttle Creek Blvd., Manhattan, KS 66503. Additionally, a list of items for sale and information regarding terms of the sale may be obtained by contacting Purple Wave, Inc., 825 Levee Dr., Manhattan, Kansas, 66502 Telephone 866-608-9283.

2. The items offered for sale are for sale in their present "as is" condition, and each bidder agrees to satisfy himself or herself that any item purchased is suitable for the bidder's intended purpose. No warranties of any kind are made by either Riley County or Purple Wave Auction Inc.

3. Time is of the essence in the interpretation and enforcement of these conditions, and the sale herein authorized shall be closed according to the terms of the Purple Wave Auction, Inc. and all such sales are final.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

_____
Greg McKinley, Chairman

_____
Kathryn G. Focke, Member

_____
John Ford, Member

ATTEST:

_____
Rich Vargo, Riley County Clerk (SEAL)

Attachment: Notice of Intent to Sell Excess Personal Property (13358 : 2023 Equipment & Vehicle Internet Auction)

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COUNTY CLERK & ELECTIONS
Tax Roll Correction

COMMISSION AGENDA REPORT

FROM: **Lori Muir, Real Estate Specialist**

MEETING: **May 1, 2023**

SUBJECT: **Sign a Tax Roll Correction**

PRESENTER: **Rich Vargo, County Clerk**

POSSIBLE MOTION(S)

Move to approve the Tax Roll Correction.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:
- image29726 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR 2023/04/25

Taxpayer ID UNIF0001
Owner ID UNIF0001

Control # 2023000184

Tax Year 2022
Tract # 537002

UNIFIED SCHOOL DISTRICT #383
MANHATTAN-OGDEN
ATTN: ACCOUNTS PAYABLE
2031 POYNTZ AVE
MANHATTAN, KS 66502-3898

CAMA # 211-01-0-30-07-007-00-0-01

TU 2 Manhattan City
Parcel 95650
USD 383

MIKINSKI ADDN
LOT 2

Property Address 2606 MARGOT LN

APPRAISER SECTION (Value) 2023/04/25 LMUIR APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	31620	104580	136200
Total	31620	104580	136200

Assessed Prior to Correction:

RU	3636	12027	15663
Total	3636	12027	15663
SB41	4600		

Appraised After Correction:

CL	Land	Imp	Total
EO	6757	22349	29106
RU	24863	82231	107094
Total	31620	104580	136200

Assessed After Correction:

EO	6757	22349	29106
RU	2859	9457	12316
Total	9616	31806	12316
SB41	4600		

Net Change

	107094-
	107094
	13443
	12316
Total	3347-
SB41	

CLERK SECTION (Tax) 2023/04/25 LMUIR ORDER PRINTED

Tax Prior to Correction:
Levy 156.46900 Gen Tax 2450.78
SB41 $ 92.00
SB41 Tax Dollars 2358.78

Tax After Correction:
Levy 156.46900 Gen Tax 1927.08
SB41 $ 92.00
SB41 Tax Dollars 1835.08

Net Change
523.70-
523.70-

TREASURER SECTION (Summary)

Net Change in Assessed Value (no SB41 influence) 3347-
Applicable Mill Levy 156.46900
Net Change in Levied Tax Dollars | 523.70- |

Net Change in SB41 Exemption

Net Change in Total Tax Dollars | 523.70- |

Type of Correction DECREASE
Correction Code CO C.O.T.A./OTHER Rate 2.00%
Tax Statement # 29858
Comments Exempt per BOTA 2023-131-TX
Beginning October 14, 2022

Owner UNIF0001
UNIFIED SCHOOL DISTRICT #383

By order of the Board of County Comissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image29726 (13352 : Tax Roll Corrections)

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COUNTY CLERK & ELECTIONS
Appointment

COMMISSION AGENDA REPORT

FROM: **Cindy Kabriel, Senior Administrative Assistant**

MEETING: **May 1, 2023**

SUBJECT: **Appoint Jacob Larson to the Riley County Solid Waste Management Committee as a Manhattan City representative**

PRESENTER: **Cindy Kabriel, Senior Administrative Assistant**

POSSIBLE MOTION(S)

Move to appoint Jacob Larson to the Solid Waste Management Committee and approve "Resolution No. 050123- , A Resolution appointing a representative to the Solid Waste Management Committee."

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:
- SWMC Jacob Larson (PDF)

RILEY COUNTY

BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
Manhattan, Kansas 6650
Phone: 785-565-684
Fax: 785-565-684
E-mail: bocc@rileycountyks.go

May 1, 2023

Jacob Larson
121 N 9th Street
Manhattan, KS 66502

Dear Jacob:

This is to confirm your appointment to the Solid Waste Management Committee. We greatly appreciate your willingness to serve on this Council/Board and know that the Solid Waste Management Committee will benefit from your contribution.

Sincerely,

Riley County Board of County Commissioners

_____
Chairman

_____
Member

_____
Member

Attachment: SWMC Jacob Larson (13362 : Appoint Jacob Larson to SWMC)

RESOLUTION NO. 050123-

A RESOLUTION APPOINTING A REPRESENTATIVE TO THE SOLID WASTE MANAGEMENT COMMITTEE

WHEREAS, Riley County has twenty three positions on the Solid Waste Management Committee, and

WHEREAS, one position is open and Jacob Larson is eligible to be appointed and has indicated his willingness to serve; and

WHEREAS, the Board of Commissioners of Riley County, Kansas, desire to appoint him to this advisory board.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of Riley County, Kansas, that Jacob Larson is hereby appointed to the Solid Waste Management Committee.

ADOPTED this 1st day of May, 2023.

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

_____
CHAIR

_____
MEMBER

_____
MEMBER

ATTEST:

_____
RICH VARGO
Riley County Clerk

Attachment: SWMC Jacob Larson (13362 : Appoint Jacob Larson to SWMC)

Cindy Kabriel

From: [redacted]
Sent: Thursday, January 26, 2023 11:52 AM
To: Cindy Kabriel
Subject: Online Form Submittal: Advisory Council/Board Application Form

Advisory Council/Board Application Form

Personal Information

RILEY COUNTY APPLICATION FOR SERVING ON A COUNTY ADVISORY COUNCIL/BOARD

Following is a list of current County Advisory Council/Boards. If you have any questions or need additional information about the specific group(s) you are interested in, please contact the County Clerk's Office (565-6202).

Select the Board, Commission, or Committee applying for	Solid Waste Management Committee

PERSONAL INFORMATION

First Name	Jacob
Last Name	Larson
Address1	121 N 9th St
Address2	*Field not completed.*
City	Manhattan
State	KS [redacted]
Zip	66502
Phone Number	785 317 0749
Business Address	2700 Amherst Avenue
Business Phone Number	785 532 3943
Occupation	Pollution Prevention Specialist [redacted]
Email Address	[redacted]

Attachment: SWMC Jacob Larson (13362 : Appoint Jacob Larson to SWMC)

Statement of Interest	Experience: I currently manage K-State Pollution Prevention Institute (PPI)'s Sustainable Materials Management grant program. As part of this program, I have provided direct technical assistance on waste reduction and diversion opportunities for Kansas industries and institutions interested in improving their solid waste management programs. Assistance activities have ranged from waste audits to process improvement plan analysis. As part of K-State PPI's Small Business Environmental Assistance Program, I have attended KDHE BWM's hazardous waste generator basic and advanced workshop events at the 2022 Kansas Environmental Conference, and I've also toured industry sites for confidential hazardous waste compliance assistance. In support of KDHE BWM's mission, I am currently drafting the 2024 hazardous waste compliance calendar. Interest: A phrase I've heard a number of times while working on the above programs is "there is no such thing as waste in nature - just opportunities." I am interested in learning more about our local waste network and seeing what opportunities Riley County's waste provides.

References

REFERENCES

Please submit at least one reference.

Reference Name	Nancy Larson
Reference Phone Number	316 660 0104
Reference Email Address	[redacted]
Relationship	Supervisor

(Section Break)

Reference Name	Arthur Fink
Reference Phone Number	785 532 3361
Reference Email Address	[redacted]
Relationship	Colleague [redacted]

Attachment: SWMC Jacob Larson (13362 : Appoint Jacob Larson to SWMC)

Reference Name	*Field not completed.*
Reference Phone Number	*Field not completed.*
Reference Email Address	*Field not completed.*
Relationship	*Field not completed.*

Sign and Submit

Type Your Name	Jacob Larson

Thank you for your interest in serving Riley County

When an opening on a council/board occurs, the Riley County Commissioners will review the applications on file. If your application is selected, you will be contacted to confirm that you are still interested in serving on this council/board before an appointment is made.

All applications will remain on file for three years.

Questions?

Please contact the County Clerk's Office during regular business hours.

Phone: (785) 565-6200

Address: 110 Courthouse Plaza, Manhattan, Kansas 66502

Email not displaying correctly? View it in your browser.

Attachment: SWMC Jacob Larson (13362 : Appoint Jacob Larson to SWMC)

City of Manhattan Kansas

April 18, 2023

Board of Riley County Commissioners
110 Courthouse Plaza
Manhattan, KS 66502

Dear Commissioners:

The City Commission, at its Regular Meeting on Tuesday, April 18, 2023, approved the recommendation of Jacob Larson, 3900 Snowy Reach, to the Riley County Commission to fill the unexpired term of Judy Willingham on the Riley County Solid Waste Committee as a City's representative.

Sincerely,

Mark J. Hatesohl
Mayor

23ABA18
MJH/cdj

CC: Rich Vargo, Riley County Clerk
Amanda Webb, Director Riley County Planning and Development

Attachment: SWMC Jacob Larson (13362 : Appoint Jacob Larson to SWMC)

Cindy Kabriel

From: Amanda Webb
Sent: Thursday, April 20, 2023 11:41 AM
To: Cindy Kabriel
Subject: Riley County Solid Waste Management Committee member recommendation

Good morning, Cindy.

I am recommending Jacob Larson be appointed to the Solid Waste Management Committee to replace Judy Willingham as a City of Manhattan representative. The City Commission has approved the recommendation.

-Amanda

Amanda Webb
Director
Riley County Planning & Development
110 Courthouse Plaza
Manhattan, KS 66502
Email: [redacted]
Phone: (785) 537-6332

Attachment: SWMC Jacob Larson (13362 : Appoint Jacob Larson to SWMC)

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COUNTY CLERK & ELECTIONS
Personnel

COMMISSION AGENDA REPORT

FROM: **Elizabeth Ward, Human Resources Director**

MEETING: **May 1, 2023**

SUBJECT: **Sign Riley County Personnel Action Form(s)**

PRESENTER: **Elizabeth Ward, Human Resources Director**

Enclosures:

- 2023-05 Fire H Capobianco PAF (DOCX)
- 2023-04 Appraiser R CuevasLeon PAF (DOCX)
- 2023-05 Appraiser C Brewer PAF (DOCX)
- 2023-04 HR A Martinek PAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Heather Capobianco

Status Change Date: 4/26/2023

Status Change: New Hire

Date of Hire: 5/02/2023

Seniority: 0 Month(s)

Position: Volunteer Fire Fighter Stipend

Position Type: As Needed

Pay Range: TASND

Pay Type: Hourly

Base Rate: $0.00

Annualized Pay: $0.00

Funds Codes: 183-Riley Co Fire District #1, 183-Fire District #1

Supervisor: John Martens

Department Head: Russel Stuckey

BoCC Chairman _____ Date: _____

BoCC Member _____ Date: _____

BoCC Member _____ Date: _____

Attachment: 2023-05 Fire H Capobianco PAF (13357 : Personnel Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Rafael Cuevas Leon

Status Change Date: 4/19/2023

Status Change: New Hire

Date of Hire: 5/15/2023

Seniority: 0 Month(s)

Position: Commercial Appraiser I

Position Type: Full-Time

Pay Range: Range 7

Pay Type: Hourly

Base Rate: $20.50

Annualized Pay: $42,640.00

Funds Codes: 1-County General, 22-Apraiser

Supervisor: Melanie Berry

Department Head: Anna Burson

BoCC Chairman _____ Date: _____

BoCC Member _____ Date: _____

BoCC Member _____ Date: _____

Attachment: 2023-04 Appraiser R CuevasLeon PAF (13357 : Personnel Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Carleen Brewer

Status Change Date: 4/24/2023

Status Change: New Hire

Date of Hire: //2023

Seniority: 0 Month(s)

Position: Appraiser I – Personal Property

Position Type: Part-Time

Pay Range: Range 7

Pay Type: Hourly

Base Rate: $22.48

Annualized Pay: $46,758.40

Funds Codes: 1-County General, 2-Clerk

Supervisor: Elizabeth Ward

Department Head: Elizabeth Ward

BoCC Chairman _____ Date: _____

BoCC Member _____ Date: _____

BoCC Member _____ Date: _____

Attachment: 2023-05 Appraiser C Brewer PAF (13357 : Personnel Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Ashley Martinek

Status Change Date: 4/19/2023

Status Change: New Hire

Date of Hire: 5/01/2023

Seniority: 0 Month(s)

Position: HR Clerical Assistant

Position Type: Part-Time

Pay Range: TASND

Pay Type: Hourly

Base Rate: $15.00

Annualized Pay: $15,000.00

Funds Codes: 1-County General, 2-Clerk

Supervisor: Elizabeth Ward

Department Head: Elizabeth Ward

BoCC Chairman _____ Date: _____

BoCC Member _____ Date: _____

BoCC Member _____ Date: _____

Attachment: 2023-04 HR A Martinek PAF (13357 : Personnel Action Form (Green Sheet))

Board of Riley County Commissioners

Regular Meeting

TENTATIVE Agenda

May 04, 2023

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

District 2 – Greg McKinley, Member | District 3 – Kathryn Focke, Chair | District 1 – John Ford, Vice Chair

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM **Anna Burson, Appraiser**

2. Staff update
3. Open position

9:15 AM **Michael Boller, Noxious Weed Director**

4. Staff update

9:30 AM **Evan McMillan, Assistant County Engineer**

5. Solid waste rates

10:00 AM **Amanda Webb, Planning/Special Projects Director**

6. Staff update

10:15 AM **Clancy Holeman, Counselor/Director of Administrative Services**

7. Administrative Work Session

11:00 AM **Russel Stukey, Emergency Management Director**

8. Staff update

Attachment: 05-04-23 tentative agenda (12834 : Tentative Agenda)

1:00 PM **Meet at 1:00 p.m. at Riley County Conservation District, 3705 Miller Parkway for a Tour**

Adjournment

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.

Attachment: 05-04-23 tentative agenda (12834 : Tentative Agenda)

Board of Riley County Commissioners

Regular Meeting

TENTATIVE Agenda

May 08, 2023

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

District 2 – Greg McKinley, Member | District 3 – Kathryn Focke, Chair | District 1 – John Ford, Vice Chair

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM **Rich Vargo, County Clerk**

1. Year to date budget and expenditure reports

9:15 AM **Amanda Webb, Planning/Special Projects Director**

2. Solid Waste Management Plan Annual Review

9:30 AM **Press Conference**

3. RCPD Update - Greg Steere (2-3 minutes)

9:35 AM **Clancy Holeman, Counselor/Director of Administrative Services**

4. Executive session to discuss confidential legal advice regarding potential litigation issues

10:10 AM **John Ellermann, Public Works Director/County Engineer**

5. Project update

10:40 AM **Clancy Holeman, Counselor/Director of Administrative Services**

6. Administrative Work Session

10:50 AM **Clancy Holeman, Counselor/Director of Administrative Services**

Attachment: 05-08-23 tentative agenda (12834 : Tentative Agenda)

7. 2024 Administrative Services/Counselor Budget Request

11:00 AM **Katharine Hensler, Museum Director**

8. Staff update

11:15 AM **Elizabeth Ward, Human Resource Director**

9. New positions

12:00 PM **County Officials Luncheon**

1:30 PM **Emily Wagner, Manhattan Emergency Shelter**

10. 2024 Manhattan Emergency Shelter Appropriation Request

1:45 PM **Erica Christie, Three Rivers, Inc.**

11. 2024 Three Rivers, Inc. Appropriation Request

2:00 PM **Shelly Williams, Community Corrections Director**

12. 2024 Community Corrections Budget Request and Appropriation Request

2:20 PM **Vickie James, Food and Farm Council Coordinator**

13. 2024 Food and Farm Council Appropriation Request

Adjournment

Announcements

Riley County Planning Board/Board of Zoning Appeals meeting will be held tonight at 7:30 p.m. in the Commission Chambers, Courthouse Plaza East Building, 115 N. 4th Street.

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, May 9, 2023 (GM).

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.

Attachment: 05-08-23 tentative agenda (12834 : Tentative Agenda)

COUNTY COUNSELOR/ADMINISTRATIVE SERVICES
Staff Update

Clancy Holeman
Counselor/Director of Administrative Services
115 North 4th Street
Manhattan, KS 66502
Phone: 785-565-6844

STAFF REPORT

FROM: **Clancy Holeman, Riley County Counselor**

MEETING: **May 1, 2023**

SUBJECT: **Pending County Projects County Counselor**

PRESENTER: **Clancy Holeman**

Enclosures:
- FINAL Commission List 05.01.2023 (DOCX)

PENDING COUNTY PROJECTS ▪ November, 2022 and through April 26, 2023 Submitted by Clancy Holeman, Riley County Counselor

NOTE: The below lists are not intended to be a comprehensive list of all "pending" Commission or projects of other County Departments underway. Instead, the below lists represent an ongoing "snapshot" of the current status of selected pending projects which have either consumed significant staff time or involve county issues of widespread significance. Additional entries show selected project work for individual county departments. The sequence of entries below is not intended to reflect the priority assigned to any work described. ***All entries more than 6 months old have been removed. Bold type entries are the most recent.***

COMMISSION LIST

I. Projects By Category:

American Rescue Plan: Discussion with staff about possibly engaging consultant to assist County with federal/state requirements in future use of County's $14M allocation of ARPA funds. Similar concept to staff's use of consultant with prior CARES funding. Unlike CARES funding, a primary focus of ARPA funding is infrastructure. (8-31-21) Discussions with staff and potential consultant. (9-17-21) Attend and participate in KAC webinar on ARPA and potential Health Department fund uses. (9-24-21) Communicate with consultant on agreed terms of service. (9-26-21) Finalize Professional Services Agreement with Consultant; draw Commission Agenda Report and submit for BOCC review and possible approval 9-30-21. (9-28-21) Obtain BOCC approval of Professional Services Agreement. (9-30-21) Staff meets with Consultant for first time regarding ARPA distribution rules. (9-30-21) Draft letter to congressional office (for discussion by BOCC in public meeting on 10-28-21) in support of S 3011—giving more flexibility to counties nationwide in their use of ARPA funds. (10-27-21)

Board of Riley County Commissioners: Work staff of Clerk's office to obtain potential dates for upcoming executive sessions. (10-27-22) Prepare for oral arguments in Lyon County District Court scheduled for 11-10-22; appeal regarding First Christian Church historical designation by state. (10-31-22;11-1-22;11-2-22) Attend District Court Case Management conference in Riley Count District Court on pending appeal of County's approval of update to Prairiewood's preliminary and final plans. (11-1-22) Participate in BOCC public meetings. (11-3-22; 11-7-22; 11-10-22; 11-14-22; 11-17-22) Present closing documents for BOCC signature on purchase of Leonardville site of North County Ambulance station. (11-14-22) Deliver signed closing documents on same purchase to title company. (11-17-22) Work on information for annual audit. (11-17-22) Attend regular BOCC public meeting. (11-21-22) Work on item for annual legislative conference and prepare to present it to BOCC during public meeting 11-28, 2022. (11-20-22; 11-22-22) Attend regular BOCC public meeting. Obtain BOCC approval of draft legislative conference. Obtain BOCC approval of draft lease renewal document for Aggieville substation. (11-28-22) Work with Cindy K. to place executive session on Thursday agenda, during my administrative time. (11-29-22) Review my text changes I proposed to the draft minutes from the November 21st BOCC public meeting. (11-29-22) Work on "Prairiewood" neighboring landowner appeal to Riley County District Court of BOCC's method of approval of updates to preliminary and final development plans. (11-25-22; 11-27-22; 11-28-22; 11-29-22) Work on journalizing court's decision in BOCC appeal to Lyon County District Court of Kansas Historic Sites Board of Review's placement of First Christian Church on Kansas Register of Historic Places. (11-29-22) Work on Prairiewood Holdings, LLC appeal to Riley County District Court: phone call with opposing counsel; I propose slight revision to "case management order" provided for review; Work on record on appeal, preparing it for filing with District Court; and work on record on appeal's certification. (11-30-22) Work with IT/GIS on technology for executive session on department head performance evaluations by BOCC scheduled for 12-1-22 public meeting. (11-30-22) Attend BOCC public meetings. 12-1-22;12-5-22) Legal research on fence view request. Discuss with attorney for applicant. Obtain permission to return call from applicant and provide limited

Attachment: FINAL Commission List 05.01.2023 (13359 : Clancy's Commission List)

information on status of request and that working with his attorney. (12-1-22; 12-5-22) Return phone call from applicant and obtain property access information from him, if viewers are sent out to examine any fence constructed by either party. Leave message with applicant's attorney's office staff to call me back. (12-5-22) Prepare for BOCC public meeting of 12-8-22. (12-7-22) Attend and participate in BOCC meeting. Assist with executive session. (12-8-22) Provide information to Mary Carson on reimbursement agreements for small cities based on formula approved by BOCC during December 1, 2022 regular public meeting, as presented on behalf of Budget and Planning Committee. (12-8-22) Legal research on question raised by cemetery district. (12-8-22) Legal research and opinion developed on issue requested by BOCC member. (12-ll-22) Work on materials circulating among members of CPE building security working group. Purpose is to develop a CAR to circulate for working group input. Then presentation to BOCC during January. (12-12-22) Continue work on immediately preceding item. (12-13-22) Work on real property issue. (12-13-22) Work on pending litigation issue. (112-13-22) Advise Budget and Planning members of upcoming discussion of potential reimbursement agreements to small cities. (12-13-22) Further work on materials circulating among members of CPE building security working group. (12-14-22) Consult with Deputy County Counselor on upcoming annexation issue. (12-14-22) Attend and participate in BOCC public meetings. (12-15-22;12-19-22; 12-26-22; 12-29-22) Legal advice provided during public meeting. (12-19-22) Initial review of "RAISE" federal grant opportunities as described in email from U.S. Dept. of Transportation. (12-21-22) Respond to citizen inquiry regarding RCPD daily operation. Refer to RCPD and counsel to Law Board. (12-26-22) Work on annexation request forwarded by City of Manhattan. (12-21-22; 12-27-22) Discuss with Treasurer further work to develop sales tax reimbursement agreements for small cities. (12-27-22) Inquiry from our outside counsel on proposed agreements. I return call and leave voicemail with planned further discussion. (12-28-22) Obtain BOCC approval of publication notice setting date and time for public hearing on MCW annexation request—Saturday, January 14, 9 a.m., in BOCC chambers; Obtain BOCC approval of coroner services contract amendment and extension. (12-29-22) Consult with Deputy Counselor on scheduled annexation hearing. (1-3-23) Review animal control issues. (1-27-23) Prepare for upcoming work session week of 1-30-23. (1-27-23) Attend and participate in BOCC public meetings (1-26-23; 1-30-23) Attend and participate in BOCC public meetings. (2-2-23;2-6-23) Forward KORA request to this department's staff for response. (2-6-23) Work on reimbursement agreements for small cities. (2-7-23) Review and route incoming litigation documents to relevant parties, including our insurer and insurer-provided counsel. Prepare CAR and discuss with Budget and Planning Committee, for approval of form of small cities' sales tax reimbursement agreement. (2-8-23) Review and approve as to form upcoming resolution for G.O. bond issuance on Public Works road project. (2-21-23) Work on hiring process for Deputy Position at retirement of incumbent scheduled for 9-30-23. (2-16-23;2-21-23; 2-22-23) Prepare for BOCC public meeting scheduled for 2-23-23. (2-21-23;2-22-23) Attend and participate in BOCC public meetings of February 23rd, February 27th, March 2nd, March 6th, 2023, March 9, 2023. Legal research on issues related to upcoming scheduled Township Officer Meeting. (2-23-23;2-24-23;2-27-23;2-28-23) Mail to counsel for respective small cities sales tax loss reimbursement agreements. (3-3-23) Prepare for annual township officers meeting scheduled for 3-8-23. (3-7-23) Return call from member of Tatarrax Homeowners Association regarding Lot 70. (3-7-23) Schedule executive session for March 9, 2023 meeting. (3-7-23) Attend and participate in annual Township Officers' meeting. (3-8-23) Conversation with after phone call from City of Ogden. Discuss timeframe for return of the agreement to Riley County. (3-13-23) Work on environmental issue. (3-13-23;3-14-23) Voicemail left with bond counsel on short term financing question different project. (3-14-23) Work to schedule 2 agenda items for Thursday, March 16th public meeting. (3-14-23). Assist Departments and counsel with pending litigation claim. (3-14-23; 3-15-23) Exchange of information on pending litigation with outside counsel. (3-16-23;3-17-23) Staffing with multiple county office representatives on real property ownership issue.(3-17-23) Meeting with township official as result of Township Officers Meting Contract discussion.(3-17-23) Prepare for BOCC public meeting scheduled 3-20-23 (3-19-23) Attend and participate in BOCC public meetings 3-16-23; 3-20-23) At request of county staff deponent in pending litigation matter, arrange to attend deposition preparation meeting. (3-22-23) At request of architect, review and approve as to form draft construction agreement for North County ambulance station in Leonardville. (3-22-23) Work on defense of appeal to District Court by Prairiewood Holdings, LLC. (3-

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26-23) Attend and participate in BOCC regular public meeting. (3-23-23; 3-27-23) Sit in on deposition preparation of county witness, at request of county witness, conducted by county's insurance-provided outside counsel on pending litigation. (3-27-23) Communication from insurance-provided outside counsel on different pending litigation. (3-28-23) Discuss with Deputy Counselor last week's City/County/County meeting. (3-28-23) Attend and participate in BOCC evening public meeting at City of Riley. (3-30-23) Work on hiring of Deputy Counselor to fill vacancy to be created by Fall retirement of incumbent. Discuss with HR staff. (3-30-23; 3-31-23) Prepare for 4-3-23 public meeting (4-2-23) Attend and participate in BOCC public meeting of 4-3-23**.** Attend and participate in BOCC public meetings. (4-6-23; 4-10-23) Review matter before Planning Board. (4-10-23) Draft CAR and Place "Interlocal Service Agreement" signed by City of Leonardville on BOCC agenda for signature during 4-13-23 public meeting (small city reimbursement agreement for sunset of county "road and bridge" sales tax 12-31-22). (4-11-23) Legal research on animal control services and RCPD. Memo prepared. (4-9-23;4-10-23; 4-11-23;4-12-23*)* Attend and participate in BOCC public meetings (4-13-23;4-17-23) Attend Law Board Meeting discussion of Animal Control and RCPD. (4-17-23) Draft and file Local Disaster Emergency Declaration as requested by Department and authorized by Chairwoman of BOCC. (4-18-23) ***Attend and participate in City/County/County meeting on animal control and RCPD. (4-20-23) Discuss with Treasurer upcoming scheduled Teams meeting with representatives of City of Ogden on proposed "Interlocal Services Agreement" (Small Cities Sales Tax Reimbursement Agreement) . (4-26-23) Attend and participate in previously described "Teams" meeting discussion with representatives of City of Ogden and County Treasurer. Plan by Ogden representatives is to present agreement to Ogden City Council for review and possible signature during its public meeting next week. (4-26-23)***

"Constitutional Protection of County Home Rule": Accepted KAC invitation to present to County Commissioners Association, KAC affiliate member, information on Home Rule, during final day of KAC annual meeting in Overland Park, October 20th. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on "Constitutional Protection of County Home Rule"; recording scheduled for September 10, 2021. Podcast recorded with KAC 9-10-21. Work on presentation to County Commissioners scheduled for 10-20-21 (10- 15-21; 10-16-21; 10-17-21; 10-19-21) Convene presentation by Mike Heim on constitutional protection of county home rule during KAC annual meeting. (10-20-21) Presentation on constitutional protection of county home rule to County Commissioners Association of Kansas, during KAC annual meeting. (10-20-21)

County Counselors Association of Kansas:

County Jail Inmate Medical Care:

Countywide Emergency Radio Communications System Upgrade: The upgrade is complete. But now the "program" phase has been completed, additional work from this department will be provided, as necessary, during the "maintenance" and "warranty" periods now underway. Discussion with contract administrator for vendor (L3Harris) scheduled for August 27, 2021. Discussion held with vendor contract administrator. Discussion with EM Director (8-30-21). Working toward final documents of "program" phase. Conversation with EM Director. (9-24-21) Conversation with L3Harris contract administrator, moving this matter toward likely resolution by the BOCC on 9-30-21. (9-24-21) Review appropriately continues among EM, KSU and Emergency Dispatch personnel regarding close out of this phase of the project. (9-24-21) Draw Commission Agenda Report and place on 9-30-21 agenda for BOCC review and approval of contract documents. (9-28-21) Discuss final contract documents for agenda separately with EM Director and L3Harris Contract Administrator. (9-29-21) Obtain BOCC approval of Amendment 1 to Master Service Agreement. (9-30-21)

"Dark Store":

District Court: Voicemail from Wareham manager on use of facility for jury trials. (8-8-22) Message left

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with Judge Bannister regarding foregoing matter. Provide cell number to court. (8-12-22) Phone call with owner regarding District Court fee for using Wareham between now and November 1, 2022. (8-31-22)

Federal Rules on Vaccination Mandate:

First Christian Church: Now this property is "listed" as a "historic site," there are state law restrictions applicable whenever a "project" is undertaken involving potential repair, damage or destruction of the site or its structure. Asbestos removal is likely the next "project." I will provide any necessary notice of that "project" to the State Preservation Officer. I presented a CAR to the Board 8/12/21 and discussed with the BOCC the primary controlling statute. Legal research 8-24-2021. BOCC decides during open meeting to cancel pending contract offer to remove asbestos from Church for approximately $18,000. Majority of BOCC states premature to remove asbestos before later decision by BOCC what is planned for Church now it's "listed." Gary Rosewicz, Assistant County Engineer, will notify the company offering to remove asbestos of this cancellation. (8-30-21) Confirmed with Gary Rosewicz, he notified company. (9-1-21). I filed petition for judicial review, in Riley County District Court, of state Historic Sites Board of Review designation of the First Christian Church as a historic site. (9-3-21). Contacting attorney for Historic Sites Board of Review. (9-19-21) Discussion with attorney for Historic Sites Board of Review. (9-23-21) Conduct legal research related to pending issues. (9-24-21) Received entry of appearance from Topeka law firm representing defendants. (9-24-21) Received District Court Clerk's extension of time to file answer to County's petition for judicial review, at Defendants' request. Granted as a matter of right by state statute. Deadline for Defendants to answer is extended to October 12, 2021. Legal research. (9-24-21) Advise Public Works on question regarding asbestos removal. (9-26-21) Agree to Defendant's attorney's request for additional time to submit record of hearing to Court. (Week of 9-29-2021) Case management order filed. County's brief in support of appeal due March 31, 2022. Riley County District Court Judges recuse themselves from case and transfer to Lyon County District Court. (1-25-22) Work with Clerk of the Riley County District Court and Lyon County District Court to process my unopposed motion for extension of time to file County's initial brief. Motion granted and new deadline to file County's initial brief is April 29, 2022. (3-18-22;3-21-22;3-25-22;3-28-22;3-29-22) Legal research for County's appeal brief due in district court April 29, 2022. (4-15-22;4-18-22; 4-19-22) Legal research and prepare county brief on appeal. (4-20-22; 4-21-22;4-22-22; 4-25-22;4-26-22-4-27-22;4-28-22-4-29-22) File County brief electronically with District Court. (4-29-22) Contact opposing counsel on pending appeal. (5-31-22) Work on aspect of pending appeal. (6-5-22) Contacted by opposing counsel for continuance of Respondents' deadline to file their responsive brief—I do not oppose. (6-15-22) Respondents' unopposed motion for continuance of their deadline to file brief until August 1, 2022, filed with Court. (6-16-22) Work with District Court Judge's staff on scheduling of status conference. (7-14-22) Schedule status conference at request of District Court judge—will occur July 19, 2022. (7-15-22) Participate in status conference with opposing counsel and District Court Judge assigned this Riley County's Appeal. Opposing counsel believes her responsive brief will be provided by August 1, 2022. At that time, Court will review Riley County's Petition and opposing counsel's response. Then Court will schedule zoom oral schedule oral arguments. In the meantime, I will provide Court by mail a thumb drive "Attachment H," which is a video of the hearing by the Historic Sites Board of Review listing the property as historic. I cite that "Attachment H" throughout my brief in support of the county's petition. (7-19-22) Respondent's brief filed in District Court. (8-1-22) Prepare to possibly file Reply brief by review of video of hearing before HSBR. (8-5-22) Mail Court portion of record on appeal. (8-12-22) Legal research for reply brief. (8-14-22;8-15-22;8-16-22;8-17-22) Legal research for reply brief. (8-18-22;8-19-22; 8-20-22;8-21-22;8-22-22) File reply brief with District Court. (8-22-22) Work with opposing counsel and Court to schedule oral arguments by counsel. (8-30-22; 8-31-22) Oral argument of counsel before Lyon County District Court. (11-10-22) Lyon County District Court announces its decision by zoom. Court vacates placement of 1st Christian Church on Kansas Register of Historic Places as illegal act; But because Church was validly placed on National Register of Historic Places, and state law requires all properties on National Register are placed on Kansas Register, the Church remains on the Kansas Register of Historic Places. (11-15-22) Discuss text of journal entry proposed by counsel for Respondents. (12-9-22; 12-11-22) Request transcript of Court's ruling. Arrange for generation of check based on invoice from court

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reporter. (12-20-22) Work on pending appeal by neighboring property owner. (12-27-22; 12-28-22; 12-29-22) Review transcript and notify opposing counsel I will provide revised version of her proposed journal entry—in order to conform the journal entry to the text of the transcript. (1-4-23) Provide opposing counsel proposed revised journal entry. (1-29-23) Following exchange of respective journal entries in February, 2023, counsel review proposed changes and agree on final version for filing with court. (2-28-23; 3-3-23; 3-5-23) Prepare notice of appeal, following legal research. (4-3-23; 4-4-23; 4-5-23) File Notice of Appeal in District Court. (4-5-23) Finalize notice of appeal, given appointment of Lyon County District Judge at outset of appeal. Discuss with staff of Lyon County District Court Judge and with Riley County District Court Clerk staff member. Provide copy of notice of appeal to Lyon County District Court Judge who was assigned and heard appeal. (4-6-23)

Human Resources: Prepare necessary motion for non-elected department head performance reviews upcoming. (11-29-22) Work with HR and Department Head on personnel matter. (4-5-23)

Indigent Legal Services: Discuss at staff level potential 2022 contract. (9-21-21) Separate issue: Discuss with county and District Court staff coding of interpreter expense. (9-21-21) Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for calendar year 2022. Work on various issues related to this service. (2-10-23;2-13-23;2-14-23-2-15-23;2-16-23;2-19-23;2-20-23;2-21-23;2-22-23;2-24-23;2-26-23;2-27-23;2-28-23;3-1-23;3-2-23;3-3-23; 3-4-23;3-6-23; 3-7-23;3-8-23) Work on various issues related to this service. (3-19-23) Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23)

Intergovernmental Luncheon Meeting: Attend and describe Riley County state legislative platform for 2023. (11-28-2022)

KAC Annual Meeting (October 17, 2022): Request registration for 2022 annual meeting. (6-3-22)

Legislation: Work on HCR 5022; prepare for legislative hearing scheduled for 1-20-22. (1-16-22; 1-17-22; 1-18- 22). Prepare CAR for BOCC meeting 1-20-22. (1-18-22) Legal research regarding law board. (1-18-21) Testify before House Federal and State Affairs Committee on HCR 5022. (1-20-22) Evaluate possible ROW legislation. (1-21-22) Evaluate different possible legislation affecting two county departments. (1-21-22) Present BOCC work session on SB 325 regarding solar and wind energy facilities only on parcels zoned for industrial uses. (1-27-22) Submit neutral written testimony to House Agriculture Secretary on HB 2531 for hearing scheduled for February 9, 2022. (February 8, 2022) Contract lobbyist advises hearing has been continued to Monday, 2-14-22. (February 9, 2022) Review, analyze and discuss SB 119 pending in House; with member of legislative delegation; contract lobbyist; Riley County Appraiser. (2-7-22; 2-8-22; 2-9-22; 2-10-22). Watch portion of House floor debate on HCR 5022. Discussion with contract lobbyist. (2-22-22) Discuss with contract lobbyist potential in-session annual legislative conference update. (2-25-22) Discuss with member of delegation SB 119 as it stands in House. (2-25-22) Determine if members of delegation are available for follow up zoom legislative conference April 4 or April 7, 2022. (2-28-22) Review SB 538 at request of contract lobbyist. (3-2-22) Schedule follow up zoom only legislative conference for April 7, 2022. (3-2-22) CAR and agenda for April 7, 2022, follow up legislative conference provided delegation. (3-31-22) Review KAC legislative update. (4-5-22) Prepare for April 7, 2022, follow up legislative conference. Assist with presentation to BOCC of follow up legislative conference—1 delegation member present in BOCC chambers and 2 delegation members present by zoom. (4-7-22) Work with Treasurer on legislative issue. (5-10-22; 5-11-22; 5-12-22) Present during public meeting CAR on letter of support for motor vehicle registration and title bill available for action when legislature returns May 23-2022. (5-16-22) Email support letter to individual members of Senate Leadership. (5-18-22) Communicate with delegation member. (7-4-22) Prepare

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legislative requests for upcoming KAC legislative policy committee meetings. (7-18-22; 7-19-22) Schedule potential appearances before KAC legislative policy committee for 2023 legislative session requests. (7-23-22) Present 4 county legislative requests to the KAC legislative policy committee, via zoom. (7-27-22) Work on dates for Annual Legislative Conference—invitation emailed delegation asking their preference between Monday, December 5th and Thursday, December 8th, noon to 2 pm—lunch provided. (10-26-22) Invitations out to state delegation for December 12, 2022 legislative conference, along with copy of agenda. (12-1-22) Reminders out to legislative delegation of 12-12-22 legislative conference. (12-8-22) Preparation for legislative conference. (12-11-22) Attend and participate in legislative conference. (12-12-22) Discuss legislative issue with County Appraiser. Review information and advise. (12-27-22) Discuss with 2 other county's county counselors possibility of linking up both our respective legislative delegations and lobbyists for cooperative action on potential "nuisance abatement" statute during 2023 legislative session. (12-29-22) Discuss with County Clerk and legislative delegation member the RNR statute. (1-3-23) Drive to Topeka and pick up lobbyist badge for 2023 state legislative session. (1-3-23) Week of January 23, 2023: Work on "vacant lot" house bill (HB 2083) and discuss with our legislative delegation; Work on RNR statute modification bill (HB 2002) and provide BOCC written testimony in support. Review legislative issues identified by contract lobbyist. (1-27-23.) Work on Nuisance Abatement legislation proposal on Riley County platform. (1-25-23;1-26-23; 1-27-23) Work on SB 90 and HB 2148—Treasurers' Association auto tag fee bill. (1-26-23; 1-27-23) Review proposed schedule for temporary financing of High Plains Road project. (1-28-23) Review testimony from County Clerk's association on HB & HB involving election matters. (2-6-23) Work on SB 162 (nuisance abatement) (2-9-23;2-10-23) Complete testimony in support and deliver required 75 paper copies to lobbyist for routing to Senate Local Government committee secretary.(2-10-23) Provide Riley County state legislative delegation, contract lobbyist, and KAC Riley County's testimony in support of SB 162. (2-10-23) Route to Rep. Mike Dodson County Appraiser's input on: HB2232 (Appraiser Qualifications); HB 2319 (tax exemption on business property in competition with property owned or operated by government); HB 2201(requiring 5 years valuations listed on CVNs); HB 2200 (exemption on homestead, retired, military); HB 2220 (5yr property tax exemption on startups); HB 2231 (tax exemptions for daycare); HB2056, HB 2057, HB 2237(no position from appraisers' association or Appraiser). Provide BOCC testimony and our SB 162 to another county at that other county's request—they are struggling with a number of "nuisance" real properties. (2-10-23) Work on SB 1623 and prepare for upcoming legislative hearing. (2-13-23) Attend and participate in legislative hearing on SB 162 before Senate Local Government Committee. (2-14-23) Zoom with Treasurer and County Clerk on SB 248. (3-1-23) Work on SB 248 & 252 analysis for relay to KAC and legislative delegation. (3-2-23;3-3-23; 3-7-23; 3-8-23) Work on analyzing SB 228 (amendment of multiple statutory provisions on jail administration) in response to legislative delegation member's question; after requesting and receiving impact opinion from RCPD on any change county might support for reimbursement of jail inmate medical costs. Communicate with legislator. (3-8-23; 3-13-23;3-14-23) Communicate with contract lobbyist to work on scheduling "virtual" follow up legislative conference with delegation. Work with Cindy K. (3-15-23). Analyze and prepare for discussion of potential litigation in upcoming executive session. (3-15-23) Discuss legislative matter with member of delegation. (3-15-23) Communicate with legislative delegation to schedule virtual follow up legislative conference either April 10, 2023, or April 17, 2023. (3-16-23) Communicate with contract lobbyists. (3-17-23) Communicate with responding delegation members about their preferred dates. (3-18-23;3-19-23) Review communication from delegation member on pending bills. (3-19-23) Communicate with County Appraiser on proposed SCR freezing real property tax values at no more than 3% increase annually.(3-19-23) Work with PIO and County Appraiser on public statement regarding legislative item. (3-20-23; 3-21-23 Respond to staff communication on apparent status of SB 248 (exemption for "food" in existing and future local sales taxes) and HB 2002 (RNR notice costs paid by the state). (3-22-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-21-23; 3-22-23) Prepare for March 27, 2023 Intergovernmental Luncheon and legislative update to present. (3-26-23) Attend and participate in Intergovernmental Luncheon—statutory update. (3-27-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-27-23) Email delegation invitation to virtual follow up legislative conference scheduled for April 10, 2023, 10:30-11:30 a.m. (4-3-23) Review amended HB 2002—eliminating that portion of existing locally voter approved sales taxes generated by food sales;

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SCR 1611—4% ceiling on annual property valuations. (4-6-23) Draft agenda for 4-10-23 virtual legislative conference. Invitations out to contract lobbyist and KAC lobbyist. (4-7-23) Discussion with county's contract lobbyist on status of various legislative items following legislature's 4:30 a.m. adjournment Friday morning. (4-7-23) Draft agenda for virtual legislative conference. (4-7-23) Assist BOCC with conducting virtual legislative conference. (4-10-23)

Leonardville North County EMS Station: Call and leave message for City of Leonardville's attorney. (9-14-22) Assist EMS with project. (9-19-22) Follow up call to City of Leonardville attorney. (4-11-23)

Legislation: Work at county staff level on SB 248; SB 252. (3-1-23; 3-2-23; 3-3-23) Prepare for discussion with BOCC I'll suggest at tonight's public meeting in City of Riley. (3-30-2023) SB 323—requiring election of all county appraisers statewide. (3-30-23) Work on H Sub SB 42. Discuss with contract lobbyist. (4-2-23; 4-3-23)

National Opioid Litigation Settlement: Notice of Deadline to "opt in" to latest round of national opioid class action litigation settlements is April 18, 2023. (3-27-23) Prepare and submit CAR for BOCC 4-10-23 public meeting; with my recommendation to BOCC regarding "opt in" to latest round of national opioid class action litigation settlements—5 new defendants settling. Discuss with Assistant Attorney General managing this matter state-wide. (4-6-23) Submit electronically our "opt in" to latest round of national opioid class action settlements, as previously authorized by BOCC. Confirmation from settlement administrator that "opt in" accomplished. (4-14-23)

NG-911 Committee (Road naming): Attend and participate in committee meeting. (2-14-23)

Proposed Construction of EMS/EM/RCFD Emergency Services Headquarters: Schedule work session for discussion of design issue related to facility. (1-27-23)

Riley County Annual Legislative Conference: Discussion with County Treasurer regarding statewide Treasurer's association pending legislation to increase fees but thereby reduce ad valorem property tax support of state function (motor vehicle registration). (11-30-22) Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature's past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22)

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee: Participate in committee meeting. (9-13-22)

White Canyon Benefit District: White Canyon benefit district's residents' request, made during this date's public commission meeting, asking whether Riley County willing to supplement the cost of the benefit district's proposed private road improvement project. No dollar figure provided by benefit district residents. County staff instructed to provide BOCC at upcoming meeting most recent Riley County Public Works' "estimate" of "northern route" as an option to current benefit district project proposed. (8-30-21)

II. Projects by Department:

Administrative Services/County Counselor: Work on matters related to departmental transition. (1-25-2023; 1-26-2023; 1-27-2023) Interviews of applicants for Deputy County Counselor position in transition scheduled to take place 9-29-23.-23. (3-2-23;3-3-23)

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Riley County Appraiser's Office: Answer Dept. Head inquiry on exemption process. (8-5-22) Conversation with Department Head on issue. (8-23-22). Work with Department head on legal issue. (9-14-22) Work on 2 separate issues involving property tax liability. (11-17-22;11-18-22) Review materials provided by Department Head. Schedule discussion with me, Craig and Department Head. (11-29-22) Assist with legal issue. (12-1-22) (Discuss with County Appraiser separate legal issue. (12-2-2) Assist Department Head with legal issue and prepare for executive session on same. (12-1-22; 12-7-22) Discuss legislative conference matter with Department Head. (12-7-22) Department Head notifies of property taxpayer verbally abusive to staff. Advisee. (12-13-22) Discuss legislative issue with Department Head. (12-28-22) Discuss real property issue with Department Head and setting up staff meeting to discuss further. (12-29-22) Discuss KORA issue with Department Head and advise. (1-3-23) Review info from County Appraiser on upcoming property tax appeal. Provide additional background information to Appraiser. (1-28-23) Advise on exemption matters. (2-8-23) Meet with County Appraiser on exemption issue. (3-6-23) Meet with County Appraiser and taxpayer representatives on same exemption issue. (3-7-23) Discuss with different taxpayer representative different exemption issue. 3-7-23) Review different pending exemption request material, at request of Department Head. (3-13-23) Advise Department Head on assessment issues. (3-20-23)

Riley County Attorney: Work on contract for services. (2-22-23) Work on immediately preceding contract with Department Head. (2-27-23;2-28-23;3-1-23;3-2-23) Respond to Department head update on pending discussion to schedule with counsel on our BOTA cases. (4-7-23) Discuss with Department Head legislative issue. (4-7-23)

Riley County Clerk: Assist with KORA issue. (10-14-22; 10-18-22) Assist with certification of records for pending district court appeal. (11-28-22) Review form of license application and its requirements at request of Clerk's staff. (12-7-22) Review revised license application provided today by Clerk's Office staff. Approve "as to form." (12-8-22) Review and respond to bond counsel question on term sheet for short term financing. (2-6-23) Advise on release of information issue. (4-19-23) ***Advise and assist departmental staff on release of information issue raised by state agency. (4-21-23)***

Riley County Community Corrections: Finalize Drug Court documents with Department Head. (11-4-22)

Riley County Emergency Management: Contacted by EM regarding a 911 service issue. Discuss with EM Director. I call resident and leave message with adult in home. (12-1-22) Return 12-5-22 call from resident. I describe to resident options as I understand and staff (EM and 911) work to this point and 911's referral of issue to state's 911 coordinating council—in hopes they can obtain solution for resident from A T & T landline provider (resident reports no cell service available his location). Encourage resident to try a number available to reach 911 as short-term solution while 911's involvement with state coordinating council. Encourage resident to call me with result of his use of that landline number to reach 911. Make arrangements to speak with resident by end of this week with any results of my conversations with 911. Talk with 911 and Tyler brings me up to speed on where this is with 911 coordinating council. (12-6-22) Call back resident and inform Tyler of 911 has been told should hear back "soon" from 911 coordinating council. I relay that information by phone to resident. He verifies his test of direct line call to 911 did work today. Understands that is an interim solution while coordinating council effort plays out. Encouraged him to call me back and check on progress of state coordinating council effort, within next 2 weeks, or whenever he wants to do so. (12-6-22) Contacted by PIO for information. Provide. Review info. (12-6-22) Follow up from 911 and PIO on interim solution is working based on test by resident. (12-7-22) Meet with Department Head on proposed EM personnel policies and Standard Operating Guidelines. (12-9-22) New information provided by Department Head on foregoing resident's report of continued issue with 911 contact, based on info he received from his land line provider. (1-4-23) Department Head inquires about process for development of SOGs. Consult with HR who advises Department Head. (1-4-23) Request for contract assistance. (1-30-23) Information provided on scheduling training opportunity on FLSA. (1-30-23) Information provided on CPE building security. (1-30-23) Discuss litigation matter with Department Head. (2-8-23) Discuss pending legal matter with Department Head. (4-5-

Attachment: FINAL Commission List 05.01.2023 (13359 : Clancy's Commission List)

23)

Riley County Emergency Medical Services: City Commission has asked counsel for both entities to develop a document allowing County use and potential improvements to alley providing access to lot purchased by County for North County ambulance station. I send email to counsel for City of Leonardville advising of this and inviting him to call me to discuss. (12-7-22) City Attorney responds and confirms parties understand what's necessary. Consultation with Craig. (12-8-22) Discuss with Department Head arrangement for site visit on 12-21-22. (12-20-22) Site visit with Department Head and Deputy County Counselor to be rescheduled. (12-21-22) Work on North County ambulance station design project. Discuss with Department Head. (1-29-23) Respond to communication from outside counsel on pending matter.(3-19-23) Prepare Declaration of Local Disaster Emergency; Obtain signatures of Vice-Chairman & County Clerk; File with County Clerk; Deliver to Baldwin Fisher for transmittal to KDEM. (3-20-23) Discussion with Department Head and confirm he wants existing Declaration of Local Disaster Emergency to expire by its terms this Monday, March 27, 2023 at 12:01 a.m. (3-22-23) Advise BOCC during public meeting of March 26, 2023 of immediately foregoing decision on Declaration of Local Disaster Emergency. (3-26-23)

Riley County Extension:

Riley County Fire District No. 1: Schedule conversation with Department Head for 4-21-23 on Ashland Bottoms and University Park fire station projects—recently rejected bids—next steps. (4-17-23) Attend staff meeting on open burning issues with: Riley County Attorney; RCPD; Fire District Chief. (4-19-23) ***Meeting with Fire Chief on issues related to construction of two fire stations. (4-21-23)***

Riley County GIS:

Riley County Health Department: Work with department staff member on question about insurance coverage for staff. I ask County's insurance broker for information. (12-12-22) Follow up on question I previously asked county's insurance provider December 12. (12-28-22) Discussion with insurance agent on insurance coverage from a department's staff. Recontact staff member and advise agent will be contacting them for more detail—encourage staff member to check back with me next week if necessary. (12-28-22)

Riley County Historical Museum:

Riley County Human Resources: Assist with employment law issue. (10-18-22) Attend meeting of planning committee for discussion about completed event for 2022. (10-25-22) Work on agenda documentation issue. (11-18-22) Discuss with Clerk's office staff contract termination issue. (12-2-22) Follow up conversation regarding immediately preceding contract termination issue—advice provided. (12-2-22) Work on performance evaluations and complete by 12-7-22 (12-5-22;12-6-22; 12-7-22) Work on payroll approval issue. (12-12-22) Discuss with staff confirming contract termination issue resolved. (12-29-22) Work with HR Manager to assist separate Department Heads on distinct personnel matters. (1-4-23) Discuss with HR Manager and advise on personnel issue. (2-6-23) Assist with contract matter involving a different department. (2-21-23) Review contract and approve as to form. (3-18-23) Schedule discussion on two HR issues. (3-22-23) Discuss with HR Manager solicitation on county property by local business. (3-29-23) Communication from outside counsel on pending discovery matter in litigation. Communicate with HR manager and outside counsel. (4-5-23) Respond to inquiry from staff working group on building environmental concern. Meet with staff working group. (4-7-23) Communicate with HR and Department Head regarding inquiry on a court interpretation of FMLA issue. (4-7-23) Discussion with staff working group on environmental issue. (4-11-23) Communicate with Department and schedule meeting on FMLA issue. (4-14-23;4-17-23) Assist HR with personnel matter. (4-19-23) ***Assist HR with two personnel matters. (4-20-23) Discussion with HR on personnel matter. (4-25-23) Assist HR staff with contractual issue. (4-25-23) Asist HR with benefits issue for a department's workforce. (4-25-23) Review and analyze different contractual issue. (4-25-23) Assist***

Attachment: FINAL Commission List 05.01.2023 (13359 : Clancy's Commission List)

HR with discussion of new personnel issue. (4-26-23)

Riley County Information Technology/GIS: Participate in staff working group discussion of network security improvement. (12-19-22)

Riley County Planning & Development: Prairiewood, District Court Appeal of Liquid Art Winery BOCC approved preliminary and final development plans. Case management conference (11-1-22) Work on Record on Appeal for preceding litigation. (11-2-22; 11-3-22; 11-15;22;11-17-22) Phone conversation with USDA contact about possible funding for a project. (11-18-22) Work on Record on Appeal for District Court, as required by statute in foregoing Prairiewood matter. (11-20-22; 11-22-22) Discuss issue with after phone call from County Sanitarian. (12-5-22) Discuss immediately preceding issue with Department Head (12-6-22) Phone conference with Department Head and County Sanitarian on previous issue. Possible solution reached based on input from Department Head and Sanitarian. County Sanitarian will speak with property owner. (12-7-22) Review new form proposed by P & D staff for land use regulations. Route issue to Craig for his review. (12-8-22) Discuss \benefit district issue with Department Head and Deputy County Counselor. (12-20-22) Review information on preceding provided by Department Head. Further discussion on same issue. (12-20-22) Attend pretrial in District Court on Prairiewood appeal. (2-6-23) Approve draft pretrial order presented by opposing counsel; advise county staff witnesses of revised trial date. (2-7-23) Meeting with staff member to prepare for Prairiewood appeal. (2-28-23) Participate in zoom meeting with staff regarding upcoming Keats public meeting scheduled for 3-9-23, 7 p.m. (2-23-23) Analyze potential Memorandum of Understanding. (3-15-23) Discuss with Department Head benefit district question. (3-15-23) Work on Prairiewood District Court Appeal. (3-17-23) Communicate with Department Head and Craig about meeting next week to discuss issue relating to transition of EHS. (3-18-23) Discuss with Planning and Development Director possible contract for assistance with soil testing, given current lack of EHS. Meet with Director and Deputy Counselor on this subject in conference room, later same day. (3-22-23) Discuss potential contract development for soil inspections with temporary EHS assistance. Work toward potential contract (3-28-23) Work toward same potential contract. Discuss with Department Head. (3-29-23) Work on appellate argument in Prairiewood appeal to District Court. (3-29-23) Work on appellate argument in Prairiewood appeal to District Court. (3-30-23; 3-31-23) File appellate brief in Prairiewood appeal to District Court. (3-31-23) Advise Department Head on contract matter. (4-6-23) Discuss with Department Head contract matter. Draft contract for EHS assistance and provide to Department Head (4-10-23) Communicate with Department Head on their proposed revisions to EHS draft contract. Work on those revisions/additions. Complete revision/additions and forward to Department Head for review. (4-11-23) Answer staff question about planning board hearing. (4-11-23) ***Conversation with Department Head on pending contract issue. (4-25-23) Conversation with Department Head on pending public hearing matter. (4-25-23) Meet with GIS on upcoming public hearing on land use issue. (4-25-23) Assist department staff by updating them and Department head on results of immediately preceding meeting with GIS. (4-25-23)***

Riley County Public Information Officer: Work with PIO scheduling my review of 2 proposed policies. (4-5-23)

Riley County Public Works: Discussion with Department Head and staff to finalize our proposed changes to transfer station agreement with operator. (11-7-22) Work with Department on placing evaluation of RFQ responses before BOCC as "Construction Management at Risk" for 11-17-22 public meeting. (11-15-22) *Work* on litigation issue. (11-17-22) Work on KORA issue. (11-17-22; 11-18-22) Advise Department Head on CMAR process. (11-18-22) Review potential dates for CMAR phase. (11-18-22) Assist with scheduling of negotiation meeting for contract renewal. (11-28-22) Contacted by PW staff about new owner of county park real property and continued county lease of parking space. Provide my contact information to new owner. (12-6-22) Follow up with Department Staff about proposed meeting in their conference room this Friday. (12-7-22) Meeting with Head of Department and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-9-22) Learn of potential grant opportunity for road projects. Provide

Attachment: FINAL Commission List 05.01.2023 (13359 : Clancy's Commission List)

information to Department. (12-11-22) Discuss former with Department staff member. (12-12-22) Meeting with Department Head and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-13-22) Work on immediately preceding item on information from provided by operator. (12-14-22) Work with Department Head on Construction Management at Risk selection process. (12-14-22) Participate in transfer station contract negotiation with Department Head, Assistant County Engineer, Operator and Operator's counsel and principals. (12-16-22) Staff discussion of issue related to preceding negotiation. (12-19-22) Teams meeting with Budget and Finance, Department Head and Assistant County Engineer regarding contract issue. (12-28-22) Continue work toward transfer station operation agreement. (1-29-23) Advise Dept. Head after review of MOU related to bridge project. (1-29-23) Refer to Department Head City of Ogden question about sharing bridge maintenance responsibility. Referred for Department Head response back to me. (2-22-23) Meeting with outside counsel at their request regarding overflow channel maintenance proposal (2-23-23) Work toward meeting to renew transfer station operation agreement. (3-6-23;3-7-23;3-8-23) Work on Public Safety Headquarters Building project. (3-7-23) Provide counsel for transfer station operator County's position on remaining issues for putting agreement in place. Repeat offer of dates/times to zoom or teams meeting on subject for week of 3-13-23. (310-23) Counsel for operator advises week of 3-13-23 won't work for operator of transfer station. Proposes following weekdays and times. I commit will check on "county side" of negotiation and get back to counsel for operator. I relay proposed days/times week of 3-20-23 to Director and Assistant County Engineer, along with my availability. (3-13-23) Discuss contract matter question as result of Township Officers' annual meeting. (3-15-23) Work on scheduling next zoom with staff and transfer station operator—contract negotiation. Discussion with staff. (3-17-23) Work on Transfer Station agreement renewal issues. (3-18-23) Zoom negotiation with transfer station operator and department head. Separate conversation with county insurer afterward (3-21-23) Schedule 3-23 conversation with county insurer and department head on transfer station contract negotiation. (3-22-23) Conversation with attorney for transfer station operator about COLA in the proposed agreement and how it should work. (3-22-23) Conversation with City of Ogden Counsel about Cimmaron Bridge inspection and maintenance of overflow channel. (3-22-23) Discuss with our insurer transfer station insurance issue relevant to our negotiation for renewed contract with operator. (3-22-23) Discuss with insurer and Department Head insurance issue relevant to negotiation for renewed contract with operator. (3-26-23) Discussion with Department Head another Department Head and Division leader regarding scheduling of initial discussion at such staff level about environmental status of building. (3-28-23) Discuss with Department staff question on approval of contract for agenda. Confirm already provided to staff working group on contract's project. Relay confirmation. (3-30-23) Work with Department Head on Cimmaron Bridge inspection and City of Ogden's request. Speak with counsel for City of Ogden. (4-4-23) Work with Department Head on short term financing issues related to University Park and Lagoon Project. (4-4-23). Approve "as to form" contract extension with Howie's. (4-3-23) Respond to Craig's concept of potential new grant or loan opportunity for benefit district project. (4-5-23) Review University Park EPA consent order and work with Department Head on its use in possible project funding application. (4-5-23) Discuss contract issue with Department. (4-6-23) Analyze contract matter for Department. (4-6-23) Field question from bond counsel regarding the U.P. lagoon project ordered by EPA. Discuss with Department Head. Department head provides me answer to bond counsel question. (4-7-23) Relay Department Head's answer to bond counsel question about UP lagoon project. (4-9-23) Different project within Department—ongoing contract issue question forwarded by Julie Winter. (4-7-23) Discuss with Department Head and Assistant County Engineer in team meeting potential renewal of transfer station operation agreement. (4-10-23) Relay update to staff member my provision of U.P. lagoon project info to bond counsel. (4-11-23) Discuss scheduling a meeting on contract development issue. (4-17-23) Leave voicemail about scheduling meeting on contract development issue. (4-18-23) ***Teams meeting with Department Head and contractor on construction project issue. (4-21-23)***

Riley County Register of Deeds: Review information on recording fee. (11-18-22) Discuss legislative conference issue with Department Head. (12-6-22; 12-7-22) Advise on legal issue. (2-12-23) Communicate with Department head on deed issue. (3-17-23) Discuss with Deputy Counselor correction deed prepared for filing. (3-28-23)

Attachment: FINAL Commission List 05.01.2023 (13359 : Clancy's Commission List)

Riley County Treasurer: Meeting with Treasurer to review legislative proposal developed by statewide Treasurers' association regarding license tag fees----to prepare for my discussion of this item during December 12th legislative conference. (11-30-22) Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General's Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22)

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency ("Law Board"): Prepare 2023 proposed lease on "Aggieville Substation" for consideration by BOCC at upcoming public meeting. (11-22-22) Approved by BOCC. (11-28-22) Conversation with jail staff about medical care legal obligation regarding former inmate. Advise. Schedule Team Meetings for later this p.m. to discuss with jail staff and Budget and Finance Officer. Meeting held: advise regarding liability/no liability for medical care on specific facts. (3-22-23)

III. Projects by Professional Association, Internal and External Committees/working groups, CLE, & Other Administrative Matters:

Ad Hoc Staff Committees/Work Groups on Multiple Subjects: Staff committee discussion of issue in recent tax sale. Clerk and staff, Treasurer, Appraiser and staff (3-6-23)

Administrative Matters: Work on annual performance reviews. (12-1-22; 12-2-22; 12-3-22; 12-4-22; 12-5-22; 12-6-22;12-7-22) Work with Clerk staff to reschedule administrative time on upcoming BOCC agenda. (12-7-22) Register for free webinar during lunch hour December 14, 2022; "Practical Law" updates from Westlaw—our computerized legal research provider. (12-7-22) Forward to Office Manager Clerk's Office info on end-of-year vendor payments by check. (12-8-22) Discuss with Craig any updates to contact info. (12-13-22) Advise staff I'll be into office after attending 8:30 a.m. meeting at Public Works. (12-13-22) Discuss with Craig teams meeting later this a.m. with Department Heads of Appraiser's office and Planning and Development. (12-13-22) Review and Approve A/P and Accounts Payable documents. (1-30-23) Advise on chairs mistakenly moved out of CPE by CASA. (2-6-23) Work on arranging for office space for any attorney hired for vacancy of incumbent Deputy. Work on temporary location of conference room table for same purpose. Work with IT on technology need in space for same purpose. (3-15-23) Review and delete spam emails quarantined (3-19-23) Review communication from Federal District Court on amendments to local rules. (3-19-23) Approve staff request. (3-30-23) Order business cards for incoming Deputy County Counselor as of May 1, 2023. (4-5-23) Assist staff with follow up on minor structural repair of desk (donated by Treasurer) moved into office for incoming Deputy Counselor. (4-7-23) Repair of desk by Public Works staff accomplished. (4-11-23) ***Advise staff of information provided by Clerk's office on address to use with P-Card purchases. (4-25-23) Approve annual leave request from staff.(4-26-23) Work with staff development of departmental 2024 budget request. (4-26-23) Work with office's staff on Departmental 2024 budget request. (4-21-23; 4-26-23) Prepare memo in support of office's 2024 budget request. (4-26-23)***

Continuing Legal Education:

County Counselor Association of Kansas: Attend semiannual CLE program during KAC annual meeting. (10-18-22) Contact presenter and confirm presenter availability for mid-year zoom CLE meeting of membership. Advise KAC general counsel presenter on employment law developments will attend. (February, 2023) ***Discuss with membership possible hypothetical for CLE presenter's use during upcoming presentation during mid-year membership meeting on ethical issue. (4-26-23)***

Department Head Committee: Attend and participate in department Head Committee Meeting. Remind Department Heads of next Monday's Legislative Conference, that they are all invited; and it is an opportunity

Attachment: FINAL Commission List 05.01.2023 (13359 : Clancy's Commission List)

to interact for the first time with new members of our delegation. Also described I will be inviting all delegation members to contact Department Heads throughout the legislative session when they have any questions about this county's daily operation or of counties generally. (12-7-22) Attend and participate in Committee Meeting. (12-21-22) Attend and participate in committee meeting. (2-15-23) Attend and participate in committee meeting. (3-1-23) Attend and participate in committee meeting. (4-5-23) Attend and participate in committee meeting. (4-19-23)

Intergovernmental Luncheon: Attend meeting. (2-27-23)

Kansas Association of Counties: Attend annual meeting. (10-17-22 to 10-19-22).

Staff Budget and Planning Committee: Attend meeting. (10-25-22) Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23)

Staff Riley County Employee Day Planning Committee: Tour with members of staff committee proposed venue for event. (9-14-22**)** Discuss future scheduling of committee meetings with members. (2-21-23) Attend and participate in committee meeting. (2-21-23) Discussion with County Appraiser regarding current property tax exemption status of potential venue. (2-22-23) Discussion with County Appraiser staff regarding contact information for same potential venue. (2-22-23) Discuss with venue representative potential use of facility for event. (3-6-23). Discuss with different venue's representative potential use of facility for event. (3-7-23) Messages left at possible venue with my contact information. (3-17-23;3-18-23) Communicate with possible venue and contact person. Advise will not be using facility and why. (3-20-23) Attend and participate in committee meeting. (3-21-23) ***Discussion with committee members about concept for employee day, proposed by committee member. (4-26-23)***

Staff Road Renaming Committee: Respond to committee member's relay of landowner's proposed rename of private road. (12-7-22)

Attachment: FINAL Commission List 05.01.2023 (13359 : Clancy's Commission List)

Shelly Williams
Community Corrections
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

COMMUNITY CORRECTIONS
Grant

COMMISSION AGENDA REPORT

FROM: **Shelly Williams, Director, Riley County Community Corrections**

MEETING: **May 1, 2023**

SUBJECT: **FY24 Adult Services Comprehensive Plan**

PRESENTER: **Shelly Williams, Director, Riley County Community Corrections**

BACKGROUND

The planning allocations are based upon the Governor's budget request to the Kansas Legislature and are subject to change up until a final budget is passed by the legislature. KDOC is planning to award $21 million State General Fund dollars and $1.2 from the Community Corrections Supervision Fund (aka DUI Funding). Regarding the DUI Funding, KDOC will review the revenue available in this fund as they make final allocation decisions so this amount is subject to change.

Our local SFY24 planning allocation for Adult Services is $381,043.38 State General Funds + $12,743.36 DUI Funds.

As you are aware, we have applied for and been awarded Behavioral Health grant funds annually since FY14. The overall amount ($3 million) state-wide has not changed since the inception of these funds. The Behavioral Health grant has historically paid for a Care Coordinator position, up to ½ of a Batterer's Intervention position (BIP), and voucher funds for transitional living, group/individual treatment co-pays, and assessments. We were encouraged not to apply for more than we received in prior years. Due to ensuring that the Care Coordinator received annual COLAs and merits, we are only able to ask for money to fund the position of Care Coordinator ($97,021.99). This is $2,800 more than our FY24 allocation. The purpose of these funds is to enhance and/or develop behavioral health programs/interventions in the community & reduce revocations as a result. Agencies who have received BH awards were encouraged to apply for the same amount they have received in the past.

The Governor did not include a funding increase to Community Corrections SGF grants or the Behavioral Health grant.

DISCUSSION

On April 27th, the Joint Corrections Advisory Board met and reviewed the Adult & Juvenile Services Comprehensive Plans, as well as the Behavioral Health grant applications. While they agreed it was the state's responsibility to fund Community Corrections, they realize the legislature has not adequately funded us in years.

FISCAL IMPACT

The following money will be infused into the local economy: $488,856.74

RECOMMENDATION(S)

Move to approve the attached FY24 Adult Services Comprehensive Grant Plan.

POSSIBLE MOTION(S)

Move to approve the attached FY24 Adult Services Comprehensive Grant Plan.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- FY24 Adult Services Comp Plan Final (PDF)

Kansas
Department of Corrections

21st Judicial District Community Corrections

Prepared by Riley County Community Corrections
for Kansas Department of Corrections FY2024 Adult Comprehensive Plan Grant

Primary Contact: Shelly Williams

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

Opportunity Details

Opportunity Information

Title
FY2024 Adult Comprehensive Plan Grant

Description
Pursuant to KSA 75-5291 and KSA 75-52,112, the Kansas Department of Corrections is seeking applications for funding the development, implementation, operation, and improvement of community correctional services that address the criminogenic and behavioral health needs of adult felony offenders. Funding obtained under this award will serve to support local community corrections agencies in increasing public safety, reducing the risk of probationers on community corrections supervision, and increasing the percentage of probationers successfully completing community corrections supervision.

Awarding Agency Name
Kansas Department of Corrections

Agency Contact Name
Marie McNeal

Agency Contact Phone
785-230-6932

Agency Contact Email
marie.mcneal@ks.gov

Opportunity Posted Date
1/26/2023

Public Link
https://www.gotomygrants.com/Public/Opportunities/Details/5a34f89c-3a07-4683-88f0-57d1e7e64537

Funding Information

Funding Sources
State

Funding Source Description
Funds for this opportunity are appropriated by the Kansas State Legislature and distributed by the Kansas Department of Corrections.

Funding Restrictions
These funds may not be co-mingled with funds from other state or federal agencies or local funds. Refer to the KDOC Financial Rules, Guidelines and Reporting Instructions for other funding restrictions.

Award Information

Award Period
07/01/2023 - 06/30/2024

Matching Requirement
No

Submission Information

Submission Window
01/26/2023 8:00 AM - 05/01/2023 5:00 PM

Submission Timeline Type
One Time

Submission Timeline Additional Information
No applications will be accepted after the Submission Close Date.

Other Submission Requirements
To facilitate the review process, it is imperative that all funding requests submitted are complete, accurate and include the required signatory approvals. The Board of County Commissioners or Governing Authority for the applicant/administrative county must review and approve the application prior to submission to KDOC.
Incomplete applications will not be considered for funding unless or until all deficiencies have been corrected to KDOC's satisfaction.

Question Submission Information

Question Submission Additional Information
For questions or assistance with the requirements of this funding opportunity, the Community Corrections Program Director should contact their assigned KDOC Regional Contact.

Attachments

- Kansas Community Corrections Agencies By Region and KDOC Contact 01.10.2023 (003)

Eligibility Information

Eligible Applicants

- County Governments

Additional Eligibility Information
Any county or group of cooperating counties operating a community correctional services program is eligible to apply for Community Corrections Act funding. However, pursuant to KSA 75-5296, no county or group of cooperating counties shall be qualified to receive grant funding unless and until the comprehensive plan for such county or group of cooperating counties is approved by the secretary of corrections. Additionally, in order to remain eligible for Community Corrections Act funding, a county or group of cooperating counties shall substantially comply with the operating standards established by the secretary of corrections.

Award Administration Information

State Award Notices
Award notifications will be made on or before July 1, 2023.

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

Awards will be based on the criteria specified in KSA 75-52,111 and 75-52,112 and will be awarded to the Board of County Commissioners or Governing Authority for the applicant county. If the applicant is a group of cooperating counties, then funding will be awarded to the administrative county identified in the group of cooperating counties' Inter-local Agreement.

Reporting

Award recipients will be required to complete and submit quarterly financial and outcome reports in accordance with the following timelines:
Q1 (Jul-Aug-Sep) Due on/before: 10/30/2023
Q2 (Oct-Nov-Dec) Due on/before: 01/30/2024
Q3 (Jan-Feb-Mar) Due on/before: 04/30/2024
Q4 (Apr-May-Jun) Due on/before: 07/30/2024

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

Project Information

Application Information

Application Name
21st Judicial District Community Corrections

Award Requested
$488,856.74

Total Award Budget
$488,856.74

Primary Contact Information

Name
Shelly Williams

Email Address
swilliams@rileycountyks.gov

Address
115 N. 4th Street, 2nd Floor
Manhattan, Kansas 66502

Phone Number
(785) 565-6810

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

Project Description

Agency Profile - Adult

Agency Leadership

Director Name
Shelly Williams

Director Address Line 1
115 N. 4th Street

Director Address Line 2
2nd Floor West

Director City
Manhattan

Director State
Kansas

Director Zip Code
66502

Director Phone Number
785-565-6810

Director Email Address
swilliams@rileycountyks.gov

Does agency leadership include an Executive/Administrative Director? This question is not intended to capture information regarding the County Administrator but rather a secondary level of leadership within the agency.
- ○ Yes
- ◉ No

Which governing authority has direct oversight of the community corrections agency, to include hiring/firing of staff?
- ◉ Board of County Commissioners (BOCC)
- ○ Governing Board

For multi-county agencies, please provide contact information for the host/administrative county BOCC Chairperson.

BOCC Chairperson Name
Kathryn Focke

BOCC Chairperson Address Line 1
110 Courthouse Plaza

BOCC Chairperson Address Line 2
1st Floor, Room B118

BOCC Chairperson City
Manhattan

BOCC Chairperson State
Kansas

BOCC Chairperson Zip Code
66502

BOCC Chairperson Phone Number
785-565-6213

BOCC Chairperson Email Address
kfocke@rileycountyks.gov

Agency Locations

Main Office

Main Office Address Line 1
115 N. 4th Street

Main Office Address Line 2
2nd Floor West

Main Office City
Manhattan

Main Office State
Kansas

Main Office Zip Code
66502

Does your agency operate any satellite offices?
- ◉ Yes
- ○ No

Satellite Office Information

	Satellite Office 1	Satellite Office 2	Satellite Office 3
Satellite Office Address Line 1	539 Lincoln Avenue		
Satellite Office Address Line 2			

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

	Satellite Office 1	Satellite Office 2	Satellite Office 3
Satellite Office City/State/Zip	Clay Center, Kansas 67432		
Satellite Office Phone Number	785-632-3560		
Number of Staff Assigned to Office	1		

Does your agency operate a residential center?
- ○ Yes
- ◉ No

Agency Personnel

Does your agency have more than 25 employees?
- ○ Yes
- ◉ No

Utilize FY24 Form-PERSONNEL to provide employee specific information. This form should include all employees (adult and juvenile) whose wages are paid, (solely or in part) from state grant funds.

FY24 Form-PERSONNEL Less than 25.xlsx

Attach a completed copy of FY24 Form-PERSONNEL here.

FY24 PERSONNEL.xlsx

Organizational Chart

Attach a copy of your agency's organizational chart. The chart should contain staff names, titles and if duties are split, the % of time spent on each set of duties.

Organization Chart.docx

Example Organizational Chart

FY24 Example Organizational Chart.docx

Governing/Corrections Advisory Board

Governing/Corrections Advisory Board Chairperson Name

Linda Teener

Governing/Corrections Advisory Board Chairperson Title

Chairperson

Governing/Corrections Advisory Board Chairperson Address Line 1

1900 Judson Street

Governing/Corrections Advisory Board Chairperson Address Line 2

Governing/Corrections Advisory Board Chairperson City

Manhattan

Governing/Corrections Advisory Board Chairperson State

Kansas

Governing/Corrections Advisory Board Chairperson Zip Code

66502

Governing/Corrections Advisory Board Chairperson Email Address

linda@tryufm.org

Governing/Corrections Advisory Board Chairperson Phone Number

785-539-8763

Utilize Form-CAB_MEMEBERS to provide a current list of your agency's Governing/Corrections Advisory Board members.

FY24 Form-CAB_MEMBERS.xlsx

Attach a completed copy of FY24 Form-CAB_MEMBERS here.

FY24 Form-JCAB MEMBERS.xlsx

Is this a joint board with the Juvenile Corrections Advisory Board?
- ◉ Yes
- ○ No

Host/Administrative County

Does your agency operate as a single or multi-county entity?
- ○ Single
- ◉ Multi-County

Name of the Host/Administrative County

Riley County

Host/Administrative County Financial Officer Contact Information

Host/Administrative County Financial Officer Name

Darell Edie

Host/Administrative County Financial Officer Address Line 1

110 Courthouse Plaza

Host/Administrative County Financial Officer Address Line 2

1st Floor, Rm B118

Host/Administrative County Financial Officer City

Manhattan

Host/Administrative County Financial Officer State

Kansas

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

EMPLOYEE INFORMATION								ADULT PERSONNEL				
								ISP		ARC		B
EMPLOYEE NAME	POSITION DESCRIPTION	LOCATION (For Intake Workers - please select Intake and Assessment)	CURRENT YEARS OF SERVICE (Not required for Intake Workers)	HOURLY PAY RATE (Not required for Intake Workers)	TOTAL SALARY	TOTAL BENEFITS	SALARY & BENEFITS COMBINED	ADMIN FTE	NON-ADMIN FTE	ADMIN FTE	NON-ADMIN FTE	FT
FY24 1st Half - July-Dec 2023	(Calcs. include 2023 rate + 3% OT/2)						$ -					
Williams, Shelly	Director	Main Office	29	$ 59.51	$ 61,893.00	$ 20,890.83	$ 82,783.83	0.40				
Harper, Sandi	A/JISO II	Main Office	24	$ 43.33	$ 45,058.00	$ 17,592.72	$ 62,650.72	0.60				
Hubbard, Jessie	Administrative Assistant	Main Office	7	$ 25.50	$ 27,734.00	$ 10,241.96	$ 37,975.96	0.40				
Clark, Brett	AISO	Main Office	22	$ 34.61	$ 37,647.00	$ 16,053.20	$ 53,700.20		0.80			
Clark, Dan	AISO	Main Office	18	$ 33.59	$ 36,538.00	$ 7,891.00	$ 44,429.00		0.80			
Lee, Joanna	AISO	Main Office	20	$ 34.61	$ 37,647.00	$ 12,984.18	$ 50,631.18		0.60			
Lewis, Megan	A/JISO	Satellite Office 1	14	$ 31.91	$ 34,705.00	$ 15,457.50	$ 50,162.50		0.40			
McNatt, Michael	JISO/YCIIP	Main Office	1	$ 25.76	$ 28,008.00	$ 14,274.50	$ 42,282.50					
JIAS On-Call Officers	JIAS On-Call($17.64X650 hours -$11,466 + $15,004 stipend)	Intake & Assessment		$ 17.64	$ 13,275.00	$ 2,625.83	$ 15,900.83					
							$ -					
FY24 2nd Half - Jan-Jun 2024	(Calcs. include Merit + 6.5% COLA + 3% OT)						$ -					
Williams, Shelly	Director	Main Office	29	$ 65.28	$ 67,889.50	$ 21,971.00	$ 89,860.50	0.40				
Harper, Sandi	A/JISO II	Main Office	24	$ 54.06	$ 56,225.00	$ 19,604.00	$ 75,829.00	0.60				
Hubbard, Jessie	Administrative Assistant	Main Office	7	$ 27.63	$ 30,028.00	$ 10,655.00	$ 40,683.00	0.40				
Clark, Brett	AISO	Main Office	22	$ 37.61	$ 40,874.50	$ 16,634.50	$ 57,509.00		0.80			
Clark, Dan	AISO	Main Office	18	$ 36.51	$ 39,678.50	$ 8,456.50	$ 48,135.00		0.80			
Lee, Joanna	AISO	Main Office	20	$ 37.61	$ 40,874.50	$ 13,565.50	$ 54,440.00		0.60			
Lewis, Megan	A/JISO	Satellite Office 1	14	$ 34.57	$ 37,571.00	$ 15,973.50	$ 53,544.50		0.40			
McNatt, Michael	JISO/YCIIP	Main Office	1	$ 27.71	$ 30,115.50	$ 14,423.00	$ 44,538.50					
JIAS On-Call Officers	JIAS On-Call($17.64X650 hours -$11,466 + $15,004 stipend)	Intake & Assessment		$ 17.64	$ 13,275.00	$ 2,625.83	$ 15,900.83					
							$ -					
				TOTAL	$679,036.50	$241,920.55	$920,957.05	2.80	5.20	0.00	0.00	0.

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

	JUVENILE PERS												
	JIAS		JISP		CM		IIP		JCAB		REINVESTMENT		
EMPLOYEE NAME	ADMIN FTE	NON-ADMIN FTE	ADMIN FTE	NON-ADMIN FTE	ADMIN FTE	NON-ADMIN FTE	ADMIN FTE	NON-ADMIN FTE	ADMIN FTE	NON-ADMIN FTE	PREV ADMIN FTE	PREV NON-ADMIN FTE	TOTAL FTE
FY24 1st Half - July-Dec 2023													0.00
Williams, Shelly	0.25		0.25		0.10								1.00
Harper, Sandi	0.20		0.20										1.00
Hubbard, Jessie	0.25		0.25		0.10								1.00
Clark, Brett		0.20											1.00
Clark, Dan		0.20											1.00
Lee, Joanna		0.20						0.20					1.00
Lewis, Megan		0.25		0.10		0.05		0.20					1.00
McNatt, Michael		0.05		0.10				0.05				0.80	1.00
JIAS On-Call Officers		1.00											1.00
													0.00
FY24 2nd Half - Jan-Jun 2024													0.00
Williams, Shelly	0.25		0.25		0.10								1.00
Harper, Sandi	0.20		0.20										1.00
Hubbard, Jessie	0.25		0.25		0.10								1.00
Clark, Brett		0.20											1.00
Clark, Dan		0.20											1.00
Lee, Joanna		0.20						0.20					1.00
Lewis, Megan		0.25		0.10		0.05		0.20					1.00
McNatt, Michael		0.05		0.10				0.10				0.75	1.00
JIAS On-Call Officers		1.00											1.00
													0.00
	1.40	3.80	1.40	0.40	0.40	0.10	0.00	0.95	0.00	0.00	0.00	1.55	18.00

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

	ISP				JIAS			
EMPLOYEE NAME	ADMIN SALARY	ADMIN BENEFITS	NON-ADMIN SALARY	NON-ADMIN BENEFITS	ADMIN SALARY	ADMIN BENEFITS	NON-ADMIN SALARY	NON-ADMIN BENEFITS
FY24 1st Half - July-Dec 2023	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Williams, Shelly	$ 24,757.20	$ 8,356.33	$ -	$ -	$ 15,473.25	$ 5,222.71	$ -	$ -
Harper, Sandi	$ 27,034.80	$ 10,555.63	$ -	$ -	$ 9,011.60	$ 3,518.54	$ -	$ -
Hubbard, Jessie	$ 11,093.60	$ 4,096.78	$ -	$ -	$ 6,933.50	$ 2,560.49	$ -	$ -
Clark, Brett	$ -	$ -	$ 30,117.60	$ 12,842.56	$ -	$ -	$ 7,529.40	$ 3,210.64
Clark, Dan	$ -	$ -	$ 29,230.40	$ 6,312.80	$ -	$ -	$ 7,307.60	$ 1,578.20
Lee, Joanna	$ -	$ -	$ 22,588.20	$ 7,790.51	$ -	$ -	$ 7,529.40	$ 2,596.84
Lewis, Megan	$ -	$ -	$ 13,882.00	$ 6,183.00	$ -	$ -	$ 8,676.25	$ 3,864.38
McNatt, Michael	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,400.40	$ 713.73
JIAS On-Call Officers	$ -	$ -	$ -	$ -	$ -	$ -	$ 13,275.00	$ 2,625.83
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
FY24 2nd Half - Jan-Jun 2024	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Williams, Shelly	$ 27,155.80	$ 8,788.40	$ -	$ -	$ 16,972.38	$ 5,492.75	$ -	$ -
Harper, Sandi	$ 33,735.00	$ 11,762.40	$ -	$ -	$ 11,245.00	$ 3,920.80	$ -	$ -
Hubbard, Jessie	$ 12,011.20	$ 4,262.00	$ -	$ -	$ 7,507.00	$ 2,663.75	$ -	$ -
Clark, Brett	$ -	$ -	$ 32,699.60	$ 13,307.60	$ -	$ -	$ 8,174.90	$ 3,326.90
Clark, Dan	$ -	$ -	$ 31,742.80	$ 6,765.20	$ -	$ -	$ 7,935.70	$ 1,691.30
Lee, Joanna	$ -	$ -	$ 24,524.70	$ 8,139.30	$ -	$ -	$ 8,174.90	$ 2,713.10
Lewis, Megan	$ -	$ -	$ 15,028.40	$ 6,389.40	$ -	$ -	$ 9,392.75	$ 3,993.38
McNatt, Michael	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,505.78	$ 721.15
JIAS On-Call Officers	$ -	$ -	$ -	$ -	$ -	$ -	$ 13,275.00	$ 2,625.83
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$135,787.60	$ 47,821.55	$199,813.70		$ 67,142.73	$ 23,379.04	$ 94,177.08	$ 29,661.26

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

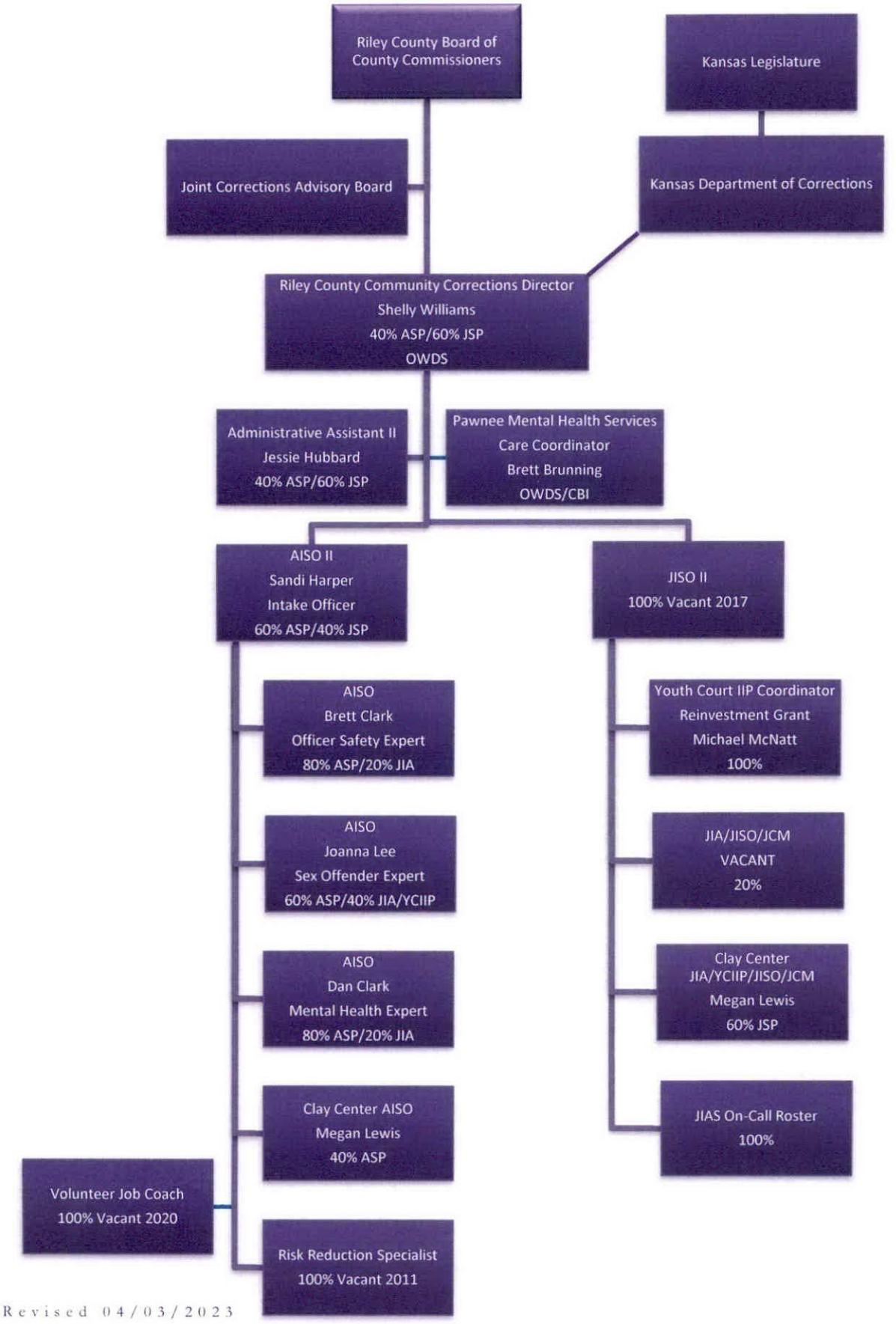
	JISP				CM				IIP			
EMPLOYEE NAME	ADMIN SALARY	ADMIN BENEFITS	NON-ADMIN SALARY	NON-ADMIN BENEFITS	ADMIN SALARY	ADMIN BENEFITS	NON-ADMIN SALARY	NON-ADMIN BENEFITS	ADMIN SALARY	ADMIN BENEFITS	NON-ADMIN SALARY	NON-ADM BENEFITS
FY24 1st Half - July-Dec 2023	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Williams, Shelly	$ 15,473.25	$ 5,222.71	$ -	$ -	$ 6,189.30	$ 2,089.08	$ -	$ -	$ -	$ -	$ -	$ -
Harper, Sandi	$ 9,011.60	$ 3,518.54	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Hubbard, Jessie	$ 6,933.50	$ 2,560.49	$ -	$ -	$ 2,773.40	$ 1,024.20	$ -	$ -	$ -	$ -	$ -	$ -
Clark, Brett	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clark, Dan	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lee, Joanna	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,529.40	$ 2,596.8
Lewis, Megan	$ -	$ -	$ 3,470.50	$ 1,545.75	$ -	$ -	$ 1,735.25	$ 772.88	$ -	$ -	$ 6,941.00	$ 3,091.5
McNatt, Michael	$ -	$ -	$ 2,800.80	$ 1,427.45	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,400.40	$ 713.7
JIAS On-Call Officers	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
FY24 2nd Half - Jan-Jun 2024	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Williams, Shelly	$ 16,972.38	$ 5,492.75	$ -	$ -	$ 6,788.95	$ 2,197.10	$ -	$ -	$ -	$ -	$ -	$ -
Harper, Sandi	$ 11,245.00	$ 3,920.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Hubbard, Jessie	$ 7,507.00	$ 2,663.75	$ -	$ -	$ 3,002.80	$ 1,065.50	$ -	$ -	$ -	$ -	$ -	$ -
Clark, Brett	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clark, Dan	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lee, Joanna	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 8,174.90	$ 2,713.2
Lewis, Megan	$ -	$ -	$ 3,757.10	$ 1,597.35	$ -	$ -	$ 1,878.55	$ 798.68	$ -	$ -	$ 7,514.20	$ 3,194.7
McNatt, Michael	$ -	$ -	$ 3,011.55	$ 1,442.30	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,011.55	$ 1,442.3
JIAS On-Call Officers	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ 67,142.73	$ 23,379.04	$ 13,039.95	$ 6,012.85	$ 18,754.45	$ 6,375.88	$ 3,613.80	$ 1,571.55	$ -	$ -	$ 34,571.45	$ 13,752.

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

	REINVESTMENT				
EMPLOYEE NAME	PREV ADMIN SALARY	PREV ADMIN BENEFITS	PREV NON-ADMIN SALARY	PREV NON-ADMIN BENEFITS	TOTAL
	$ -	$ -	$ -	$ -	$ -
FY24 1st Half - July-Dec 2023	$ -	$ -	$ -	$ -	$ 82,783.83
Williams, Shelly	$ -	$ -	$ -	$ -	$ 62,650.72
Harper, Sandi	$ -	$ -	$ -	$ -	$ 37,975.96
Hubbard, Jessie	$ -	$ -	$ -	$ -	$ 53,700.20
Clark, Brett	$ -	$ -	$ -	$ -	$ 44,429.00
Clark, Dan	$ -	$ -	$ -	$ -	$ 50,631.18
Lee, Joanna	$ -	$ -	$ -	$ -	$ 50,162.50
Lewis, Megan	$ -	$ -	$ 22,406.40	$ 11,419.60	$ 42,282.50
McNatt, Michael	$ -	$ -	$ -	$ -	$ 15,900.83
JIAS On-Call Officers	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -
FY24 2nd Half - Jan-Jun 2024	$ -	$ -	$ -	$ -	$ 89,860.50
Williams, Shelly	$ -	$ -	$ -	$ -	$ 75,829.00
Harper, Sandi	$ -	$ -	$ -	$ -	$ 40,683.00
Hubbard, Jessie	$ -	$ -	$ -	$ -	$ 57,509.00
Clark, Brett	$ -	$ -	$ -	$ -	$ 48,135.00
Clark, Dan	$ -	$ -	$ -	$ -	$ 54,440.00
Lee, Joanna	$ -	$ -	$ -	$ -	$ 53,544.50
Lewis, Megan	$ -	$ -	$ 22,586.63	$ 10,817.25	$ 44,538.50
McNatt, Michael	$ -	$ -	$ -	$ -	$ 15,900.83
JIAS On-Call Officers	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ 44,993.03	$ 22,236.85	$920,957.05

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

Riley County Community Corrections



Revised 04/03/2023

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

Governing/Corrections Advisory Board

Instructions:
In the Ethnicity column, enter the most accurate, (e.g., Hispanic (H), Non-Hispanic (N)).
In the Race column, enter the most accurate, (e.g., American Indian or Alaskan Native (I), Asian or Pacific Islander (A), Black (B), White (W)).

Agency: Riley County Community Corrections

		Appointed By	Representing	Gender	Ethnicity	Race
Chairperson Name:	Linda Teener	Manhattan City Commissioners	General	F	N	W

Membership List

Appointed By	Representing	Member Name	Job Title	Gender	Ethnicity	Race
Law Enforcement	Sheriff or Sheriff Appointee	Kurt Moldrup	Assistant Director	M	N	W
Law Enforcement	Sheriff or Sheriff Appointee	Alan Benninga	Sheriff	M	N	W
Prosecution	County Attorney	Bethany Fields	Deputy County Attorney	F	N	W
PMHS Executive Director	Mental Health	Adam Johnson	Treatment & Recovery Services Director	M	N	W
Administrative Judge	Court Services Officer	Alexis Robinson	Court Services Officer	F	N	B
Administrative Judge	Juvenile Judge	Hon. Kendra Lewison	District Judge Division II	F	N	W
Administrative Judge	Juvenile Defense Representative	Blake Robinson	Attorney	M	N	W
Riley County BOCC	General	Dana Martinez	Housing Supervisor	F	N	W
Riley County BOCC	General	Jim Armendariz	Retired Principal	M	H	W
Clay County BOCC	General	Susie Swanson	Retired School Social Worker	F	N	W
Clay County BOCC	General	Lisa Last	School, Family & Comm. Connections Counselor, USD #379	F	N	W
Manhattan City Commissioners	General	Jayme Morris-Hardeman	Financial Director / Coach CASA / Circles	F	N	W
Manhattan City Commissioners	General	Marcus Kidd	Assis. Dir. Of Enrollment Mgt./Inst. Partnerships Kansas State University	M	N	B

[redacted]

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

Host/Administrative County Financial Officer Zip Code
66502

Host/Administrative County Financial Officer Phone Number
785-537-6300

Host/Administrative County Financial Officer Email Address
dedie@rileycountyks.gov

Non-KDOC Funding Information

Pursuant to KSA 75-52,103, does your agency receive assistance from the county or counties within your judicial district?
- (●) Yes
- ( ) No

Instructions for documenting county assistance.

Single county agencies: Include the following items when detailing what assistance is provided to the agency:

- **Type of Assistance (Allocation or In-Kind)**
- **Assistance amount, expressed in whole dollars**
- **Description/purpose of assistance**
- **If contribution has been confirmed by the county or it is a pending request.**

Multi-county agencies: In addition to the four bullet points above, include the name of the county.

Example of documenting county assistance: Allocation - $20,000 - Rent - Confirmed

Document the county assistance your agency receives.

Information Technology
Type of Assistance: (5% of a position * 30%) In-Kind
Assistance Amount: $1,152.00
Description/Purpose of Assistance: Everything IT!
Confirmed by County: Yes

Public Works
Type of Assistance: (16.6% of a position * 30%) In-Kind
Assistance Amount: $2,577.00
Description/Purpose of Assistance: Janitorial & building maintenance
Confirmed by County: Yes

Space
Type of Assistance: (3,568 * $6/sq. ft. * 12.5% * 30%) In-Kind
Assistance Amount: $6,422.00
Description/Purpose of Assistance: Office space
Confirmed by County: Yes

Water/Sewage
Type of Assistance: ($735 * 30%) In-Kind
Assistance Amount: $220.00
Description/Purpose of Assistance: Water/Sewage
Confirmed by County: Yes

Cox Communications
Type of Assistance: ($2,261/158 *8 * 30%) In-Kind
Assistance Amount: $412.00
Description/Purpose of Assistance: Internet service
Confirmed by County: Yes

Every
Type of Assistance: ($21,840 * 12.5% of bldg. * 30%) In-Kind
Assistance Amount: $819.00
Description/Purpose of Assistance: Electricity
Confirmed by County: Yes

Howies' Trash
Type of Assistance: In-Kind
Assistance Amount: (1/6 of bldg. * 30%) $31.00
Description/Purpose of Assistance: Trash service
Confirmed by County: Yes

Kansas Gas Service
Type of Assistance: (12.5% of bldg. * 30%) In-Kind
Assistance Amount: $590.00
Description/Purpose of Assistance: Gas service
Confirmed by County: Yes

Personnel Costs
Type of Assistance: Cash
Assistance Amount: $24,851.00
Description/Purpose of Assistance: Could not pay increased personnel costs
Confirmed by County: Yes

Has or will your agency request funding from other sources (e.g., federal grants, private foundations grants, etc.) for FY24?
- (●) Yes
- ( ) No

Describe your agency's projected funding requests. Response should include the source and amount of each request.

City Alcohol=$28,000
Greater Manhattan Community Foundation=$4,000
Caroline Peine Foundation=$7,000

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

Programmatic Changes

Has the agency experienced significant changes, either positive or negative, which have directly impacted your program for FY23 (e.g., new, or discontinued program services, staff turnover, policy, or procedure changes, new or discontinued community services, etc.)?

- (●) Yes
- ( ) No

Describe the changes which impacted your program in FY23.

Started an Adult Drug Court in March 2022.

Were steps taken to address the changes in FY23?

- (●) Yes
- ( ) No

Describe the steps taken to address the changes in FY23.

Key staff members attended the National Association of Drug Court Professionals RISE23! Conference in July 2022.

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

Kansas
Department of Corrections

21st Judicial District Community Corrections
Riley County Community Corrections

Agency Outcomes

Data and Definitions

Utilize the attached FY22 Cases Closed by Agency and Termination Reason to answer case closure questions below.
FY22 Cases Closed by Agency and Termination Type.pdf

Definitions

- **Overall successful completion rate includes those cases closed with a termination reason of Successful, Unsuccessful, Death and Not Sentenced to Community Corrections.**
  - **This equals the Total Successful Closures column on the attached FY22 case closure document.**
- **Successful case closures includes only those cases closed with a Successful termination reason.**
  - **This equals the Successful column on the attached FY22 case closure document.**
- **Unsuccessful case closures includes only those cases closed with an Unsuccessful termination reason.**
  - **. This equals the Usuccessful column on the attached FY22 case closure document.**
- **Overall Revocation Rate includes those cases clsoed with a termination reason of Revoked-New Felony, Revoked-New Misdemeanor and Revoked-Condition Violator.**
  - **This equals the Total Revocaton Closures column on the attached FY22 case closure document.**
- **Contracted cognitive behavioral programming is defined as programming delivered to probationers by a community-based provider through formal agreement (contract or MOU) with the community supervision agency.**

What was your agency's overall successful completion rate in FY22? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).
76.30 %

Describe your overall successful completion rate for FY22.
- ◉ Achieved 75% or higher
- ○ Did not meet 75% but achieved a 3% or higher increase from the previous year's overall success rate
- ○ Did not meet 75% or achieve a 3% increase from the previous year's overall success rate

What was your agency's successful case closures rate in FY22? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).
58.30 %

What was your agency's unsuccessful case closures rate in FY22? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).
18.00 %

Which case closure rate was higher, successful or unsuccessful?
- ◉ Successful Case Closure Rate
- ○ Unsuccessful Case Closure Rate

What were the most prominent drivers of unsuccessful case closures in FY22?
-Plea bargain, went to KDOC on another case
-Still owed money on case, costs to collections
-Not reporting, continued drug use
-Served lots of local jail time

Will you seek to reduce the number of unsuccessful closures in FY24 and if so, describe how. Response should consider the prominent drivers you identified in the previous question.
No, not at this time.

What was your agency's overall revocation rate for FY22? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).
23.60 %

Did the agency offer in-house or contracted GROUP cognitive behavioral programming in FY22? This question does not address INDIVIDUAL CBI programming.
- ◉ Yes
- ○ No

Utilize FY24 Form-CBI_OUTCOMES to report cognitive behavioral GROUP program outcomes for FY22.
FY24 Form-CBI_OUTCOMES.xlsx

Attach a completed of FY24 Form-CBI_OUTCOMES here.
FY24 Form-CBI OUTCOMES.xlsx

To date, how many of the individuals who successfully completed cognitive behavioral GROUP programming remain on supervision?
9

To date, how many of the individuals who successfully completed cognitive behavioral GROUP programming successfully terminated probation?
7

To date, how many of the individuals who successfully completed cognitive behavioral GROUP programming have had their probation revoked?
2

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

Kansas Department of Corrections

21st Judicial District Community Corrections
Riley County Community Corrections

Agency Plan

Organizational Needs

This section is available to applicants who desire to address critical needs that impact the entire agency. Examples might include plans to relocate office space, a need for additional space to deliver more on-site services or an agency-wide training initiative that would provide a means for staff/caseload specialization.

Does your agency have any organizational needs, excluding staffing levels or wages, that need to be addressed in FY24?

- ○ Yes
- ◉ No

Supervision

Utilize this section to describe how the agency will address it's target population and any gaps or barriers that have been identified for FY24.

Describe your agency's target population for FY24. The response must include why the target population was selected.

The population that will be targeted for risk reduction will include those offenders who score moderate to high risk overall. This target population was selected because we are unable to aggregate risk domain data, therefore we are unable to analyze the driving risk factors within the agency.

Does your plan include referrals to community-based services?

- ◉ Yes
- ○ No

Which of the following risk/need areas can be addressed through referrals to community-based services? (Check all that apply)

- ☒ Education
- ☐ Employment
- ☒ Family/Marital
- ☐ Companions
- ☒ Alcohol/Drug Problems
- ☐ Procriminal Attitude/Orientation
- ☐ Antisocial Pattern

For each risk/need area that can be addressed through community-based referrals, describe the target population including risk level.

Those scoring moderate to high in Education, Family/Marital and Alcohol/Drug Domains will be targeted for community-based referrals.

Does your plan include referrals to programs facilitated in-house or by contracted providers? If a contracted provider is utilized, a formal agreement (MOU or Contract) must exist between the entities.

- ◉ Yes
- ○ No

Utilize FY24 Form-PROGRAMS to provide program details.

FY24 Form-PROGRAMS.xlsx

Attach a completed copy of FY24 Form-PROGRAMS here.

FY24 Form-PROGRAMS.xlsx

Are you proposing any new programs for FY24?

- ○ Yes
- ◉ No

Does your plan include individual CBI programming (e.g., EPICS tools, Carey Guides, etc.) ? (Work done one-on-one during office contacts)

- ◉ Yes
- ○ No

Does your plan include utilization of a behavior response grid?

- ○ Yes
- ◉ No

If your agency does not utilize a behavior response grid, discuss what behavior responses your agency plans to utilize (e.g. EPICS tools, Carey Guides, Sanctions, Rewards, Gang Intervention strategies, etc.).

The responses range from supervision, to therapeutic, to sanction responses. Day reporting, daily ua's, adjusted curfews, verbal house arrest, EMD, behavior contract, skill development worksheets (Cost/Benefit Analysis, Behavioral Analysis, Problem Solving Worksheet, Thinking Report, Readiness to Change, Values Check, Action Check, etc.), level of care treatment plan review, wrap around meeting, and jail sanctions.

Does your plan include staff trainings, excluding those required by KDOC?

- ◉ Yes
- ○ No

Provide details regarding any confirmed or proposed staff trainings for FY24.

Training	Training Provider	Staff Positions being Trained	Target Training Date	Purpose of Training	Training Status (Proposed/Confirmed)

Does your agency plan to utilize any assessments or screeners beyond those required by KDOC?

- ◉ Yes
- ○ No

What assessments or screeners will your agency utilize beyond those required by KDOC? Response should include the name, purpose, target population and how utilizing the assessment/screener will assist the agency in meetings in its FY24 success rate goal.

PICTS (Psychological Inventory of Criminal Thinking Styles) will be given to clients participating in cognitive behavioral courses both pre and post programming. Utilizing this assessment will help us determine if an offenders' prevalence of criminal thinking has been impacted and whether there is a need for further programming.

ACES (Adverse Childhood Experiences) will be given to every new client assigned to the program. Given that elevated scores are linked to an increased risk of substance abuse, depression, suicide, domestic violence and many chronic health conditions, this assessment will provide important background information to connect clients to appropriate treatment services.

Does the agency plan to utilize any methods/strategies that have not already been identified?

- ○ Yes
- ◉ No

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

Group CBI Program Outcomes – FY2022

Instructions:

Table I-Closed CBI Groups: use this table to report outcomes for closed CBI groups which **completed** a cycle in FY2022.

Table II- Open CBI Groups: use this table to report outcomes for open CBI groups that **began** a cycle during FY2022.

Program Name: list the name of the cognitive behavioral curriculum/program that was offered.

Provider: list your agency name if the program is facilitated by staff within your agency or the name of the provider if you have contracted with an outside source.

% Successful: *use this column to report the number of successful completions during the FY2022 cycle* (# Successful / Total Admissions = %).

Table I - Closed CBI Groups

Program Name	Provider	Total Admissions	Number Successful	Number Unsuccessful	% Successful
The Courage to Change Getting Started	Care Coordinator	5	4	1	80.0%
The Courage to Change Getting Started	Care Coordinator	4	3	1	75.0%
The Courage to Change Getting Started	Care Coordinator	3	1	2	33.3%
The Courage to Change Getting Started	Care Coordinator	6	5	1	83.3%
The Courage to Change Getting Started	Care Coordinator	3	2	1	66.7%
The Courage to Change Getting Started	Care Coordinator	2	1	1	50.0%
The Courage to Change Getting Started	Care Coordinator	3	2	1	66.7%
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Table II: Open CBI Groups

Program Name	Provider	Total Admissions	Number Successful	Number Unsuccessful	Number Who Continue Participating

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

Existing or New Program	Program Name	In-House or Contracted Provider	Contracted Provider Name	Program Category	Primary Risk/Need Addressed	Target Population Including Risk Level	Program/Group Composition	Program/Group Schedule	Projected Number of Clients to be Served	Client Fee	Does CC Agency Assist with Fee	Fidelity Measure
Existing	The Courage to Change through the Change Company	Contracted Provider	Brett Bruning	Evidence Based Cognitive Behavioral	All offenders assigned to Community Corrections are required to attend the Getting Started Group. The other journal classes are based on the LSCMI or WRNA score.	We target domains that are moderate to high.	Groups are based on risk level and need. The Care Coordinator will meet with clients one-on-one if a group setting is not best for the client. Groups are also split by gender.	Thursday nights 5:30-7pm	30	none	n/a	The Care Coordina works with a consultant from T Change Company rely on the Qual Assurance Manu Implementng Evidence Basec Practice in Community Corrections provi by KDOC.

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

Kansas Department of Corrections

21st Judicial District Community Corrections
Riley County Community Corrections

Behavioral Health Services

Behavioral Health Services Funding - Purpose and Allowable Use of Funds

The Kansas Department of Corrections anticipates the state legislature will allocate $3,000,000.00 to develop or enhance behavioral health services statewide in Fiscal Year 2024. Any community corrections agency is eligible to apply for this funding however, utilization of these funds is limited to the attached list of eligible positions and services.

Review Form-BHELIGIBILTY for a list of positions and services which may be applied for under behavioral health services funding.
Form-BHELIGIBILITY.pdf

Did your agency receive behavioral health funding in FY23?
- (●) Yes
- ( ) No

Enter the amount of funding received in FY23.
$95,070.00

Is your agency applying for behavioral health services funding in FY24?
- (●) Yes
- ( ) No

What is the total amount of funding being requested for behavioral health services in FY24?
$98,046.88

Is your agency applying for program provider FTE's?
- ( ) Yes
- (●) No

Is your agency applying for peer support specialist FTE's?
- ( ) Yes
- (●) No

Is your agency applying for recovery coach/peer mentor FTE's?
- ( ) Yes
- (●) No

Is your agency applying for recovery specialist FTE's ?
- ( ) Yes
- (●) No

Is the agency applying for care coordinator FTE's?
- (●) Yes
- ( ) No

How many care coordinator FTE's are being applied for?
1.00

How will these care coordinator FTE's help the agency in achieving its FY24 overall success rate goal?
The Care Coordinator initially meets with offenders assigned to the program to coordinate intervention and treatment services. In addition, the Care Coordinator provides weekly Offender Workforce Development Specialist (OWDS) services and serves as the facilitator for the The Courage to Change curriculum. These services along with coordinating the delivery of all behavioral health services, medication assistance, and short-term case management services, will further our client's success by breaking down barriers in accessing services.

Is your agency applying for client assistance (voucher) funds?
- ( ) Yes
- (●) No

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

Monitoring and Evaluation

Who will be responsible for monitoring and evaluating the implementation, operation, and effectiveness of the agency's FY24 plan?

The Director and ISO II will be responsible for monitoring and evaluating the implementation, operation and effectiveness of the agency's FY24 plan.

How often will evaluations of the implementation, operation, and effectiveness of the agency's FY24 plan occur?

The evaluation of the implementation, operation and effectiveness of the agency's FY24 plan will take place minimally on a quarterly basis.

How will the outcome of these evaluations be documented and distributed to stakeholders?

The outcome of the evaluation of the agency's plan will be documented and distributed on the quarterly report forms and the Director's Report to the JCAB.

If corrective action is required as a result of those evaluations, please describe the process for ensuring that is it addressed/responded to.

The Director will be responsible for ensuring the corrective action is addressed and responded to, and will report out to the JCAB once corrected.

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

Instructions:
If you need to enter more than five (5) goals, please contact your KDOC Regional Contact for assistance.

Agency	Riley County Community Corrections		
Goal #1	Achieve or maintain a success rate of 75% or higher; or improve last fiscal year's success rate by at least 3%.		
Objective #1	Increase probation success by 1%, or to an 77% success rate by June 30, 2024.		
Target Date	6/30/2024		
	Action Steps	Person Responsible	Timeline/Due D
	Run Athena Case Closure Report monthly to track termination date & reasons.	ISO II	5th of every mo
	Report out supervision success rate from Athena Reports to staff monthly & JCAB	Director	Monthly &
Objective #2	Reduce the agency revocation rate by 1% or to a 21% or less revocation rate.		
Target Date	6/30/2024		
	Action Steps	Person Responsible	Timeline/Due D
	Run Athena Case Closure Report monthly to track termination date & reasons.	ISO II	5th of every mo
	Report out revocation rates from Athena Reports to staff monthly & JCAB quarterly.	Director	Monthly & Quarterly
Goal #2	Increase probationer success.		
Objective #1	At least 75% of clients starting a Courage to Change class will successfully complete the course.		
Target Date	6/30/2024		
	Action Steps	Person Responsible	Timeline/Due D
	Run Attitude/Orientation, Emotional/Personal and Companions Domain prior to completion of current class.	ISO II	Prior to end of current class.
	Analysis individual moderate to high risk scores and aggregate for above domains.	Care Coordinator & ISO II	Prior to end of current class.
	Based on highest aggregate moderate to high risk domain, determine next journal class.	Care Coordinator & ISO II	Prior to end of current class.
	Accept client referrals for journal class.	Care Coordinator	At least quarterl
	Track successful verses unsuccessful class completion.	Care Coordinator	At least quarterl
Objective #2	Reduce "current criminal thinking" by an average of 3 points on the PICS of those completing a journal class.		
Target Date	6/30/2024		
	Action Steps	Person Responsible	Timeline/Due D
	Administer the PICS during the first journal class.	Care Coordinator	First journal clas
	Administer the PICS during the last journal class.	Care Coordinator	Last journal clas
	Aggregate and average the current criminal thinking scores.	Care Coordinator	At least quarterl

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

Collaborative Partnerships

Instructions:

Purpose of Partnership: Response should focus on the reason or basis for entering into the partnership.

What Program Benefits from the Partnership: From the drop-down list, select the program, juvenile or adult, that primarily benefits from the partnership. If the entire agency benefits then select Agency as a Whole.

Cost Benefit/Savings to Supervision Agency: If the partnerships results in a cost benefit/savings for the supervision agency, response should express the benefit/savings in a dollar amount on an annual basis.

Method of Documenting Partnership: From the drop-down list, select how the partnership is structured (i.e. MOU or Contractual Agreement). If no formal structure exists, select No Formalized Agreement.

Name of Partner Agency	Purpose of Partnership (e.g., help eliminate system barriers, increase opportunities for agency or client success, educate stakeholders, cost savings to agency or clients, etc.)	What Program Benefits from Partnership (Juvenile, Adult, Both)	Cost Benefit to Supervision Agency (e.g. office space, cost for services, equipment, etc.)	Method of Documenting Partnership
Area Transportation Agency	Discounted bus passes	Both	$1,725.00/year	No Formalized Agreement
Clay Center Police Department	Home visit assistance	Both	$5,943.00	No Formalized Agreement
Clay County Sheriff's Department	Provide office space, internet & fax	Both	$4,800/year $1,188/year	No Formalized Agreement
	Random drug testing	Both	$20,000/year	MOU
Clinical Associates	Provide on-site sex offender therapy services	Both	N/A	No Formalized Agreement
Joint Corrections Advisory Board	Provide advisory & advocacy	Both	N/A	No Formalized Agreement
KDOC	Provide oversight & technical assistance.	Both	N/A	Contractual Agreement
Manhattan Area Workforce Center	Provide classroom space & assistance for OWDS classes	Both	$3,600/year	No Formalized Agreement
Pawnee Mental Health Services	Provide Care Coordinator, monthly client progress reports, real-time therapist communication & a direct billing process	Adult	Invaluable!	MOU
Oxford House	Provide sober living opportunities for substance using clients.	Adult	Invaluable!	No Formalized Agreement
RL. Co. BOCC	Provide office space, water/sewage, electricity, gas, trash, janitorial services, internet, IT support, IT equipment, HR, Accounts Payable/Receivable, payroll & security system.	Both	$21,500/year	No Formalized Agreement
Riley County Police Department	Provide daily contact, arrest & jail sheets, access to Spillman database, home visit assistance, access to 911 radio system, remote internet access, fingerprints for PPC homes and cell phones for JIAS	Both	$2,000/year	MOU
Salvation Army	Provide clothing vouchers for clients	Both	$500/year	No Formalized Agreement
UFM Community Learning Center	Provide adult education classes	Both	$250/year	No Formalized Agreement
Westview Community Church	Provide 3 days worth of clothing for PPC children	Juvenile	$3,000/year	No Formalized Agreement
Daniel Keating Foundation	Provide gift cards for PPC teenager clothing	Juvenile	$1,000/year	Contractual Agreement

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

Agency Fees

Current Fiscal Year Fees

Does your agency currently assess client fees?
- (●) Yes
- ( ) No

Does your agency assess a supervision fee?
- (●) Yes
- ( ) No

What is the amount of the supervision fee?
$100.00

How often is the supervision fee assessed?
- (●) One Time
- ( ) Weekly
- ( ) Monthly
- ( ) Per Court Case
- ( ) Other

Does your agency assess a courtesy transfer fee
- (●) Yes
- ( ) No

What is the amount of the courtesy transfer fee?
$100.00

How often is the courtesy transfer fee assessed?
- (●) One Time (any number of cases transferred)
- ( ) Per Court Case Transferred
- ( ) Other

Does your agency assess a fee for drug screenings?
- (●) Yes
- ( ) No

What is the amount of the fee for drug screenings?
$0.00

How often is the drug screening fee assessed?
- ( ) One Time
- ( ) Weekly
- ( ) Monthly
- ( ) Per Screening
- (●) Other

Since Other was selected as the drug screening fee frequency, please describe.
Clients are only assessed the cost of positive drug screens. $20 for a positive urinalysis and $15 for a positive saliva test.

Does your agency assess a fee for drug screening confirmations?
- (●) Yes
- ( ) No

What is the amount of the fee for drug screening confirmations?
$0.00

How often is the fee assessed for drug screening confirmations?
- ( ) One Time
- ( ) Weekly
- ( ) Monthly
- ( ) Per Confirmation
- (●) Only if Confirmation Result is Positive
- ( ) Other

Does your agency assess a fee for electronic monitoring devices?
- ( ) Yes
- (●) No

Does your agency assess a fee for alcohol monitoring devices?
- ( ) Yes
- (●) No

Does your agency assess any fees not already identified?
- ( ) Yes
- (●) No

Fiscal Year 2024 Fees

Did your agency assess fees in FY23?
- (●) Yes
- ( ) No

Will your agency assess the same fees in FY24?
- (●) Yes
- ( ) No

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

Staffing Levels (Full Time Equivalent (FTE) dedicated to direct supervision of probationers)

ISP Officers	Number of Staff on 12/31/2021	Number of Staff on 12/31/2022	Difference
ISO I	2.65	2.65	0.00
ISO II	0.6	0.6	0.00
ISO III			0.00

Residential Center Supervision Staff	Number of Staff on 12/31/2021	Number of Staff on 12/31/2022	Difference
Case Manager/ISO I			0.00
Case Manager/ISO II			0.00
Senior Case Manager/ISO III			0.00

Vacancy Savings

Agency	FY2022 Budgeted	FY2022 Expended	Difference	FY2024 Budgeted
Salary	$ 161,011.00	$ 169,924.92	$ (8,913.92)	$ 100,678.73
Benefits	$ 59,128.00	$ 59,267.01	$ (139.01)	$ 67,730.37
Total	$ 220,139.00	$ 229,191.93	$ (9,052.93)	$ 168,409.10

Residential Center	FY2022 Budgeted	FY2022 Expended	Difference	FY2024 Budgeted
Salary			$ -	
Benefits			$ -	
Total	$ -	$ -	$ -	$ -

Shrinkage

Agency	-4.11%
Residential Center	

Turnover Rate

	Number of Staff on 7/1/2021	Number of Staff on 6/30/2022	Number of Staff Terminations	Turnover Rate
Agency	3.25			0%
Residential Center				

Comments:

The County had to help with our personnel costs to the tune of $29,865.23 in AISP salary & benefits.

We will be asking our County for assistance with personnel expenses in FY2024 in the amount of $98,090.38.

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

Administrative and Indirect Costs

Administrative Staff = management positions such as directors, deputy directors, and supervisors who perform primarily administrative duties.

If you do not operate a residential center, please leave those cells blank.

Agency	FY2022 Budgeted	FY2022 Expended	FY2022 Difference	FY2024 Budgeted
Administrative Staff Salary & Benefits	$ 133,278.00	$ 132,242.34	$ 1,035.66	$ 190,102.8
Training	$ -	$ 29.00	$ (29.00)	$ 300.0
Communication	$ -	$ 2,445.24	$ (2,445.24)	$ 3,710.0
Equipment	$ -	$ 535.88	$ (535.88)	$ 300.0
Supplies/Commodities	$ 6.72	$ 1,641.29	$ (1,634.57)	$ 3,740.0
Facilities	$ -	$ -	$ -	$
Contractual	$ 2,412.00	$ 3,214.41	$ (802.41)	
Contracts/Client Services	$ -	$ 1,424.50	$ (1,424.50)	$ 25,624.7
Total	$ 135,696.72	$ 141,532.66	$ (5,835.94)	$ 223,777.6

Residential Center	FY2022 Budgeted	FY2022 Expended	FY2022 Difference	FY20242 Budgeted
Administrative Staff Salary & Benefits			$ -	
Training			$ -	
Communication			$ -	
Equipment			$ -	
Supplies/Commodities			$ -	
Facilities			$ -	
Contractual			$ -	
Contracts/Client Services			$ -	
Total	$ -	$ -	$ -	$

Comments:

The County had to help with our personnel costs to the tune of $29,865.23 in AISP salary & benefits.

We will be asking our County for assistance with personnel expenses in FY2024 in the amount of $98,090.38.

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

If you do not operate a residential center, please leave those cells blank.

Travel Costs

Agency	FY2022 Budgeted	FY2022 Expended	Difference	FY2024 Budgeted
Vehicle Maintenance	$ -	$ 142.28	$ (142.28)	$ 90.0
Fuel	$ -	$ 464.84	$ (464.84)	$ 550.
Turnpike Tolls	$ -	$ 1.45	$ (1.45)	$ 10.
Meals	$ -	$ 135.16	$ (135.16)	$ 150.
Total	$ -	$ 743.73	$ (743.73)	$ 800.

Total Miles Driven in FY2021	4630

Residential Center	FY2022 Budgeted	FY2022 Expended	Difference	FY2024 Budgeted
Vehicle Maintenance			$ -	
Fuel			$ -	
Meals			$ -	
Turnpike Tolls			$ -	
Total	$ -	$ -	$ -	$

Total Miles Driven in FY2022	

Comments:

There is no place to put Vehicle Insurance in this document. FY2024 Budgeted Vehicle Insurance = $800.00

Also, Total Miles Driving in FY2021 should be FY2022.

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

Kansas Department of Corrections

21st Judicial District Community Corrections
Riley County Community Corrections

Budget

Proposed Budget Summary

Expense Budget

		Grant Funded	Total Budgeted
A-AISP Agency Operations			
	AISP Copier Maintenance	$1,600.00	$1,600.00
	AISP Membership Dues	$350.00	$350.00
	AISP Shredding	$120.00	$120.00
	AISP Vehicle Insurance	$800.00	$800.00
	AISP Vehicle Maintenance	$90.00	$90.00
	Subtotal	**$2,960.00**	**$2,960.00**
A-AISP Client Services			
	AISP BIP Evaluations	$2,400.00	$2,400.00
	AISP Care Coordinator	$2,834.76	$2,834.76
	AISP Drug Testing Services	$15,000.00	$15,000.00
	AISP Electronic Monitoring Services	$320.00	$320.00
	AISP Sex Offender Evaluations	$800.00	$800.00
	AISP Transportation Assistance	$2,200.00	$2,200.00
	Subtotal	**$23,554.76**	**$23,554.76**
A-AISP Communication			
	AISP Cell Phone	$1,000.00	$1,000.00
	AISP Internet Services	$960.00	$960.00
	AISP Landline	$1,750.00	$1,750.00
	Subtotal	**$3,710.00**	**$3,710.00**
A-AISP Equipment			
	AISP Anti-Virus/Software	$300.00	$300.00
	Subtotal	**$300.00**	**$300.00**
A-AISP Salary & Benefits			
	AISP Admin Benefits	$47,821.55	$47,821.55
	AISP Admin Salary	$135,787.60	$135,787.60
	AISP Non-Admin Benefits	$67,730.37	$67,730.37
	AISP Non-Admin Salary	$100,678.73	$100,678.73
	AISP Payout Fund	$6,493.73	$6,493.73
	Subtotal	**$358,511.98**	**$358,511.98**
A-AISP Supplies			
	AISP Drug Testing Supplies	$2,000.00	$2,000.00
	AISP Postage	$140.00	$140.00
	AISP Printing	$600.00	$600.00
	AISP Supplies	$1,000.00	$1,000.00
	Subtotal	**$3,740.00**	**$3,740.00**
A-AISP Training			
	AISP Meals	$100.00	$100.00
	AISP Registration	$200.00	$200.00
	Subtotal	**$300.00**	**$300.00**
A-AISP Travel			
	AISP Fuel	$450.00	$450.00
	AISP K-Tag/Tolls	$10.00	$10.00
	AISP Meals	$150.00	$150.00
	AISP Mileage	$100.00	$100.00
	Subtotal	**$710.00**	**$710.00**
A-BH Contractual			
	BH Care Coordinator	$95,070.00	$95,070.00
	Subtotal	**$95,070.00**	**$95,070.00**

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

		Grant Funded	Total Budgeted
	Total Proposed Cost	**$488,856.74**	**$488,856.74**

Revenue Budget

		Grant Funded	Total Budgeted
Grant Funding			
	Award Requested	$488,856.74	$488,856.74
	Subtotal	**$488,856.74**	**$488,856.74**
	Total Proposed Revenue	**$488,856.74**	**$488,856.74**

Proposed Budget Detail

See attached spreadsheet.

Proposed Budget Narrative

A-AISP Agency Operations

AISP Copier Maintenance

Xerox lease $349.00 x12 months; ImageQuest lease approx $95/mo x12 month, Both paid 30% by Adult Services = $1600/year

AISP Shredding

Shredding services 1x/month @ $10 each

AISP Vehicle Maintenance

Oil changes and routine maintenance average $15.00/mo. or $180.00/yr., split 50/50 with JISP = $7.50 /mo., or $90.00/yr.

AISP Membership Dues

KCCA membership dues $700.00/yr., split 50/50 with JISP = $350.00/yr.

AISP Vehicle Insurance

Vehicle Insurance, split with AISP

A-AISP Client Services

AISP BIP Evaluations

BIP Evaluations/Assessments = 600 DV Evaluations/Assessments = 1800

AISP Care Coordinator

Salary for BH Care Coordinator Position

AISP Drug Testing Services

Drug Testing from Redwood

AISP Transportation Assistance

Uber, aTa bus tickets, bicycles

A-AISP Communication

AISP Internet Services

Translator services for clients

AISP Landline

Manhattan phone $160/month split w/JISP = $80/mo; Twin Valley (Clay Center phone) $110/month split w/JISP = $55/mo

AISP Cell Phone

ISO cell phone allowance x3 employees

A-AISP Equipment

AISP Anti-Virus/Software

Clay County anti-virus software and misc computer subscriptions (Adobe, Zoom)

A-AISP Salary & Benefits

AISP Non-Admin Salary

Total costs for AISP Non-Admin Salary is $199,813.70, We will be requesting $98,090.38 from our county to make up the difference.

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

AISP Payout Fund

Payout for retiring employees

A-AISP Supplies

AISP Drug Testing Supplies

Drug testing supplies

AISP Supplies

Misc office supplies

AISP Postage

Postage for AISP

AISP Printing

Printing supplies

A-AISP Training

AISP Meals

ISO meals during training

AISP Registration

Training registration

A-AISP Travel

AISP Fuel

Fuel for agency operations

AISP Mileage

Mileage reimbursement

AISP K-Tag/Tolls

Tolls, parking

A-BH Contractual

BH Care Coordinator

Salary and benefits

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

C-5 Nepotism

In order to avoid favoritism or the appearance of favoritism based on family relationships, no department head or supervisor shall supervise an immediate family member.

C-6 Grant-Funded Positions

A grant-funded position is one that is created as a result of funding provided by a grant from an outside source and not one that has been included in a department's annual budget. The position may be full-time or part-time, but not one that is permanent in nature, as it will exist only by virtue of the continuation of grants. Prior to the grant employee being hired, a separate revenue fund shall be created with the grant funds from which the employee shall be paid. The position will end at the conclusion of the grant unless other funding sources are secured. The employee will be advised at the time of hiring the anticipated end date of the grant and position. During employment, the employee will be considered a regular at-will employee and will receive appropriate benefits depending on the number of scheduled hours the employee works, as long as the position exists longer than 60 calendar days. Employees in grant-funded positions will undergo performance evaluations when appropriate. When applying for a grant, proposed cost-of-living increases, step increases, and appropriate benefits (including potential unemployment benefits and separation payouts of leave) should be anticipated and included in the grant proposal. All grant proposals for new positions, as well as proposals for renewal of current grants, should be provided to the Budget & Finance Officer prior to submission to the granting entity. The Budget & Finance Officer will review the grant application to assist the department head with funding adequacy and compliance with County and personnel issues. Approval to fill the position is subject to the Board of County Commissioner's authority.

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

department head satisfactory evidence that circumstances made it impossible to request leave in the form and at such time as prescribed.

(b) Exempt employees: A normal, standard workweek is to be established by the Department Head for all exempt employees under their supervision. Although compensation is not determined by the specific number of hours worked, an exempt position normally is expected to provide a minimum of 40 hours per workweek to meet the needs of the department and to work until the job is completed. For part-time exempt employees, the Department Head must establish the workweek based on the number of hours each exempt employee is expected to work during a normal week. Any flexing of or deviation to the established workweek shall be based on departmental policy and have prior Department Head authorization.

Exempt employees must follow leave request procedures established by the County for the use of leave. Non-elected Department Heads shall submit their own leave requests to the Board of County Commissioners. Leave is required to be taken only when an exempt employee uses leave in four hour or more increments. An exempt employee who abuses the procedures by repeatedly taking less than four hours away from work in order to avoid using leave can be denied time away from work or be required to use Annual Leave.

F-5 Annual Leave and Extended Sick Leave

Annual Leave shall be used for personal leave and short-term sick leave. Extended Sick Leave (ESL) provides employees with a paid leave account to be used for long-term illnesses; ESL is not intended to replace Annual Leave if all Annual Leave has been used unless the leave meets the criteria for ESL usage.

(a) Annual Leave and Extended Sick Leave will accrue at these rates for regular full-time employees. Leave is based on 80 hour bi-weekly pay period.

	Annual Leave Earned/Pay Period	Days Earned Annually	Maximum Allowed	Extended Sick Leave Earned/Pay Period	Days Earned Annually
First Year	3.69	12	96	1.85	6
2-10 years	5.54	18	144	1.85	6
11+ years	6.46	21	168	1.85	6

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

In order to use Extended Sick Leave on an intermittent basis, after 24 consecutive hours of Annual Leave, or leave without pay has been used a report of the medical condition and need for Extended Sick Leave is required from a medical doctor. The employee will provide this statement to his/her department head who will forward the statement to the Human Resource Manager.

If an employee has satisfied the twenty-four (24) consecutive working hour requirement and has been granted Extended Sick Leave for a specific medical condition, the employee does not have to re-satisfy the waiting period requirement if the employee returns to work and finds that he or she needs additional time-off for the same medical condition. The employee may also use intermittent Extended Sick Leave for follow-up medical appointments for the qualifying medical condition once the employee has returned to work.

(i) When an employee has been sick for more than twenty-four (24) consecutive working hours, the department head may request that he/she have a doctor's authorization to return to work. An employee who, under doctor's orders, is able to return to work less than full days may continue to use Extended Sick Leave to make up for the lost hours until he/she is able to work full time.

(j) Application and approval of the use of Annual Leave, Extended Sick Leave, will be made under the County Request and Approval of Leave Policy (F-4).

(k) There is no accrual of Annual Leave or Extended Sick Leave credit while an employee is on leave without pay.

(l) When an employee is injured on the job and Workers' Compensation regulations are being followed, Extended Sick Leave can be used immediately to supplement Workers' Compensation payments, and the twenty-four hour waiting period for using ESL is waived. If the employee is off the job for six (6) or more consecutive months, and at the end of that time cannot perform the essential functions of his/her position, he/she may be terminated.

(m) The twenty-four hour waiting period for using ESL shall be prorated for regular part-time employees. Part-time employees will still be required to use Annual Leave, or leave without pay during that period.

(n) There is no limit on the maximum hours of Extended Sick Leave accrual. Upon retirement or voluntary termination of employment, an employee may receive compensation for accumulated Extended Sick Leave at the rates in the Extended Sick Leave payout table. To qualify for Extended Sick Leave payment, an employee must have three hundred eighty-four

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

(384) hours accumulated; these hours will not be prorated for part-time employees. The maximum number of hours that will be paid is three hundred seventy-six (376) regardless of how many hours are accumulated beyond seven hundred sixty-eight (768).

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

EXTENDED SICK LEAVE PAYOUT SCHEDULE

Required Hrs.	
Accumulation	Hrs. to be Paid
384	120
396	128
408	136
420	144
432	152
444	160
456	168
468	176
480	184
492	192
504	200
516	208
528	216
540	224
552	232
564	240
576	248
588	256
600	264
612	272
624	280
636	288
648	296
660	304

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

ARTICLE H – SEPARATION OF EMPLOYMENT

H-1 Separation Procedures

Employees voluntarily separating from County service are encouraged to provide their Department Head or supervisor with two (2) weeks notice. All separation dates will be approved by the Department Head or Elected Official. Prior to separation, an employee shall return all property in his or her possession belonging to the County.

When an employee separates his/her employment from the County, the Department Head shall complete, sign, and submit a Personnel Action Form indicating Separation from County Service. This shall be done for all separating employees. The Personnel Action Form shall be presented to the Board of County Commissioners for approval. An Information Technology Account Deactivation Form must also be completed and forwarded to the Information Technology Department.

Separating employees shall be referred to the Human Resource Manager and appropriate staff members to receive information concerning benefits and to return County property in a timely manner.

H-2 Separation Pay

With prior Department Head approval, a separating employee may use accrued leave time to complete a final workweek. The use of accrued leave may be authorized if the separating employee has begun employment elsewhere, as long as there is no conflict of interest with the new employment.

A separated employee shall receive his or her final paycheck on the first regularly scheduled payday following the separation date. Leave credits will be paid the following payday.

Annual Leave credits will be paid out only to an employee who has completed six (6) months of continuous service with the County. Pay out of Annual Leave credits for retiring or separating employees will be limited to the maximum yearly limits as set out in F(5)(a). Pay out of Extended Sick Leave credits for retiring or voluntarily separating employees will follow the Pay Out Schedule in F(5)(n).

Pay outs of accumulated Annual Leave and Extended Sick Leave that may be due to an employee of Riley County upon separation from employment shall be paid from the general fund, general services department, except for grant-funded positions

H-3 Re-employment after Separation

An employee who separates while in good standing and who is re-employed within a period of 121 calendar days following separation may be reinstated at not more than the

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

FY2024 Adult Comprehensive Plan
Grant Signatory Approval Form

Community Corrections Agency : 21st Judicial District Community Corrections

My signature below certifies that I did assist in the development, completion, and review of the agency's Comprehensive Plan grant application (Plan). I further certify that:

1. The Plan, including all forms and attachments, complies with the written directions provided by the Kansas Department of Corrections (KDOC).
2. The Plan, including all forms and attachments, complies with applicable Kansas Statutes (KSA), Kansas Administrative Regulations (KAR), KDOC Adult AISP and Residential Center Operating Standards and the KDOC Financial Rules, Guidelines and Reporting Instructions manual.
3. The Agency is willing to actively plan for implementing the consistent set of statewide policies to help guide the supervision and revocation process of probationers on adult community corrections supervision.
4. The Agency will provide timely, complete, and accurate data to the KDOC regarding agency operations and outcomes to include any reports required per Kansas Statutes (KSA), Kansas Administrative Regulations (KAR), KDOC Adult AISP and Residential Center Operating Standards, the KDOC Financial Rules, Guidelines and Reporting Instructions manual or special requests from the KDOC.

Furthermore, my signature below certifies that acceptance of state grant funds awarded by the KDOC for the grant period July 1, 2023 through June 30, 2024 indicates that as the "Grantee" I acknowledge and agree to comply with all the conditions outlined below:

1. Expend grant funds for the development, implementation, operation, and improvement of community correctional services pursuant to K.S.A. 75-5291, et. al and amendments thereto, as submitted in the Plan and approved by the Secretary of Corrections.
2. Assume the authority and responsibility of funds received through the KDOC and ensure compliance with all applicable Federal and State laws, Regulations, KDOC Adult AISP and Residential Center Standards, policies, and procedures, and the KDOC Financial Rules, Guidelines and Reporting Instructions. **Any and all costs associated with non-compliance under this section shall be the responsibility of the Grantee (i.e., Host/Administrative County.**
3. Obtain advance approval in writing by the Deputy Secretary of KDOC Juvenile and Adult Community Based Services for all out of state travel and training. All requests for approval of out of state travel and training will be submitted at least two weeks prior to scheduling or obligation of grant funds. **Any and all costs associated with non-compliance under this section shall be the responsibility of the Grantee (i.e., Host/Administrative County.**
4. Acknowledge this grant may be terminated by either party upon a minimum of ninety (90) days written notice to the other party. Upon termination, the unexpended balance of funding distributed to Grantee shall be returned to KDOC within thirty (30) days.
5. Acknowledge that if, in the judgment of the Secretary of the Department of Corrections, sufficient funds are not appropriated by the Kansas Legislature to fully continue the terms of this agreement, KDOC may reduce the amount of the grant award.
6. Follow all applicable state and federal laws related to confidentiality of client information. This provision is not intended to hinder the sharing of information where necessary to effect delivery of services when undertaken in compliance with applicable laws.
7. Neither assume nor accept any liability for the actions or failures to act, either professionally or otherwise, of KDOC, its employees and/or its contractual agents.
8. Not consider employees or agents of the Grantee as employees or agents of KDOC. Grantee accepts full responsibility for payment of unemployment insurance, worker's compensation, and social security, as well as all income tax deductions and any other taxes or payroll deductions required by law for its employees or agents in work authorized by the comprehensive plan.
9. Not hold KDOC and the State of Kansas, and their employees, officials, or agents, liable for any damages or costs arising from the cancellation, voiding, denial or withholding of funds to Grantee.

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

FY2024 Adult Comprehensive Plan
Grant Signatory Approval Form

10. Submit problems or issues regarding the terms of this grant in writing to the KDOC Deputy Secretary of Juvenile and Adult Community-Based Services for final review and resolution.
11. If any provision of this grant violates any statute or rule of law of the State of Kansas, it is considered modified to conform to that statute or rule of law.

Agency Director

Printed Name:	Shelly Williams
Title:	Director, Riley County Community
Signature:	
Date:	

Governing Board or Corrections Advisory Board Chairperson

Printed Name:	Linda Teener
Title:	Chair, Joint Corrections Advisory Board
Signature:	
Date:	

Board of County Commission Chairperson (Host/Administrative County)*

Printed Name:	Kathryn Focke
Title:	Chair, Riley County Board of County Commissioners
Signature:	
Date:	

Host/Administrative County Financial Officer

Printed Name:	Darell Edie
Title:	Budget & Finance Officer, Riley County
Signature:	
Date:	

*__Multi-county agencies__ shall obtain the signature of the County Commission Chairperson of EACH county, unless either of the following is true:

- ✓ The counties have entered into an **Inter-local Agreement** that specifically states that the host/administrative county commission chairperson can sign for all counties. If so, only the signature of the host county commission chairperson is necessary.
- ✓ The counties have entered into an Inter-local Agreement that bestows the counties' governing authority onto the community corrections advisory board. If so, no county commission chairperson signature is required.

Please use the following page if additional County Commission Chairperson signatures are required for your agency.

Opportunity Number: A-FY2024-CPG

Attachment: FY24 Adult Services Comp Plan Final (13348 : FY24 Adult Services Comprehensive Plan)

COMMUNITY CORRECTIONS
Grant

Shelly Williams
Community Corrections
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

COMMISSION AGENDA REPORT

FROM: **Shelly Williams, Director, Riley County Community Corrections**

MEETING: **May 1, 2023**

SUBJECT: **FY24 Juvenile Services Comprehensive Plan**

PRESENTER: **Shelly Williams, Director, Riley County Community Corrections**

BACKGROUND
The planning allocations are based upon the Governor's budget request to the Kansas Legislature and are subject to change up until a final budget is passed by the legislature. Our SFY24 planning allocation for Juvenile Services is $357,692.29 for the three juvenile core graduated sanctions programs.

DISCUSSION
All of the applications are due to KDOC on Monday, May 1st.

On April 27th, the Joint Corrections Advisory Board met and reviewed the Adult & Juvenile Services Comprehensive Plans, as well as the Behavioral Health and Juvenile Reinvestment Grant Applications. The JCAB approved all plans as submitted.

FISCAL IMPACT
The following money will be infused into the local economy: $357,692.29

RECOMMENDATION(S)
Approve the FY24 Juvenile Services Comprehensive Grant.

POSSIBLE MOTION(S)
Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- FY24 Juvenile Services Comp Plan Final (PDF)

Kansas
Department of Corrections

Riley County Community Corrections

Prepared by Riley County Community Corrections
for Kansas Department of Corrections FY2024 Juvenile Comprehensive Plan Grant

Primary Contact: Shelly Williams

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

Opportunity Details

Opportunity Information

Title
FY2024 Juvenile Comprehensive Plan Grant

Description
Pursuant to KSA 75-7038, the Kansas Department of Corrections is seeking applications for funding the development, implementation, operation, and improvement of juvenile community correctional services. Funding under this award will serve to support local community corrections agencies and service providers in promoting public safety, holding juveniles accountable for their behavior, and improving their ability to live more productively and responsibly in their community.

Awarding Agency Name
Kansas Department of Corrections

Agency Contact Name
Marie McNeal

Agency Contact Phone
785-230-6932

Agency Contact Email
marie.mcneal@ks.gov

Fund Activity Categories

Subjects

Funding Opportunity Number
J-FY2024-CPG

Public Link
https://www.gotomygrants.com/Public/Opportunities/Details/9dd812f8-fb1a-4c33-9144-1754d91c9e27

Funding Information

Funding Sources
State

Funding Source Description
Funds for this opportunity are appropriated by the Kansas State Legislature and distributed by the Kansas Department of Corrections.

Funding Restrictions
These funds may not be co-mingled with funds from other state or federal agencies or local funds. Refer to the KDOC Financial Rules, Guidelines and Reporting Instructions for other funding restrictions.

Award Information

Award Period
07/01/2023 - 06/30/2024

Submission Information

Submission Window

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

01/26/2023 8:00 AM - 05/01/2023 5:00 PM

Submission Timeline Additional Information

No applications will be accepted after the Submission Close Date.

Other Submission Requirements

To facilitate the review process, it is imperative that all funding requests submitted are complete, accurate and include the required signatory approvals. The Board of County Commissioners or Governing Authority for the applicant/administrative county must review and approve the application prior to submission to KDOC. Incomplete applications will not be considered for funding unless or until all deficiencies have been corrected to KDOC's satisfaction.

Question Submission Information

Question Submission Additional Information

For questions or assistance with the requirements of this funding opportunity, the Community Corrections Program Director should contact their KDOC Regional Contact.

Eligibility Information

Eligible Applicants

- County Governments

Additional Eligibility Information

Any county or group of cooperating counties operating a community correctional services program is eligible to apply for Community Corrections Act funding. However, pursuant to KSA 75-7043, no county or group of cooperating counties shall be qualified to receive grant funding unless and until the comprehensive plan for such county or group of cooperating counties is approved by the secretary of corrections. Additionally, in order to remain eligible for Juvenile Justice Act funding, a county or group of cooperating counties shall substantially comply with the operating standards established by the secretary of corrections.

Award Administration Information

State Award Notices

Award notifications will be made to the Board of County Commissioners of the applicant/administrative county or the Governing Authority Chairperson on or before July 1, 2023.

Awards will be based on the criteria specified in KSA 75-7053 and will be awarded to the Board of County Commissioners or Governing Authority for the applicant county. If the applicant is a group of cooperating counties then funding will be awarded to the administrative county identified in the group of cooperating counties' Inter-local Agreement.

Reporting

Award recipients will be required to complete and submit quarterly financial and outcome reports in accordance with the following timelines:
Q1 (Jul-Aug-Sep) Due on/before: 10/31/2023
Q2 (Oct-Nov-Dec) Due on/before: 01/31/2024
Q3 (Jan-Feb-Mar) Due on/before: 04/30/2024
Q4 (Apr-May-Jun) Due on/before: 07/31/2024

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

Project Information

Application Information

Application Name
Riley County Community Corrections

Award Requested
$357,692.29

Total Award Budget
$357,692.29

Primary Contact Information

Name
Shelly Williams

Email Address
swilliams@rileycountyks.gov

Address
115 North 4th Street
Manhattan, Kansas 66502

Phone Number
(785) 565-6810

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

Project Description

Agency Profile - Juvenile

Agency Leadership

Administrative Contact Name
Shelly Williams

Administrative Contact Address Line 1
115 North 4th Street

Administrative Contact Address Line 2
2nd Floor West

Administrative Contact City
Manhattan

Administrative Contact State
Kansas

Administrative Contact Zip Code
66502

Administrative Contact Phone Number
785-565-6810

Administrative Contact Email Address
swilliams@rileycountyks.gov

Does agency leadership include an Executive/Administrative Director? This question is not intended to capture information regarding the County Administrator but rather a secondary level of leadership within the agency.

- ○ Yes
- ◉ No

Which governing authority has direct oversight of the community corrections agency, to include hiring/firing of staff?

- ◉ Board of County Commissioners (BOCC)
- ○ Governing Board

For multi-county agencies, please provide contact information for the host/administrative county BOCC Chairperson.

BOCC Chairperson Name
Kathryn Focke

BOCC Chairperson Address Line 1
110 Courthouse Plaza

BOCC Chairperson Address Line 2
1st Floor, Room B118

BOCC Chairperson City
Manhattan

BOCC Chairperson State
Kansas

BOCC Chairperson Zip Code
66502

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

BOCC Chairperson Phone Number
785-565-6213

BOCC Chairperson Email Address
kfocke@rileycountyks.gov

Agency Locations

Main Office

Main Office Address Line 1
115 North 4th Street

Main Office Address Line 2
2nd Floor West

Main Office City
Manhattan

Main Office State
Kansas

Main Office Zip Code
66502

Does your agency operate any satellite offices?
- (●) Yes
- ( ) No

Satellite Office Information

	Satellite Office 1	Satellite Office 2	Satellite Office 3
Address Line 1	539 Lincoln Avenue		
Address Line 2			
City/State/Zip	Clay Center, Kansas 67432		
Phone Number	785-632-3560		
Number of Staff Assigned to the Office	1		

Agency Personnel

Does your agency have more than 25 employees?
- ( ) Yes
- (●) No

Utilize FY24 Form-PERSONNEL to provide employee specific information. This form should include all employees (adult and juvenile) whose wages are paid, (solely or in part) from state grant funds.
FY24 Form-PERSONNEL Less than 25.xlsx

Attach a completed copy of FY24 Form-PERSONNEL here.
FY24 PERSONNEL.xlsx

Organizational Chart

Attach a copy of your agency's organizational chart.
Organization Chart.docx

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

EMPLOYEE INFORMATION								ADULT PERSONNEL				
								ISP		ARC		B
EMPLOYEE NAME	POSITION DESCRIPTION	LOCATION (For Intake Workers - please select Intake and Assessment)	CURRENT YEARS OF SERVICE (Not required for Intake Workers)	HOURLY PAY RATE (Not required for Intake Workers)	TOTAL SALARY	TOTAL BENEFITS	SALARY & BENEFITS COMBINED	ADMIN FTE	NON-ADMIN FTE	ADMIN FTE	NON-ADMIN FTE	FT
FY24 1st Half - July-Dec 2023	(Calcs. include 2023 rate + 3% OT/2)						$ -					
Williams, Shelly	Director	Main Office	29	$ 59.51	$ 61,893.00	$ 20,890.83	$ 82,783.83	0.40				
Harper, Sandi	A/JISO II	Main Office	24	$ 43.33	$ 45,058.00	$ 17,592.72	$ 62,650.72	0.60				
Hubbard, Jessie	Administrative Assistant	Main Office	7	$ 25.50	$ 27,734.00	$ 10,241.96	$ 37,975.96	0.40				
Clark, Brett	AISO	Main Office	22	$ 34.61	$ 37,647.00	$ 16,053.20	$ 53,700.20		0.80			
Clark, Dan	AISO	Main Office	18	$ 33.59	$ 36,538.00	$ 7,891.00	$ 44,429.00		0.80			
Lee, Joanna	AISO	Main Office	20	$ 34.61	$ 37,647.00	$ 12,984.18	$ 50,631.18		0.60			
Lewis, Megan	A/JISO	Satellite Office 1	14	$ 31.91	$ 34,705.00	$ 15,457.50	$ 50,162.50		0.40			
McNatt, Michael	JISO/YCIIP	Main Office	1	$ 25.76	$ 28,008.00	$ 14,274.50	$ 42,282.50					
JIAS On-Call Officers	JIAS On-Call($17.64X650 hours =$11,466 + $15,014 ripple d)	Intake & Assessment		$ 17.64	$ 13,275.00	$ 2,625.83	$ 15,900.83					
							$ -					
FY24 2nd Half - Jan-Jun 2024	(Calcs. include Merit + 6.5% COLA + 3% OT)						$ -					
Williams, Shelly	Director	Main Office	29	$ 65.28	$ 67,889.50	$ 21,971.00	$ 89,860.50	0.40				
Harper, Sandi	A/JISO II	Main Office	24	$ 54.06	$ 56,225.00	$ 19,604.00	$ 75,829.00	0.60				
Hubbard, Jessie	Administrative Assistant	Main Office	7	$ 27.63	$ 30,028.00	$ 10,655.00	$ 40,683.00	0.40				
Clark, Brett	AISO	Main Office	22	$ 37.61	$ 40,874.50	$ 16,634.50	$ 57,509.00		0.80			
Clark, Dan	AISO	Main Office	18	$ 36.51	$ 39,678.50	$ 8,456.50	$ 48,135.00		0.80			
Lee, Joanna	AISO	Main Office	20	$ 37.61	$ 40,874.50	$ 13,565.50	$ 54,440.00		0.60			
Lewis, Megan	A/JISO	Satellite Office 1	14	$ 34.57	$ 37,571.00	$ 15,973.50	$ 53,544.50		0.40			
McNatt, Michael	JISO/YCIIP	Main Office	1	$ 27.71	$ 30,115.50	$ 14,423.00	$ 44,538.50					
JIAS On-Call Officers	JIAS On-Call($17.64X650 hours =$11,466 + $15,014 ripple d)	Intake & Assessment		$ 17.64	$ 13,275.00	$ 2,625.83	$ 15,900.83					
							$ -					
				TOTAL	$679,036.50	$241,920.55	$920,957.05	2.80	5.20	0.00	0.00	0.0

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive

	JUVENILE PERS												
	JIAS		JISP		CM		IIP		JCAB		REINVESTMENT		
EMPLOYEE NAME	ADMIN FTE	NON-ADMIN FTE	ADMIN FTE	NON-ADMIN FTE	ADMIN FTE	NON-ADMIN FTE	ADMIN FTE	NON-ADMIN FTE	ADMIN FTE	NON-ADMIN FTE	PREV ADMIN FTE	PREV NON-ADMIN FTE	TOTAL FTE
FY24 1st Half - July-Dec 2023													0.00
Williams, Shelly	0.25		0.25		0.10								1.00
Harper, Sandi	0.20		0.20										1.00
Hubbard, Jessie	0.25		0.25		0.10								1.00
Clark, Brett		0.20											1.00
Clark, Dan		0.20											1.00
Lee, Joanna		0.20						0.20					1.00
Lewis, Megan		0.25		0.10		0.05		0.20					1.00
McNatt, Michael		0.05		0.10				0.05				0.80	1.00
JIAS On-Call Officers		1.00											1.00
													0.00
FY24 2nd Half - Jan-Jun 2024													0.00
Williams, Shelly	0.25		0.25		0.10								1.00
Harper, Sandi	0.20		0.20										1.00
Hubbard, Jessie	0.25		0.25		0.10								1.00
Clark, Brett		0.20											1.00
Clark, Dan		0.20											1.00
Lee, Joanna		0.20						0.20					1.00
Lewis, Megan		0.25		0.10		0.05		0.20					1.00
McNatt, Michael		0.05		0.10				0.10				0.75	1.00
JIAS On-Call Officers		1.00											1.00
													0.00
	1.40	3.80	1.40	0.40	0.40	0.10	0.00	0.95	0.00	0.00	0.00	1.55	18.00

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	ISP				JIAS			
EMPLOYEE NAME	ADMIN SALARY	ADMIN BENEFITS	NON-ADMIN SALARY	NON-ADMIN BENEFITS	ADMIN SALARY	ADMIN BENEFITS	NON-ADMIN SALARY	NON-ADMIN BENEFITS
FY24 1st Half - July-Dec 2023	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Williams, Shelly	$ 24,757.20	$ 8,356.33	$ -	$ -	$ 15,473.25	$ 5,222.71	$ -	$ -
Harper, Sandi	$ 27,034.80	$ 10,555.63	$ -	$ -	$ 9,011.60	$ 3,518.54	$ -	$ -
Hubbard, Jessie	$ 11,093.60	$ 4,096.78	$ -	$ -	$ 6,933.50	$ 2,560.49	$ -	$ -
Clark, Brett	$ -	$ -	$ 30,117.60	$ 12,842.56	$ -	$ -	$ 7,529.40	$ 3,210.64
Clark, Dan	$ -	$ -	$ 29,230.40	$ 6,312.80	$ -	$ -	$ 7,307.60	$ 1,578.20
Lee, Joanna	$ -	$ -	$ 22,588.20	$ 7,790.51	$ -	$ -	$ 7,529.40	$ 2,596.84
Lewis, Megan	$ -	$ -	$ 13,882.00	$ 6,183.00	$ -	$ -	$ 8,676.25	$ 3,864.38
McNatt, Michael	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,400.40	$ 713.73
JIAS On-Call Officers	$ -	$ -	$ -	$ -	$ -	$ -	$ 13,275.00	$ 2,625.83
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
FY24 2nd Half - Jan-Jun 2024	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Williams, Shelly	$ 27,155.80	$ 8,788.40	$ -	$ -	$ 16,972.38	$ 5,492.75	$ -	$ -
Harper, Sandi	$ 33,735.00	$ 11,762.40	$ -	$ -	$ 11,245.00	$ 3,920.80	$ -	$ -
Hubbard, Jessie	$ 12,011.20	$ 4,262.00	$ -	$ -	$ 7,507.00	$ 2,663.75	$ -	$ -
Clark, Brett	$ -	$ -	$ 32,699.60	$ 13,307.60	$ -	$ -	$ 8,174.90	$ 3,326.90
Clark, Dan	$ -	$ -	$ 31,742.80	$ 6,765.20	$ -	$ -	$ 7,935.70	$ 1,691.30
Lee, Joanna	$ -	$ -	$ 24,524.70	$ 8,139.30	$ -	$ -	$ 8,174.90	$ 2,713.10
Lewis, Megan	$ -	$ -	$ 15,028.40	$ 6,389.40	$ -	$ -	$ 9,392.75	$ 3,993.38
McNatt, Michael	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,505.78	$ 721.15
JIAS On-Call Officers	$ -	$ -	$ -	$ -	$ -	$ -	$ 13,275.00	$ 2,625.83
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$135,787.60	$ 47,821.55	$199,813.70		$ 67,142.73	$ 23,379.04	$ 94,177.08	$ 29,661.26

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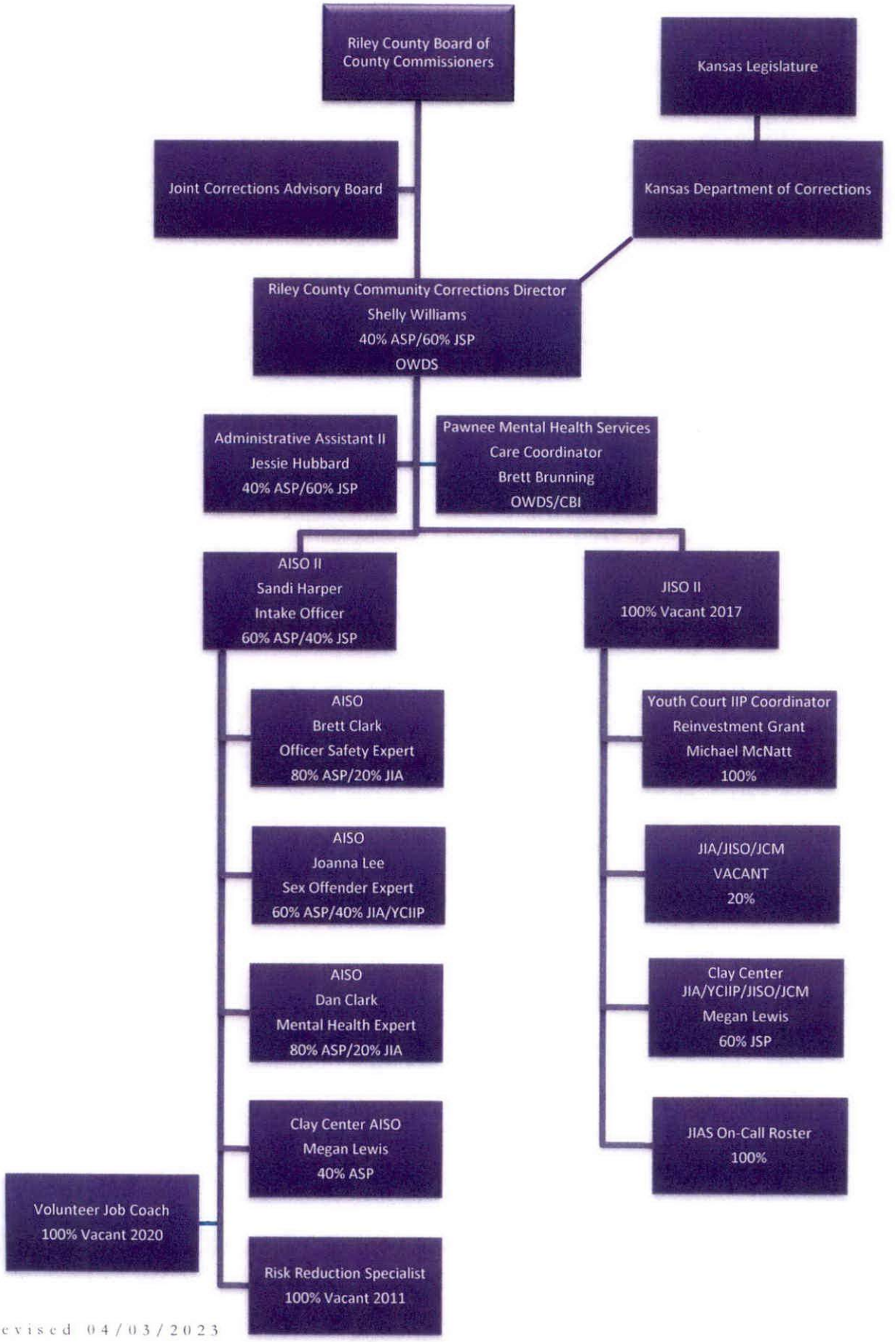
	JISP				CM				IIP			
EMPLOYEE NAME	ADMIN SALARY	ADMIN BENEFITS	NON-ADMIN SALARY	NON-ADMIN BENEFITS	ADMIN SALARY	ADMIN BENEFITS	NON-ADMIN SALARY	NON-ADMIN BENEFITS	ADMIN SALARY	ADMIN BENEFITS	NON-ADMIN SALARY	NON-ADM BENEFITS
FY24 1st Half - July-Dec 2023	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Williams, Shelly	$ 15,473.25	$ 5,222.71	$ -	$ -	$ 6,189.30	$ 2,089.08	$ -	$ -	$ -	$ -	$ -	$ -
Harper, Sandi	$ 9,011.60	$ 3,518.54	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Hubbard, Jessie	$ 6,933.50	$ 2,560.49	$ -	$ -	$ 2,773.40	$ 1,024.20	$ -	$ -	$ -	$ -	$ -	$ -
Clark, Brett	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clark, Dan	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lee, Joanna	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,529.40	$ 2,596.8
Lewis, Megan	$ -	$ -	$ 3,470.50	$ 1,545.75	$ -	$ -	$ 1,735.25	$ 772.88	$ -	$ -	$ 6,941.00	$ 3,091.5
McNatt, Michael	$ -	$ -	$ 2,800.80	$ 1,427.45	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,400.40	$ 713.7
JIAS On-Call Officers	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
FY24 2nd Half - Jan-Jun 2024	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Williams, Shelly	$ 16,972.38	$ 5,492.75	$ -	$ -	$ 6,788.95	$ 2,197.10	$ -	$ -	$ -	$ -	$ -	$ -
Harper, Sandi	$ 11,245.00	$ 3,920.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Hubbard, Jessie	$ 7,507.00	$ 2,663.75	$ -	$ -	$ 3,002.80	$ 1,065.50	$ -	$ -	$ -	$ -	$ -	$ -
Clark, Brett	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clark, Dan	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lee, Joanna	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 8,174.90	$ 2,713.1
Lewis, Megan	$ -	$ -	$ 3,757.10	$ 1,597.35	$ -	$ -	$ 1,878.55	$ 798.68	$ -	$ -	$ 7,514.20	$ 3,194.7
McNatt, Michael	$ -	$ -	$ 3,011.55	$ 1,442.30	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,011.55	$ 1,442.3
JIAS On-Call Officers	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ 67,142.73	$ 23,379.04	$ 13,039.95	$ 6,012.85	$ 18,754.45	$ 6,375.88	$ 3,613.80	$ 1,571.55	$ -	$ -	$ 34,571.45	$ 13,752.1

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EMPLOYEE NAME	REINVESTMENT				TOTAL
	PREV ADMIN SALARY	PREV ADMIN BENEFITS	PREV NON-ADMIN SALARY	PREV NON-ADMIN BENEFITS	
FY24 1st Half - July-Dec 2023	$ -	$ -	$ -	$ -	$ -
Williams, Shelly	$ -	$ -	$ -	$ -	$ 82,783.83
Harper, Sandi	$ -	$ -	$ -	$ -	$ 62,650.72
Hubbard, Jessie	$ -	$ -	$ -	$ -	$ 37,975.96
Clark, Brett	$ -	$ -	$ -	$ -	$ 53,700.20
Clark, Dan	$ -	$ -	$ -	$ -	$ 44,429.00
Lee, Joanna	$ -	$ -	$ -	$ -	$ 50,631.18
Lewis, Megan	$ -	$ -	$ -	$ -	$ 50,162.50
McNatt, Michael	$ -	$ -	$ 22,406.40	$ 11,419.60	$ 42,282.50
JIAS On-Call Officers	$ -	$ -	$ -	$ -	$ 15,900.83
	$ -	$ -	$ -	$ -	$ -
FY24 2nd Half - Jan-Jun 2024	$ -	$ -	$ -	$ -	$ -
Williams, Shelly	$ -	$ -	$ -	$ -	$ 89,860.50
Harper, Sandi	$ -	$ -	$ -	$ -	$ 75,829.00
Hubbard, Jessie	$ -	$ -	$ -	$ -	$ 40,683.00
Clark, Brett	$ -	$ -	$ -	$ -	$ 57,509.00
Clark, Dan	$ -	$ -	$ -	$ -	$ 48,135.00
Lee, Joanna	$ -	$ -	$ -	$ -	$ 54,440.00
Lewis, Megan	$ -	$ -	$ -	$ -	$ 53,544.50
McNatt, Michael	$ -	$ -	$ 22,586.63	$ 10,817.25	$ 44,538.50
JIAS On-Call Officers	$ -	$ -	$ -	$ -	$ 15,900.83
	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ 44,993.03	$ 22,236.85	$920,957.05

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive

Riley County Community Corrections



Revised 04/03/2023

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

Governing/Corrections Advisory Board

Instructions:
In the Ethnicity column, enter the most accurate, (e.g., Hispanic (H), Non-Hispanic (N)).
In the Race column, enter the most accurate, (e.g., American Indian or Alaskan Native (I), Asian or Pacific Islander (A), Black (B), White (W)).

Agency: Riley County Community Corrections

		Appointed By	Representing	Gender	Ethnicity	Race
Chairperson Name:	Linda Teener	Manhattan City Commissioners	General	F	N	W

Membership List

Appointed By	Representing	Member Name	Job Title	Gender	Ethnicity	Race
Law Enforcement	Sheriff or Sheriff Appointee	Kurt Moldrup	Assistant Director	M	N	W
Law Enforcement	Sheriff or Sheriff Appointee	Alan Benninga	Sheriff	M	N	W
Prosecution	County Attorney	Bethany Fields	Deputy County Attorney	F	N	W
PMHS Executive Director	Mental Health	Adam Johnson	Treatment & Recovery Services Director	M	N	W
Administrative Judge	Court Services Officer	Alexis Robinson	Court Services Officer	F	N	B
Administrative Judge	Juvenile Judge	Hon. Kendra Lewison	District Judge Division II	F	N	W
Administrative Judge	Juvenile Defense Representative	Blake Robinson	Attorney	M	N	W
Riley County BOCC	General	Dana Martinez	Housing Supervisor	F	N	W
Riley County BOCC	General	Jim Armendariz	Retired Principal	M	H	W
Clay County BOCC	General	Susie Swanson	Retired School Social Worker	F	N	W
Clay County BOCC	General	Lisa Last	School, Family & Comm. Connections Counselor, USD #379	F	N	W
Manhattan City Commissioners	General	Jayme Morris-Hardeman	Financial Director / Coach CASA / Circles	F	N	W
Manhattan City Commissioners	General	Marcus Kidd	Assis. Dir. Of Enrollment Mgt./Inst. Partnerships Kansas State University	M	N	B

[redacted]

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive

Example Organizational Chart
FY24 Example Organizational Chart.pdf

Governing/Corrections Advisory Board

Is this a joint board with the Adult Corrections Advisory Board?
- (●) Yes
- ( ) No

Governing/Corrections Advisory Board Chairperson Name
Linda Teener

Governing/Corrections Advisory Board Chairperson Title
Chairperson

Governing/Corrections Advisory Board Chairperson Address Line 1
1900 Judson Street

Governing/Corrections Advisory Board Chairperson Address Line 2

Governing/Corrections Advisory Board Chairperson City
Manhattan

Governing/Corrections Advisory Board Chairperson State
Kansas

Governing/Corrections Advisory Board Chairperson Zip Code
66502

Governing/Corrections Advisory Board Chairperson Email Address
linda@tryufm.org

Governing/Corrections Advisory Board Chairperson Phone Number
785-539-8763

Utilize FY24 Form-CAB_MEMEBERS to provide a current list of your agency's Governing/Corrections Advisory Board members.
FY24 Form-CAB_MEMBERS.pdf

Attach a completed copy of FY24 Form-CAB_MEMBERS here.
FY24 Form-JCAB MEMBERS.xlsx

Host/Administrative County

Does your agency operate as a single or multi-county entity?
- ( ) Single
- (●) Multi-County

Name of the Host/Administrative County
Riley County

Host/Administrative County Financial Officer Contact Information

Host/Administrative County Financial Officer Name
Darell Edie

Host/Administrative County Financial Officer Address Line 1
110 Courthouse Plaza

Host/Administrative County Financial Officer Address Line 2

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

1st Floor, Room B118

Host/Administrative County Financial Officer City
Manhattan

Host/Administrative County Financial Officer State
Kansas

Host/Administrative County Financial Officer Zip Code
66502

Host/Administrative County Financial Officer Phone Number
785-537-6300

Host/Administrative County Financial Officer Email Address
dedie@rileycountyks.gov

Non-KDOC Funding Information

Pursuant to KSA 75-7049, does your agency receive assistance from the county or counties within your judicial district?

- (●) Yes
- ( ) No

Instructions for documenting county assistance.

Single county agencies: Include the following items when detailing what assistance is provided to the agency:

- **Type of Assistance (Allocation or In-Kind)**
- **Assistance amount, expressed in whole dollars**
- **Description/purpose of assistance**
- **If contribution has been confirmed by the county or it is a pending request.**

Multi-county agencies: In addition to the four bullet points above, include the name of the county.

Example of documenting county assistance: Allocation - $20,000 - Rent - Confirmed

Document the county assistance your agency receives.

Information Technology
Type of Assistance: (5% of a position * 30%) In-Kind
Assistance Amount: $1,152.00
Description/Purpose of Assistance: Everything IT!
Confirmed by County: Yes

Public Works
Type of Assistance: (16.6% of a position * 30%) In-Kind
Assistance Amount: $2,577.00
Description/Purpose of Assistance: Janitorial & building maintenance
Confirmed by County: Yes

Space
Type of Assistance: (3,568 * $6/sq. ft. * 12.5% * 30%) In-Kind
Assistance Amount: $6,422.00
Description/Purpose of Assistance: Office space
Confirmed by County: Yes

Water/Sewage
Type of Assistance: ($735 * 30%) In-Kind
Assistance Amount: $220.00
Description/Purpose of Assistance: Water/Sewage
Confirmed by County: Yes

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

Cox Communications
Type of Assistance: ($2,261/158 *8 * 30%) In-Kind
Assistance Amount: $412.00
Description/Purpose of Assistance: Internet service
Confirmed by County: Yes

Every
Type of Assistance: ($21,840 * 12.5% of bldg. * 30%) In-Kind
Assistance Amount: $819.00
Description/Purpose of Assistance: Electricity
Confirmed by County: Yes

Howies' Trash
Type of Assistance: In-Kind
Assistance Amount: (1/6 of bldg. * 30%) $31.00
Description/Purpose of Assistance: Trash service
Confirmed by County: Yes

Kansas Gas Service
Type of Assistance: (12.5% of bldg. * 30%) In-Kind
Assistance Amount: $590.00
Description/Purpose of Assistance: Gas service
Confirmed by County: Yes

Personnel Costs
Type of Assistance: Cash
Assistance Amount: $24,851.00
Description/Purpose of Assistance: Could not pay increased personnel costs
Confirmed by County: Yes

Has or will your agency request funding from other sources (e.g., federal grants, private foundations grants, etc.) for FY24?

- (●) Yes
- ( ) No

Describe your agency's projected funding requests. Response should include the source and amount of request.

City Alcohol=$4,300
Daniel Keating Foundation=$7,091.94
Juvenile Supervision Fees=$1,483.45

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

Programmatic Changes

Has the agency experienced significant changes, either positive or negative, which have directly impacted your program for FY23 (e.g., new, or discontinued program services, staff turnover, policy, or procedure changes, new or discontinued community services, etc.)?

- (●) Yes
- ( ) No

Describe the changes which impacted your program in FY23.

We lost our JISO of 14 years who left to take a position with the Health Department. While the loss of institutional knowledge was initially a barrier, it has created learning opportunities and growth for existing staff.

Were steps taken to address the changes in FY23?

- (●) Yes
- ( ) No

Describe the steps taken to address the changes in FY23.

Hired and trained a new JISO.
Revised and continue to revise existing policies & procedures as new staff enlightens supervisors on new ways of accomplishing tasks.

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

Agency Outcomes

Juvenile Intake and Assessment System (JIAS)

What entity is responsible for operating JIAS in the applicant's judicial district? For this questions, Sub-Contracted Agency is defined as a private entity that is paid, through a contractual agreement, to provide Intake Services.

- ◉ Community Supervision Agency
- ○ Sub-Contracted Agency
- ○ Both

How many intakes were conducted in FY22?

202

How many youth who complete an intake in FY22 were referred for services?

58

Is law enforcement in the agency's judicial district utilizing the Notice to Appear (NTA) process pursuant to KSA 38-2330?

- ◉ Yes
- ○ No

If your agency serves a multi-county district, are all counties utilizing the NTA process?

- ◉ Yes
- ○ No

Provide a brief description of how the NTA process is working.

In Riley County, if law enforcement releases a youth on-scene to their parent/guardian(s) versus bringing them to the law enforcement center, an NTA to JIAS is given.
In Clay County, there is a less formal NTA practice. There are a number of juvenile offender cases processed as "write up/send up", wherein the County Attorney makes the decision to prosecute or not, and an intake and assessment is not completed at the time of police contact. IF the County Attorney decides to move forward with charging the juvenile offender, the youth is served a Process Order to complete their fingerprints, DNA, etc. At that time, in Clay County, the law enforcement contacts JIAS and an intake is completed.

Intermediate Intervention Program (IIP)

Pursuant to KSA 38-2346, what entity is responsible for operating IIP in the agency's judicial district?

- ○ Juvenile Intake and Assessment (JIAS)
- ◉ Community Supervision Agency
- ○ Court Services
- ○ Judicial District does not meet the statutory requirements of KSA 38-2346

Has a copy of the district's signed IIP agreement been submitted to KDOC?

- ◉ Yes
- ○ No

Have any revisions or changes been made to the district's IIP agreement since it was submitted to KDOC?

- ○ Yes
- ◉ No

If your agency serves a multi-county district, are all counties participating in the IIP program?

- ◉ Yes
- ○ No

What was the agency's rate for successful IIP completions in FY22? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).

95.40 %

Did the rate for successful IIP completions meet the agency's target goal for FY22?

- ◉ Yes
- ○ No

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

Utilize Form-IIP to provide a breakdown of IIP cases by gender, race and ethnicity, if data is available.

FY24 Form-IIP.xlsx

Attach a completed copy of Form-IIP here.

FY24 Form-IIP.xlsx

Of those youth whose IIP was extended, how many went to MDT?

0

Of those youth whose IIP was extended, how many were extended for evidence-based program completion?

0

Of those youth whose IIP was extended, how many were extended due to not satisfactorily completing their IIP?

0

Describe the successes/accomplishments of the IIP program to date.

We continue to successfully process Pre-File cases and cases from Clay County, both new endeavors that started in the Spring of 2021. We are officially processing more Pre-File cases than Post-File (55%), saving the juvenile justice system thousands of dollars, and appropriately supervising low risk, low need, juvenile offenders.
25% of FY22 cases were Clay County cases!

Describe any challenges facing the IIP program that will be addressed in FY24.

We are having difficulty with the KDOC IIP Database closing out cases and continuously giving us error messages.

Juvenile Intensive Supervised Probation (JISP) and Case Management (CM)

KDOC was unable to obtain complete data regarding successful and unsuccessful probation completions for FY22. If applicant agency tracked this information locally, please complete the applicable questions in this section. If not, please skip to the questions regarding CBI Outcomes for FY22.

What was your agency's rate for successful probation completions in FY22? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).

Did the rate for successful probation completions meet the agency's target goal for FY22?

- ○ Yes
- ○ No

Of the successful probation completions in FY22, how many discharged early due to earned discharge credit?

How many youth completing probation during FY22 met program hours in accordance with their YLS risk level per Standard CSS-04-103?

Did your agency offer in-house or contracted cognitive behavioral GROUP programming during FY22? This question does not address INDIVIDUAL CBI programming.

- ○ Yes
- ◉ No

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

Instructions:
Please complete the Pre-file and/or Post-file data fields below based upon which types of cases are supervised by your IIP program.
The Total Number of Cases fields will auto-populate.

Number of PRE-File Cases	Number of PRE-File Cases by Gender		Number of PRE-File Cases by Ethnicity		Number of PRE-File Cases by Race			
	Male	Female	Hispanic	Non-Hispanic	American Indian/Alaskan Native	Asian/Pacific Islander	Black	White
	20	16	1	35	0	0	7	29

Number of POST-File Cases	Number of POST-File Cases by Gender		Number of POST-File Cases by Ethnicity		Number of POST-File Cases by Race			
	Male	Female	Hispanic	Non-Hispanic	American Indian/Alaskan Native	Asian/Pacific Islander	Black	White
	20	9	0	29	0	0	8	21

Total Number of ALL Cases	Total Number of ALL Cases by Gender		Total Number of ALL Cases by Ethnicity		Total Number of ALL Cases by Race			
	Male	Female	Hispanic	Non-Hispanic	American Indian/Alaskan Native	Asian/Pacific Islander	Black	White
0	40	25	1	64	0	0	15	50

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive

Agency Plan

Organizational Needs

This section is available to applicants who desire to address critical needs that impact the entire agency. Examples might include plans to relocate office space, a need for additional space to deliver more on-site services or an agency-wide training initiative that would provide a means for staff/caseload specialization.

Does your agency have any organizational needs, excluding staffing levels or wages, that need to be addressed in FY24?

- ○ Yes
- ◉ No

Supervision

Utilize this section to describe how the agency will address its target population and any gaps or barriers that have been identified for FY24.

Does your plan include referrals to community-based services?

- ◉ Yes
- ○ No

Which of the following risk/need areas can be addressed through referrals to community-based services? (Check all that apply)

- ☐ Attitudes/Orientation
- ☒ Education/Employment
- ☒ Family Circumstance/Parenting
- ☐ Peer Relations
- ☐ Personality/Behavior
- ☒ Substance Abuse

For each risk/need area that can be addressed through community-based referrals, describe the target population including risk level.

Those scoring moderate to high risk in Education may be referred to further educational services either through the local school district, or through Adult Basic Education Services at MATC.

Those scoring moderate to high risk in Family Circumstance/Parenting may be referred to family therapy and/or The Parent Project.

Those scoring moderate to high risk in Substance Abuse may be referred to local SUD providers.

Does your plan include referrals to programs facilitated in-house or by contracted providers? If a contracted provider is utilized, a formal agreement (MOU or Contract) must exist between the entities.

- ◉ Yes
- ○ No

Utilize FY24 Form-PROGRAMS to provide program details.

FY24 Form-PROGRAMS.xlsx

Attach a completed copy of FY24 Form-PROGRAMS here.

FY24 Form-PROGRAMS.xlsx

Does your plan include individual CBI programming (e.g., EPICS tools, Carey Guides, etc.)? (Work done one-on-one during office contacts)

- ◉ Yes
- ○ No

Does your plan include staff trainings excluding those required by KDOC?

- ◉ Yes
- ○ No

Provide details regarding any confirmed or proposed staff trainings for FY243.

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

Training	Training Provider	Staff Positions being Trained	Target Training Date	Purpose of Training

Does your agency plan to utilize any assessments or screeners beyond those required by KDOC?

- ○ Yes
- ◉ No

Does the agency plan to utilize any methods/strategies that have not already been identified?

- ○ Yes
- ◉ No

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

Program Name	In-House or Contracted Provider	Contracted Provider Name	Program Category	Primary Risk/Need Addressed	Target Population Including Risk Level	Program/Group Composition	Program/Group Schedule	Projected Number of Clients to be Served	Client Fee	Does CC Agency Assist with Fee	Fidelity Measures
Forward Thinking	In-House		Cognitive Behavioral	Attitude/Orientation, Peer Relations, Personality/Behavior	Mod. to High Risk Attitude/Orientation Peer Relations "Mod. to High Risk Personality & Behavior Attitude/Orientation Peer Relations Personality/Behavior	Closed Gender Specific Mod. to High Risk	TBD	5	$ -	N/A	Observation

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive

Racial/Ethnic Disparities (R/ED) (formerly Disproportionate Minority Contact)

Describe any efforts made to identify and reduce racial, ethnic, geographic, and other biases that may exist within the following programs.

Juvenile Intake and Assessment System (JIAS). If applicant agency does not operate JIAS, please answer N/A for this question.

In the past year, we had additional JIAS On-Call Officers trained on the KDAI risk assessment instrument, which is a DMC system reduction intervention (objective decision making instrument). We also rarely make detention over-ride decisions in our Judicial District. Two staff also attended a Cultural Diversity training this year.

Immediate Intervention Program (IIP). If applicant agency does not operate the IIP program, please answer N/A for this question.

Nothing additional at this time.

Juvenile Intensive Supervised Probation (JISP) and Case Management (CM)

Nothing additional at this time.

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

Delinquency Prevention Programs

Did your agency receive delinquency prevention funding in FY23?

- ○ Yes
- ◉ No

Is your agency requesting delinquency prevention program funding for FY24?

- ○ Yes
- ◉ No

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

Monitoring and Evaluation

Who will be responsible for monitoring and evaluating the implementation, operation, and effectiveness of the agency's FY24 plan?

The Director and ISO II will be responsible for monitoring and evaluating the implementation, operation and effectiveness of the agency's FY24 plan.

How often will evaluations of the implementation, operation, and effectiveness of the agency's FY24 plan occur?

The evaluation of the implementation, operation and effectiveness of the agency's FY24 plan will take place minimally on a quarterly basis.

How will the outcome of these evaluations be documented and distributed to stakeholders?

The outcome of the evaluation of the agency's plan will be documented and distributed on the quarterly report forms and the Director's Report to the JCAB and KDOC.

If corrective action is required as a result of those evaluations, please describe the process for ensuring that is it addressed/responded to.

The Director will be responsible for ensuring the corrective action is addressed and responded to, and will report out to the JCAB once corrected.

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

Instructions:
If you need to enter more than five (5) goals, please contact your KDOC Regional Contact for assistance.

Agency	Riley County Community Corrections

Goal #1	Increase probationer success

Objective #1	Increase probationer success by 3% or to a 53% or higher success rate by June 30, 2024.		
Target Date	6/30/2024		
	Action Steps	**Person Responsible**	**Timeline/Due**
	Run Athena Case Closure Report monthly to track termination date & reasons.	ISO II	5th of every mo
	Report out supervision success rate from Athena Reports to staff monthly & JCAB quarterly.	Director	Monthly & quar

Objective #2	Increase the number of completed program hours in accordance w/ their YLS risk level by 2% or to an 11.7% completio		
Target Date	6/30/2024		
	Action Steps	**Person Responsible**	**Timeline/Due**
	Run Athena Program Hours Report monthly to track program completion hours	ISO II	5th of every mo
	Report out program completion hours from Athena report to staff & JCAB quarterly.	Director	Monthly & quar

Goal #2	Increase YCIIP participant success

Objective #1	Increase YCIIP participant success by 1% or to an 94% or higher success rate by June 30, 2024.		
Target Date	6/30/2024		
	Action Steps	**Person Responsible**	**Timeline/Due**
	Run YCIIP database Case Closure Report monthly to track termination date & reasons.	ISO II	5th of every mo
	Report out YCIIP participant success rate from Athena Reports to staff monthly & JCAB quarterly.	Director	Monthly & quar

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

Collaborative Partnerships

Instructions:

Purpose of Partnership: Response should focus on the reason or basis for entering into the partnership.

What Program Benefits from the Partnership: From the drop-down list, select the program, juvenile or adult, that primarily benefits from the partnership. If the entire agency benefits then select Agency as a Whole.

Cost Benefit/Savings to Supervision Agency: If the partnerships results in a cost benefit/savings for the supervision agency, response should express the benefit/savings in a dollar amount on an annual basis.

Method of Documenting Partnership: From the drop-down list, select how the partnership is structured (i.e. MOU or Contractual Agreement). If no formal structure exists, select No Formalized Agreement.

Name of Partner Agency	Purpose of Partnership (e.g., help eliminate system barriers, increase opportunities for agency or client success, educate stakeholders, cost savings to agency or clients, etc.)	What Program Benefits from Partnership (Juvenile, Adult, Both)	Cost Benefit to Supervision Agency (e.g. office space, cost for services, equipment, etc.)	Method of Documenting Partnership
Area Transportation Agency	Discounted bus passes	Both	$1,725.00/year	No Formalized Agreement
Clay Center Police Department	Home visit assistance	Both	5943	No Formalized Agreement
Clay County Sheriff's Department	Provide office space, internet & fax	Both	$4,800/year $1,188/year	No Formalized Agreement
	Random drug testing	Both	$20,000/year	MOU
Clinical Associates	Provide on-site sex offender therapy services	Both	N/A	No Formalized Agreement
Joint Corrections Advisory Board	Provide advisory & advocacy	Both	N/A	No Formalized Agreement
KDOC	Provide overright & technical assistance.	Both	N/A	Contractual Agreement
Manhattan Area Workforce Center	Provide classroom space & assistance for OWDS classes	Both	$3,600/year	No Formalized Agreement
Pawnee Mental Health Services	Provide Care Coordinator, monthly client progress reports, real-time therapist communication & a direct billing process	Adult	Invaluable!	MOU
Oxford House	Provide sober living opportunities for substance using clients.	Adult	Invaluable!	No Formalized Agreement
RL. Co. BOCC	Provide office space, water/sewage, electricity, gas, trash, janitorial services, internet, IT support, IT equipment, HR, Accounts Payable/Receivable, payroll & secutiry system.	Both	$21,500/year	No Formalized Agreement
Riley County Police Department	Provide daily contact, arrest & jail sheets, access to Spillman database, home visit assistance, access to 911 radio system, remote internet access, fingerprints for PPC homes and cell phones for JIAS	Both	$2,000/year	MOU
Salvation Army	Provide clothing vouchers for clients	Both	$500/year	No Formalized Agreement
UFM Community Learning Center	Provide adult education classes	Both	$250/year	No Formalized Agreement
Westview Community Church	Provide 3 days worth of clothing for PPC children	Juvenile	$3,000/year	No Formalized Agreement
Daniel Keating Foundation	Provide gift cards for PPC teenager clothing	Juvenile	$1,000/year	Contractual Agreement

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Staffing Levels (Full Time Equivalent (FTE) dedicated to direct supervision of probationers)

Supervision Officers	Number of Staff on 12/31/2021	Number of Staff on 12/31/2022	Difference
JSO I	2.35	2.35	0.00
JSO II	0.4	0.4	0.00
JSO III			0.00
Intake Staff			0.00

Vacancy Savings

Agency	FY20221 Budgeted	FY2022 Expended	Difference	FY2024 Budgeted
Salary	$ 119,165.00	$ 123,672.40	$ (4,507.40)	$ 81,124.16
Benefits	$ 40,793.46	$ 42,601.44	$ (1,807.98)	$ 51,054.70
Total	$ 159,958.46	$ 166,273.84	$ (6,315.38)	$ 132,178.86

Shrinkage

Agency	-3.95%

Turnover Rate

	Number of Staff on 7/1/2021	Number of Staff on 6/30/2022	Number of Staff Terminations	Turnover Rate
Agency	2.75	2.75	0	0.0%

Comments:

The County had to help with our personnel costs to the tune of $4,935.45 in JISP salary & benefits.

We will be asking our County for assistance with personnel expenses in FY2024 in the amount of $64,278.12.

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

Administrative and Indirect Costs

Administrative Staff = management positions such as directors, deputy directors, and supervisors who perform primarily administrative duties.

Agency	FY2022 Budgeted	FY20221 Expended	FY2022 Difference	FY2024 Budgete
Administrative Staff Salary & Benefits	$ 143,976.59	$ 156,353.04	$ (12,376.45)	$ 211,373.
Training	$ 861.00	$ 18.12	$ 842.88	$ 500.
Communication	$ 3,060.00	$ 98.45	$ 2,961.55	$ 3,676.
Equipment	$ 1,984.74	$ 100.01	$ 1,884.73	$ 2,274.
Supplies/Commodities	$ 1,260.00	$ 399.01	$ 860.99	$ 2,680.
Facilities	$ -	$ -	$ -	$
Contractual	$ 3,102.50	$ 388.51	$ 2,713.99	$ 1,750.
Contracts/Client Services	$ -	$ 1,049.23	$ (1,049.23)	$ 1,500.
Total	$ 154,244.83	$ 158,406.37	$ (4,161.54)	$ 223,753.

Comments:

The County had to help with our personnel expenses to the tune of $4,647.95 in Admin.

We will be asking our County for assistance with personnel expenses in FY2024 in the amount of $64,278.12.

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

Travel Costs

Agency	FY2022 Budgeted	FY2022 Expended	Difference	FY2024 Budgeted
Vehicle Maintenance	$ 1,740.00	$ 94.91	$ 1,645.09	$ 400.0
Fuel	$ 400.00	$ 595.31	$ (195.31)	$ 360.0
Turnpike Tolls	$ 36.00	$ 1.45	$ 34.55	$
Meals	$ 120.00	$ 77.97	$ 42.03	$ 200.0
Total	$ 2,296.00	$ 769.64	$ 1,526.36	$ 960.0

Total Miles Driven in FY2022	1805

Comments:

There is no place to put Vehicle Insurance in this document. FY2024 Budgeted Vehicle Insurance = $800.00

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

Instructions:
Please describe any factors that may impact caseload sizes for the period of the grant: (local policy decisions, changes in judge prosecutors, etc.

Caseload Projections

JISP:

The Riley County Board of County Commissioners approved a request by the Riley County Attorney's Office to contract with an experienced lawyer to assist the County Attorne office in reducing the current backlog of misdemeanor cases. That backlog was created, in part by that office's decision to delay filing of some cases during the pandemic-cases which remain available for prosecution now that the effects of the pandemic have reduced. Some of these cases will be assessed as moderate to high risk, thus impacting the JI caseload.

Case Management:

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

Agency Fees

Current Fiscal Year Fees

Does your agency currently assess client fees?

- ○ Yes
- ◉ No

Fiscal Year 2024 Fees

Did your agency assess fees in FY23?

- ○ Yes
- ◉ No

Will your agency assess fees in FY24?

- ○ Yes
- ◉ No

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

Budget

Proposed Budget Summary

Expense Budget

		Grant Funded	Total Budgeted
J-CM Agency Operations			
	CM Copier Maintenance	$450.00	$450.00
	CM Vehicle Insurance	$80.00	$80.00
	CM Vehicle Maintenance	$40.00	$40.00
	Subtotal	**$570.00**	**$570.00**
J-CM Client Services			
	CS Incentives	$500.00	$500.00
	Subtotal	**$500.00**	**$500.00**
J-CM Communications			
	JCM Landline	$162.00	$162.00
	Subtotal	**$162.00**	**$162.00**
J-CM Contractual			
	CM Membership Dues	$20.00	$20.00
	Subtotal	**$20.00**	**$20.00**
J-CM Equipment			
	CM Antivirus/Software	$18.00	$18.00
	CM Office Furniture	$75.00	$75.00
	CM Personal Safety	$75.00	$75.00
	Subtotal	**$168.00**	**$168.00**
J-CM Salary & Benefits			
	CM Admin Benefits	$6,375.88	$6,375.88
	CM Admin Salary	$18,754.45	$18,754.45
	CM Non-Admin Benefits	$1,571.55	$1,571.55
	CM Non-Admin Salary	$3,613.80	$3,613.80
	CM Payout Fund	$261.12	$261.12
	Subtotal	**$30,576.80**	**$30,576.80**
J-CM Supplies			
	CM Office Supplies	$250.00	$250.00
	CM Printing	$15.00	$15.00

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	Grant Funded	Total Budgeted
Subtotal	**$265.00**	**$265.00**
J-CM Travel		
CM Fuel	$36.00	$36.00
CM Meals	$20.00	$20.00
Subtotal	**$56.00**	**$56.00**
J-IIP Salary & Benefits		
IIP Non-Admin Benefits	$13,774.91	$13,774.91
IIP Non-Admin Salary	$34,571.45	$34,571.45
Subtotal	**$48,346.36**	**$48,346.36**
J-JIAS Agency Operations		
JIAS Copier Maintenance	$550.00	$550.00
JIAS Vehicle Insurance	$360.00	$360.00
JIAS Vehicle Maintenance	$180.00	$180.00
Subtotal	**$1,090.00**	**$1,090.00**
J-JIAS Communication		
JIA Landline	$745.00	$745.00
JIAS Cell Phone	$1,584.00	$1,584.00
Subtotal	**$2,329.00**	**$2,329.00**
J-JIAS Contractual		
JIAS Membership Dues	$90.00	$90.00
Subtotal	**$90.00**	**$90.00**
J-JIAS Equipment		
JIAS Anti-Virus/Software	$81.00	$81.00
JIAS Office Furniture	$337.50	$337.50
JIAS Personal Safety	$337.50	$337.50
Subtotal	**$756.00**	**$756.00**
J-JIAS Salary & Benefits		
JIA Admin Benefits	$23,379.04	$23,379.04
JIA Admin Salary	$67,142.73	$67,142.73
JIA Non-Admin Benefits	$29,672.64	$29,672.64
JIA Non-Admin Salary	$29,898.96	$29,898.96
JIAS Payout Fund	$2,469.22	$2,469.22
Subtotal	**$152,562.59**	**$152,562.59**

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		Grant Funded	Total Budgeted
J-JIAS Supplies			
	JIAS Office Supplies	$1,125.00	$1,125.00
	JIAS Postage	$20.00	$20.00
	JIAS Printing	$67.50	$67.50
	Subtotal	**$1,212.50**	**$1,212.50**
J-JIAS Training			
	JIAS Fuel	$100.00	$100.00
	JIAS Meals	$100.00	$100.00
	JIAS Registration	$50.00	$50.00
	Subtotal	**$250.00**	**$250.00**
J-JIAS Travel			
	JIAS Fuel	$162.00	$162.00
	JIAS Meals	$90.00	$90.00
	Subtotal	**$252.00**	**$252.00**
J-JISP Agency Operations			
	JISP Copier Maintenance	$550.00	$550.00
	JISP Vehicle Insurance	$360.00	$360.00
	JISP Vehicle Maintenance	$180.00	$180.00
	Subtotal	**$1,090.00**	**$1,090.00**
J-JISP Client Services			
	JISP Electronic Monitoring	$300.00	$300.00
	JISP Subsistence Assistance	$500.00	$500.00
	JISP Transportation Assistance	$200.00	$200.00
	Subtotal	**$1,000.00**	**$1,000.00**
J-JISP Communications			
	JISP Cell Phone	$440.00	$440.00
	JISP Landline	$745.00	$745.00
	Subtotal	**$1,185.00**	**$1,185.00**
J-JISP Contractual			
	JISP Contractual	$90.00	$90.00
	Subtotal	**$90.00**	**$90.00**
J-JISP Equipment			
	JISP Anti-Virus/Software	$675.00	$675.00

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		Grant Funded	Total Budgeted
	JISP Office Furniture	$337.50	$337.50
	JISP Personal Safety	$337.50	$337.50
	Subtotal	**$1,350.00**	**$1,350.00**
J-JISP Salary & Benefits			
	JISP Admin Benefits	$23,379.04	$23,379.04
	JISP Admin Salary	$67,142.73	$67,142.73
	JISP Non-Admin Benefits	$6,035.60	$6,035.60
	JISP Non-Admin Salary	$13,039.95	$13,039.95
	JISP Payout Fund	$2,469.22	$2,469.22
	Subtotal	**$112,066.54**	**$112,066.54**
J-JISP Supplies			
	JISP Office Supplies	$1,125.00	$1,125.00
	JISP Postage	$10.00	$10.00
	JISP Printing	$67.50	$67.50
	Subtotal	**$1,202.50**	**$1,202.50**
J-JISP Training			
	JISP Meals	$100.00	$100.00
	JISP Registration	$50.00	$50.00
	JISP Training	$100.00	$100.00
	Subtotal	**$250.00**	**$250.00**
J-JISP Travel			
	JISP Fuel	$162.00	$162.00
	JISP Meals	$90.00	$90.00
	Subtotal	**$252.00**	**$252.00**
	Total Proposed Cost	**$357,692.29**	**$357,692.29**

Revenue Budget

		Grant Funded	Total Budgeted
Grant Funding			
	Award Requested	$357,692.29	$357,692.29
	Subtotal	**$357,692.29**	**$357,692.29**
	Total Proposed Revenue	**$357,692.29**	**$357,692.29**

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

Proposed Budget Detail

See attached spreadsheet.

Proposed Budget Narrative

J-CM Agency Operations

CM Copier Maintenance

Xerox and ImageQuest contracts, split with AISP and ADC

CM Vehicle Maintenance

Split with AISP

CM Vehicle Insurance

Vehicle Insurance x3 cars, split with AISP

J-CM Communications

JCM Landline

Twin Valley = $110/mo split w/AISP, $5.50/mo to JISP; Riley County (for ATT) = $160/mo split w/AISP, $8/mo to JISP

J-CM Contractual

CM Membership Dues

Membership dues (KCCA)

J-CM Equipment

CM Antivirus/Software

Anti-virus for Clay, misc computer needs (Zoom, Adobe, Splashtop, etc.)

CM Office Furniture

Office furniture

CM Personal Safety

Vests, clothing, oc spray

J-CM Salary & Benefits

CM Admin Salary

JCM Admin Salary

CM Admin Benefits

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CM Admin Benefits

CM Non-Admin Salary

JCM Non-Admin Salary

CM Non-Admin Benefits

CM Non-Admin Benefits

CM Payout Fund

Payout for retiring employees

J-CM Supplies

CM Printing

Printing = $150.00; 10% to JCM

CM Office Supplies

Misc office supplies average $2,500.00, 10% to JCM

J-CM Travel

CM Fuel

Fuel for agency operations averages $360; 15% to JCM

CM Meals

Meals during employee travel averages $200, 10% to JCM

J-IIP Salary & Benefits

IIP Non-Admin Salary

IIP Non-Admin Salary

IIP Non-Admin Benefits

IIP Non-Admin Benefits

J-JIAS Agency Operations

JIAS Copier Maintenance

Xerox and ImageQuest contracts, split with AISP and ADC

JIAS Vehicle Maintenance

Split with AISP

JIAS Vehicle Insurance

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Vehicle Insurance x3 cars, split with AISP

J-JIAS Communication

JIAS Cell Phone

RCPD reimbursement for intake cell phones = $85/mo; Cell phone allowance for SW/BC = $47/mo

JIA Landline

Twin Valley = $110/mo split w/AISP, $24.75/mo to JIA; Riley County (for ATT) = $160/mo split w/AISP, $36/mo to JIA

J-JIAS Contractual

JIAS Membership Dues

Membership dues (KCCA)

J-JIAS Equipment

JIAS Anti-Virus/Software

Anti-virus for Clay, misc computer needs (Zoom, Adobe, Splashtop, etc.)

JIAS Office Furniture

Office furniture

JIAS Personal Safety

Vests, clothing, oc spray

J-JIAS Salary & Benefits

JIA Admin Salary

JIA Admin Salary

JIA Admin Benefits

JIA Admin Benefits

JIA Non-Admin Salary

Total costs for JISP Non-Admin Salary are $94,177.08. We will be requesting $64,278.12 from our county to make up the difference.

JIA Non-Admin Benefits

JIA Non-Admin Benefits

JIAS Payout Fund

Payout for retiring employees

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J-JIAS Supplies

JIAS Printing

Printing = $150.00; 45% to JIA

JIAS Postage

Average JIAS Postage

JIAS Office Supplies

Misc office supplies average $2,500.00, 45% to JIA

J-JIAS Training

JIAS Fuel

Fuel to training

JIAS Meals

Meals during training

JIAS Registration

Training registration

J-JIAS Travel

JIAS Fuel

Fuel for agency operations averages $360; 45% to JIA

JIAS Meals

Meals during employee travel averages $200, 45% to JIA

J-JISP Agency Operations

JISP Copier Maintenance

Xerox and ImageQuest contracts, split with AISP and ADC

JISP Vehicle Maintenance

Split with AISP

JISP Vehicle Insurance

Vehicle Insurance x3 cars, split with AISP

J-JISP Client Services

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JISP Electronic Monitoring

Electronic Monitoring

JISP Transportation Assistance

Ubers, bus passes, etc.

J-JISP Communications

JISP Cell Phone

Cell phone allowance for ML= $35.75/mo

JISP Landline

Twin Valley = $110/mo split w/AISP, $24.75/mo to JISP; Riley County (for ATT) = $160/mo split w/AISP, $36/mo to JISP

J-JISP Contractual

JISP Contractual

Membership dues (KCCA)

J-JISP Equipment

JISP Anti-Virus/Software

Anti-virus for Clay, misc computer needs (Zoom, Adobe, Splashtop, etc.)

JISP Office Furniture

Office furniture

JISP Personal Safety

Vests, clothing, oc spray

J-JISP Salary & Benefits

JISP Admin Salary

JISP Admin Salary

JISP Admin Benefits

JISP Admin Benefits

JISP Non-Admin Salary

JISP Non-Admin Salary

JISP Non-Admin Benefits

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JISP Non-Admin Benefits

JISP Payout Fund

Payout for retiring employees

J-JISP Supplies

JISP Printing

Printing = $150.00; 45% to JISP

JISP Postage

Average JISP Postage

JISP Office Supplies

Misc office supplies average $2,500.00, 45% to JISP

J-JISP Training

JISP Training

Fuel to training

JISP Meals

Meals during training

JISP Registration

Training registration

J-JISP Travel

JISP Fuel

Fuel for agency operations averages $360; 45% to JISP

JISP Meals

Meals during employee travel averages $200, 45% to JISP

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C-5 Nepotism

In order to avoid favoritism or the appearance of favoritism based on family relationships, no department head or supervisor shall supervise an immediate family member.

C-6 Grant-Funded Positions

A grant-funded position is one that is created as a result of funding provided by a grant from an outside source and not one that has been included in a department's annual budget. The position may be full-time or part-time, but not one that is permanent in nature, as it will exist only by virtue of the continuation of grants. Prior to the grant employee being hired, a separate revenue fund shall be created with the grant funds from which the employee shall be paid. The position will end at the conclusion of the grant unless other funding sources are secured. The employee will be advised at the time of hiring the anticipated end date of the grant and position. During employment, the employee will be considered a regular at-will employee and will receive appropriate benefits depending on the number of scheduled hours the employee works, as long as the position exists longer than 60 calendar days. Employees in grant-funded positions will undergo performance evaluations when appropriate. When applying for a grant, proposed cost-of-living increases, step increases, and appropriate benefits (including potential unemployment benefits and separation payouts of leave) should be anticipated and included in the grant proposal. All grant proposals for new positions, as well as proposals for renewal of current grants, should be provided to the Budget & Finance Officer prior to submission to the granting entity. The Budget & Finance Officer will review the grant application to assist the department head with funding adequacy and compliance with County and personnel issues. Approval to fill the position is subject to the Board of County Commissioner's authority.

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department head satisfactory evidence that circumstances made it impossible to request leave in the form and at such time as prescribed.

(b) Exempt employees: A normal, standard workweek is to be established by the Department Head for all exempt employees under their supervision. Although compensation is not determined by the specific number of hours worked, an exempt position normally is expected to provide a minimum of 40 hours per workweek to meet the needs of the department and to work until the job is completed. For part-time exempt employees, the Department Head must establish the workweek based on the number of hours each exempt employee is expected to work during a normal week. Any flexing of or deviation to the established workweek shall be based on departmental policy and have prior Department Head authorization.

Exempt employees must follow leave request procedures established by the County for the use of leave. Non-elected Department Heads shall submit their own leave requests to the Board of County Commissioners. Leave is required to be taken only when an exempt employee uses leave in four hour or more increments. An exempt employee who abuses the procedures by repeatedly taking less than four hours away from work in order to avoid using leave can be denied time away from work or be required to use Annual Leave.

F-5 Annual Leave and Extended Sick Leave

Annual Leave shall be used for personal leave and short-term sick leave. Extended Sick Leave (ESL) provides employees with a paid leave account to be used for long-term illnesses; ESL is not intended to replace Annual Leave if all Annual Leave has been used unless the leave meets the criteria for ESL usage.

(a) Annual Leave and Extended Sick Leave will accrue at these rates for regular full-time employees. Leave is based on 80 hour bi-weekly pay period.

	Annual Leave Earned/Pay Period	Days Earned Annually	Maximum Allowed	Extended Sick Leave Earned/Pay Period	Days Earned Annually
First Year	3.69	12	96	1.85	6
2-10 years	5.54	18	144	1.85	6
11+ years	6.46	21	168	1.85	6

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

In order to use Extended Sick Leave on an intermittent basis, after 24 consecutive hours of Annual Leave, or leave without pay has been used a report of the medical condition and need for Extended Sick Leave is required from a medical doctor. The employee will provide this statement to his/her department head who will forward the statement to the Human Resource Manager.

If an employee has satisfied the twenty-four (24) consecutive working hour requirement and has been granted Extended Sick Leave for a specific medical condition, the employee does not have to re-satisfy the waiting period requirement if the employee returns to work and finds that he or she needs additional time-off for the same medical condition. The employee may also use intermittent Extended Sick Leave for follow-up medical appointments for the qualifying medical condition once the employee has returned to work.

(i) When an employee has been sick for more than twenty-four (24) consecutive working hours, the department head may request that he/she have a doctor's authorization to return to work. An employee who, under doctor's orders, is able to return to work less than full days may continue to use Extended Sick Leave to make up for the lost hours until he/she is able to work full time.

(j) Application and approval of the use of Annual Leave, Extended Sick Leave, will be made under the County Request and Approval of Leave Policy (F-4).

(k) There is no accrual of Annual Leave or Extended Sick Leave credit while an employee is on leave without pay.

(l) When an employee is injured on the job and Workers' Compensation regulations are being followed, Extended Sick Leave can be used immediately to supplement Workers' Compensation payments, and the twenty-four hour waiting period for using ESL is waived. If the employee is off the job for six (6) or more consecutive months, and at the end of that time cannot perform the essential functions of his/her position, he/she may be terminated.

(m) The twenty-four hour waiting period for using ESL shall be prorated for regular part-time employees. Part-time employees will still be required to use Annual Leave, or leave without pay during that period.

(n) There is no limit on the maximum hours of Extended Sick Leave accrual. Upon retirement or voluntary termination of employment, an employee may receive compensation for accumulated Extended Sick Leave at the rates in the Extended Sick Leave payout table. To qualify for Extended Sick Leave payment, an employee must have three hundred eighty-four

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

(384) hours accumulated; these hours will not be prorated for part-time employees. The maximum number of hours that will be paid is three hundred seventy-six (376) regardless of how many hours are accumulated beyond seven hundred sixty-eight (768).

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

EXTENDED SICK LEAVE PAYOUT SCHEDULE

Required Hrs.	
Accumulation	Hrs. to be Paid
384	120
396	128
408	136
420	144
432	152
444	160
456	168
468	176
480	184
492	192
504	200
516	208
528	216
540	224
552	232
564	240
576	248
588	256
600	264
612	272
624	280
636	288
648	296
660	304

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

ARTICLE H – SEPARATION OF EMPLOYMENT

H-1 Separation Procedures

Employees voluntarily separating from County service are encouraged to provide their Department Head or supervisor with two (2) weeks notice. All separation dates will be approved by the Department Head or Elected Official. Prior to separation, an employee shall return all property in his or her possession belonging to the County.

When an employee separates his/her employment from the County, the Department Head shall complete, sign, and submit a Personnel Action Form indicating Separation from County Service. This shall be done for all separating employees. The Personnel Action Form shall be presented to the Board of County Commissioners for approval. An Information Technology Account Deactivation Form must also be completed and forwarded to the Information Technology Department.

Separating employees shall be referred to the Human Resource Manager and appropriate staff members to receive information concerning benefits and to return County property in a timely manner.

H-2 Separation Pay

With prior Department Head approval, a separating employee may use accrued leave time to complete a final workweek. The use of accrued leave may be authorized if the separating employee has begun employment elsewhere, as long as there is no conflict of interest with the new employment.

A separated employee shall receive his or her final paycheck on the first regularly scheduled payday following the separation date. Leave credits will be paid the following payday.

Annual Leave credits will be paid out only to an employee who has completed six (6) months of continuous service with the County. Pay out of Annual Leave credits for retiring or separating employees will be limited to the maximum yearly limits as set out in F(5)(a). Pay out of Extended Sick Leave credits for retiring or voluntarily separating employees will follow the Pay Out Schedule in F(5)(n).

Pay outs of accumulated Annual Leave and Extended Sick Leave that may be due to an employee of Riley County upon separation from employment shall be paid from the general fund, general services department, except for grant-funded positions

H-3 Re-employment after Separation

An employee who separates while in good standing and who is re-employed within a period of 121 calendar days following separation may be reinstated at not more than the

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

FY2024 Juvenile Comprehensive Plan
Grant Signatory Approval Form

Community Corrections Agency 21st Judicial District Juvenile Services

My signature below certifies that I did assist in the development, completion, and review of the agency's Comprehensive Plan grant application (Plan). I further certify that:

1. The Plan, including all forms and attachments, complies with the directions provided by the Kansas Department of Corrections (KDOC).
2. The Plan, including all forms and attachments, complies with applicable Kansas Statutes (KSA), Kansas Administrative Regulations (KAR), KDOC Juvenile Services Operating Standards and the KDOC Financial Rules, Guidelines and Reporting Instructions manual.
3. The Agency is willing to actively plan for implementing the consistent set of statewide policies to help guide the supervision and revocation process of probationers on juvenile community corrections supervision.
4. The Agency will provide timely, complete, and accurate data to the KDOC regarding agency operations and outcomes to include any reports required per Kansas Statutes (KSA), Kansas Administrative Regulations (KAR), KDOC Juvenile Services Operating Standards, the KDOC Financial Rules, Guidelines and Reporting Instructions manual or special requests from the KDOC.

Furthermore, my signature below certifies that acceptance of state grant funds awarded by the KDOC for the grant period July 1, 2023 through June 30, 2024 indicates that as the "Grantee" I acknowledge and agree to comply with all the conditions outlined below:

1. Expend grant funds for the development, implementation, operation, and improvement of juvenile community correctional services pursuant to K.S.A. 75-7022, *et seq*., and amendments thereto, KSA 38-2302, *et seq.,* and amendments thereto, KSA 38-1008 *et seq.,* and amendments thereto, as submitted in the Plan and approved by the Secretary of Corrections.
2. Assume the authority and responsibility of funds received through the KDOC and ensure compliance with all applicable Federal and State laws, Regulations, KDOC Juvenile Services Operating Standards, policies and procedures, and the KDOC Financial Rules, Guidelines and Reporting Instructions manual. **Any and all costs associated with non-compliance under this section shall be the responsibility of the Grantee (i.e., Host/Administrative County).**
3. Obtain advance approval in writing by the Deputy Secretary of KDOC Juvenile and Adult Community Based Services for all out of state travel and training. All requests for approval of out of state travel and training will be submitted at least two weeks prior to scheduling or obligation of grant funds. **Any and all costs associated with non-compliance under this section shall be the responsibility of the Grantee (i.e., Host/Administrative County.**
4. Acknowledge this grant may be terminated by either party upon a minimum of ninety (90) days written notice to the other party. Upon termination, the unexpended balance of funding distributed to Grantee shall be returned to KDOC within thirty (30) days.
5. Acknowledge that if, in the judgment of the Secretary of the Department of Corrections, sufficient funds are not appropriated to fully continue the terms of this agreement, KDOC may reduce the amount of the grant award.
6. Follow all applicable state and federal laws related to confidentiality of information in regard to juvenile offenders. This provision is not intended to hinder the sharing of information where necessary to effect delivery of services when undertaken in compliance with applicable laws.
7. Neither assume nor accept any liability for the actions or failures to act, either professionally or otherwise, of KDOC, its employees and/or its contractual agents.
8. Not consider employees or agents of the Grantee as agents or employees of KDOC. Grantee accepts full responsibility for payment of unemployment insurance, workers compensation and social security, as well as all income tax deductions and any other taxes or payroll deductions required by law for its employees engaged in work authorized by this Grant.
9. Not hold KDOC and the State of Kansas, and their employees, officials, or agents, liable for any damages or costs arising from the cancellation, voiding, denial or withholding of funds to Grantee.

Opportunity Number: J-FY2024-CPG

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

FY2024 Juvenile Comprehensive Plan
Grant Signatory Approval Form

10. Submit problems or issues regarding the terms of this grant in writing to the Deputy Secretary of Juvenile and Adult Community Based Services for final review and resolution.
11. If any provision of this grant violates any statute or rule of law of the State of Kansas, it is considered modified to conform to that statute or rule of law.
12. Provide each child under its responsibility for placement and care with the protections found in Section 471 of Title IV-E of the Social Security Act and Kansas' Title IV-E Plan and perform candidate for foster care determinations in accordance with Section 471(a)(15) of the Social Security Act. In connection with the performance of services under this Agreement, GRANTEE also agrees to comply with the provisions of the Civil Rights Act of 1964, as amended (78 Stat. 252), Section 504 of the Rehabilitation Act of 1973, Public Law 93-112, as amended, the Regulations of the U. S. Department of Health and Human Services issued pursuant to these Acts, the provisions of Executive Order 11246, Equal Employment Opportunity, dated September 24, 1965, the provisions of the Americans with Disabilities Act of 1990, Public Law 101-336 and the Health Insurance Portability & Accountability Act of 1996; in that compliance shall include, but is not limited to, disclosing only that information that is authorized by law, authorized by the juvenile offender or his parent or legal guardian, setting a time limit on the authorization and disclosure, taking safeguards to prevent use or disclosure of the records, keeping an accounting of all requests for records and documenting its efforts to either protect or release relevant records; there shall be no discrimination against any employee who is employed in the performance of this Agreement, or against any applicant for such employment, because of age, color, national origin, ancestry, race, religion, creed, disability, sex or marital status. This provision shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. Grantee agrees that no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of the Grantee. grantee further agrees to insert similar provisions in all sub-contracts for services allowed and authorized under this Agreement under any program or activity.

Agency Director

Printed Name:	Shelly Williams
Title:	Director, Riley County Community Corrections
Signature:	
Date:	04/21/2023

Governing/Corrections Advisory Board Chairperson

Printed Name:	Linda Teener
Title:	Chair, Joint Corrections Advisory Board
Signature:	
Date:	

Board of County Commission Chairperson (Host/Administrative County)*

Printed Name:	Kathryn Focke
Title:	Chair, Riley County Board of County Commissioners
Signature:	
Date:	

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

FY2024 Juvenile Comprehensive Plan
Grant Signatory Approval Form

Host/Administrative County Financial Officer

Printed Name:	Darell Edie
Title:	Budget & Finance Officer
Signature:	
Date:	

*__Multi-county agencies__ shall obtain the signature of the County Commission Chairperson of EACH county, unless either of the following is true:

- ✓ The counties have entered into an **Inter-local Agreement** that specifically states that the host/administrative county commission chairperson can sign for all counties. If so, only the signature of the host county commission chairperson is necessary.
- ✓ The counties have entered into an Inter-local Agreement that bestows the counties' governing authority onto the community corrections advisory board. If so, no county commission chairperson signature is required.

Please use the following page if additional County Commission Chairperson signatures are required for your agency.

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

FY2024 Juvenile Comprehensive Plan
Grant Signatory Approval Form

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	
County:	

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	
County:	

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	
County:	

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	
County:	

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	
County:	

Attachment: FY24 Juvenile Services Comp Plan Final (13347 : FY24 Juvenile Services Comprehensive Plan)

COMMUNITY CORRECTIONS
Grant

Shelly Williams
Community Corrections
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

COMMISSION AGENDA REPORT

FROM: **Shelly Williams, Director, Riley County Community Corrections**

MEETING: **May 1, 2023**

SUBJECT: **FY24 & FY25 Juvenile Reinvestment Grant Application**

PRESENTER: **Shelly Williams, Director, Riley County Community Corrections**

BACKGROUND

FY2024 - 2025 Juvenile Reinvestment Grant

This opportunity is funded through the Evidence-based programs fund established by K.S.A. 75,52-164. In accordance with K.S.A. 75,52-164, all expenditures from the evidence-based programs account of the state general fund shall be for the development and implementation of evidence-based community programs and practices for juvenile offenders, juveniles experiencing mental health crisis and their families by community supervision offices, including, but not limited to, juvenile intake and assessment, court services, community corrections and juvenile crisis intervention centers.

DISCUSSION

Boards of County Commissioners (BOCCs) are eligible to apply for one or both grants for juvenile offenders who are served by community supervision offices, including, but not limited to, Juvenile Intake and Assessment, Court Services, Immediate Intervention Programs, and Community Corrections. The funds provided by this grant must be used for development and implementation of evidence-based community programs and practices for juvenile offenders and their families. Priority for these funds will be given to communities with high levels of out-of-home juvenile offenders per capita and where community-based alternatives are lacking.

Disqualification Factors:
KDOC may not consider funding any application that fails to comply with all application requirements.

Disqualification factors may include any of the following:

Failure to include complete application narrative, budget summary and narrative, and application attachments;
Funds will not be used for juvenile offenders and/or their family;
Funds will not be used for evidence-based programs and/or evidence-based practices; or
Application lacks original signatures where appropriate.

Prohibited Use of Funds:
Only costs directly attributed to serving juvenile offenders and families are allowable through this grant.

The following items are unallowable expenditures from this funding source:

Grantees cannot increase staffing levels of existing programs, or levels of compensation, beyond those in the FY23 Graduated Sanctions grants or approved by the Legislature for the FY23 Judicial budget;
Funds may not be used to purchase equipment, office furniture, or vehicles.
Out-of-state travel is limited to obtaining the specific training required of the evidence-based program or practice and cannot be used to attend conferences or other events that are not required for the implementation of the program or practice. If travel costs are requested, bids from the vendor for conducting training in Kansas compared to personnel traveling out of application.
Funds for client incentives shall not exceed 5% of your total yearly allocation.

The 21st Judicial District was eligible to receive a maximum award amount of $67,230.00.

FISCAL IMPACT

These funds were made available through the Evidence-Based Programs Fund, established by the Kansas Legislature through the Juvenile Justice Reform Bill (2016 SB367), to Boards of County Commissioners in each judicial district to implement evidence-based programs and practices for juvenile offenders and families.

RECOMMENDATION(S)

Approve grant application.

POSSIBLE MOTION(S)

Move to approve the FY24 and FY25 Juvenile Reinvestment Grant Application.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- FY24 Reinvestment Grant Final (PDF)

Kansas
Department of Corrections

Riley County Community Corrections

Prepared by Riley County Community Corrections
for Kansas Department of Corrections FY2024 - 2025 Juvenile Reinvestment Grant

Primary Contact: Shelly Williams

Attachment: FY24 Reinvestment Grant Final (13346 : FY24 & FY25 Juvenile Reinvestment Grant Application)

Opportunity Details

Opportunity Information

Title
FY2024 - 2025 Juvenile Reinvestment Grant

Description
In accordance with K.S.A. 75-52,161(c)(7), funding through this opportunity may be used for evidence-based practices and programs in the community pursuant to K.S.A. 2016 Supp. 38-2302, and amendments thereto, for use by intake and assessment services, immediate intervention, probation and conditional release; and training on evidence-based practices for juvenile justice system staff, including, but not limited to, training in cognitive behavioral therapies, family-centered therapies, substance abuse, sex offender therapy and other services that address a juvenile's risks and needs.

Awarding Agency Name
Kansas Department of Corrections

Agency Contact Name
Marie McNeal

Agency Contact Phone
785-230-6932

Agency Contact Email
marie.mcneal@ks.gov

Opportunity Manager
Marie McNeal

Opportunity Posted Date
1/27/2023

Announcement Type
Initial Announcement

Public Link
https://www.gotomygrants.com/Public/Opportunities/Details/d651c3e0-a400-4a9c-985d-8d709ca3079f

Funding Information

Funding Sources
State

Funding Source Description
This opportunity is funded through the Evidence-based programs fund established by K.S.A. 75,52-164.
In accordance with K.S.A. 75,52-164, all expenditures from the evidence-based programs account of the state general fund shall be for the development and implementation of evidence-based community programs and practices for juvenile offenders, juveniles experiencing mental health crisis and their families by community supervision offices, including, but not limited to, juvenile intake and assessment, court services, community corrections and juvenile crisis intervention centers.

Award Information

Award Period
07/01/2023 - 06/30/2025

Submission Information

Attachment: FY24 Reinvestment Grant Final (13346 : FY24 & FY25 Juvenile Reinvestment Grant Application)

Submission Window
01/27/2023 8:00 AM - 05/01/2023 5:00 PM

Submission Timeline Type
One Time

Submission Timeline Additional Information
No applications will be accepted after the Submission Close Date.

Question Submission Information

Question Submission Email Address
andrea.juarez@ks.gov

Question Submission Additional Information
Please see attached Kansas Statute for definitions relevant to how funding for this opportunity may be utilized.

Attachments

- KSA 38-2302

Eligibility Information

Additional Eligibility Information
Boards of County Commissioners (BOCCs) are eligible to apply for one or both grants for juvenile offenders who are served by community supervision offices, including, but not limited to, Juvenile Intake and Assessment, Court Services, Immediate Intervention Programs, and Community Corrections. The funds provided by this grant must be used for development and implementation of evidence-based community programs and practices for juvenile offenders and their families. Priority for these funds will be given to communities with high levels of out-of-home juvenile offenders per capita and where community-based alternatives are lacking.

Award Administration Information

State Award Notices
Award notifications will be made to the Board of County Commissioners of the applicant/administrative county or the Governing Authority Chairperson on or before July 1, 2023.

Reporting
Award recipients will be required to complete and submit quarterly financial and outcome reports in accordance with the following timelines:

FY2024
Q1 (Jul-Aug-Sep) Due on/before: 10/30/2023
Q2 (Oct-Nov-Dec) Due on/before: 01/30/2024
Q3 (Jan-Feb-Mar) Due on/before: 04/30/2024
Q4 (Apr-May-Jun) Due on/before: 07/30/2024

FY2025
Q1 (Jul-Aug-Sep) Due on/before: 10/30/2024
Q2 (Oct-Nov-Dec) Due on/before: 01/30/2025
Q3 (Jan-Feb-Mar) Due on/before: 04/30/2025
Q4 (Apr-May-Jun) Due on/before: 07/30/2025

Attachment: FY24 Reinvestment Grant Final (13346 : FY24 & FY25 Juvenile Reinvestment Grant Application)

Project Information

Application Information

Application Name
Riley County Community Corrections

Award Requested
$141,183.00

Total Award Budget
$141,183.00

Primary Contact Information

Name
Shelly Williams

Email Address
swilliams@rileycountyks.gov

Address
115 North 4th Street
Manhattan, Kansas 66502

Phone Number
(785) 565-6810

Attachment: FY24 Reinvestment Grant Final (13346 : FY24 & FY25 Juvenile Reinvestment Grant Application)

Project Description

Reinvestment Grant Funding Information

CRITERI FOR USE OF FUNDS

K.S.A. 75-52,161(c)(7) states that funds from the Evidence-based Programs Fund may be used for Evidence-based practices and programs in the community pursuant to K.S.A. 2016 Supp. 38-2302, and amendments thereto, for use by intake and assessment services, immediate intervention, probation and conditional release; and training on evidence-based practices for juvenile justice system staff, including, but not limited to, training in cognitive behavioral therapies, family-centered therapies, substance abuse, sex offender therapy and other services that address a juvenile's risks and needs.

K.S.A. 75-52,164 states: "All expenditures from the evidence-based programs account of the state general fund shall be for the development and implementation of evidence-based community programs and practices for juvenile offenders, juveniles experiencing mental health crisis and their families by community supervision offices, including, but not limited to, juvenile intake and assessment, court services, community corrections and juvenile crisis intervention centers."

Evidence-based means practices, policies, procedures, and programs demonstrated by research to produce reduction in the likelihood of reoffending (KSA 38-2302).

Disqualification Factors:

KDOC may not consider funding any application that fails to comply with all application requirements. Disqualification factors may include any of the following:

- Failure to include complete application narrative, budget summary and narrative, and application attachments;
- Funds will not be used for juvenile offenders and/or their family;
- Funds will not be used for evidence-based programs and/or evidence-based practices; or
- Application lacks original signatures where appropriate.

Prohibited Use of Funds:

Only costs directly attributed to serving juvenile offenders and families are allowable through this grant. The following items are unallowable expenditures from this funding source:

- Grantees cannot increase staffing levels of existing programs, or levels of compensation, beyond those in the FY23 Graduated Sanctions grants or approved by the Legislature for the FY23 Judicial budget;
- Funds may not be used to purchase equipment, office furniture, or vehicles.
- If the BOCC contracts with a non-profit agency for operation of the program, the entity must have a federally approved administrative cost rate and provide documentation as to the approved rate and effective date;
- Out-of-state travel is limited to obtaining the specific training required of the evidence-based program or practice and cannot be used to attend conferences or other events that are not required for the implementation of the program or practice. If travel costs are requested, bids from the vendor for conducting training in Kansas compared to personnel traveling out of state shall be obtained and submitted to justify this expense as part of the application.
- Funds for client incentives shall not exceed 5% of your total yearly allocation.

AWARD/FUNDING

The awarded amount will be for two years (FY24 and FY25). The full award amount will be paid to recipients in July 2023. Recipients will be required to sumbit quarterly financial reports and any unexpended funds at the end of FY25 must be returned to KDOC.

Attachment: FY24 Reinvestment Grant Final (13346 : FY24 & FY25 Juvenile Reinvestment Grant Application)

Approved funding will go through the local community corrections agency, who will then distribute funds to sub-contractors as necessary.

Community Corrections is not required to keep the Reinvestment funds in a separate account, although it is preferred. Reporting on these funds must be maintained separately, including cash on hand balances.

Community Corrections is not required to keep the JCAB funds in a separate account, although it is preferred. Reporting on these funds must be maintained separately, including cash on hand balances.

Modification of Funds:
The KDOC reserves the right to require changes to the application budget at the time of the grant award and will communicate any changes to the applicant. KDOC may negotiate all or part of any proposed budget after execution of the grant award agreement due to funding or provisions to program requirements.

MANDATORY OUTCOMES/PROGRAM TRACKING REQUIREMENTS

In addition to the outcomes tracked by the service provider, the following outcomes MUST be tracked and reported to KDOC on a quarterly basis.

- **Percent of youth successfully completing program (target: 80%)**
- **Percent of youth living at home at completion of program (target: 100%)**
- **Percent of youth in school and/or working at completion of program (target: 90%)**
- **Percent of youth with no new arrests at completion of program (target: 80%)**

Sub-contracted programs will be required to submit quarterly financial and outcome reports to the Community Corrections Director or designee in order to complete quarterly reporting requirements through Amplifund.

Grantees will be required to utilize a workbook developed by KDOC to report quarterly outcomes. Information will be provided regarding this process at the time of award notification.

Grantees will be required to record expenses in Amplifund and submit quarterly financial reports to KDOC.

Information regarding quarterly reporting processes will be provided at the same time as award notifications are made.

Attachment: FY24 Reinvestment Grant Final (13346 : FY24 & FY25 Juvenile Reinvestment Grant Application)

Applicant Agency Profile

Agency Information

Administrative Contact Name
Shelly Williams

Administrative Contact Address Line 1
115 N. 4th Street

Administrative Contact Address Line 2
2nd Floor West

Administrative Contact City
Manhattan

Administrative Contact State
Kansas

Administrative Contact Zip Code
66502

Administrative Contact Phone Number
785-565-6810

Administrative Contact Email Address
swilliams@rileycountyks.gov

Juvenile Corrections Advisory Board Information (JCAB)

JCAB Chairperson Name
Linda Teener

JCAB Chairperson Address Line 1
1900 Judson Street

JCAB Chairperson Address Line 2

JCAB Chairperson City
Manhattan

JCAB Chairperson State
Kansas

JCAB Chairperson Zip Code
66502

JCAB Chairperson Phone Number
785-539-8763

JCAB Chairperson Email Address
linda@tryufm.org

Admin/Host County Board of County Commission Information

BOCC Chairperson Name
Kathryn Focke

BOCC Chairperson Address Line 1
110 Courthouse Plaza

Attachment: FY24 Reinvestment Grant Final (13346 : FY24 & FY25 Juvenile Reinvestment Grant Application)

BOCC Chairperson Address Line 2
1st Floor, Room B118

BOCC Chairperson City
Manhattan

BOCC Chairperson State
Kansas

BOCC Chairperson Zip Code
66502

BOCC Chairperson Phone Number
785-565-6213

BOCC Chairperson Email Address
kfocke@rileycountyks.gov

Admin/Host County Financial Officer Information

Host/Administrative County Financial Officer Name
Darell Edie

Host/Administrative County Financial Officer Address Line 1
110 Courthouse Plaza

Host/Administrative County Financial Officer Address Line 2
1st Floor, Room B118

Host/Administrative County Financial Officer City
Manhattan

Host/Administrative County Financial Officer State
Kansas

Host/Administrative County Financial Officer Zip Code
66502

Host/Administrative County Financial Officer Phone Number
785-537-6300

Host/Administrative County Financial Officer Email Address
dedie@rileycountyks.gov

Attachment: FY24 Reinvestment Grant Final (13346 : FY24 & FY25 Juvenile Reinvestment Grant Application)

Budget

Proposed Budget Summary

Expense Budget

	Grant Funded	Total Budgeted
J-REINV Client Services		
REINV Client Incentives	$6,723.00	$6,723.00
Subtotal	**$6,723.00**	**$6,723.00**
J-REINV Salary & Benefits		
REINV Non-Admin Benefits	$44,474.00	$44,474.00
REINV Non-Admin Salary	$89,986.00	$89,986.00
Subtotal	**$134,460.00**	**$134,460.00**
Total Proposed Cost	**$141,183.00**	**$141,183.00**

Revenue Budget

	Grant Funded	Total Budgeted
Grant Funding		
Award Requested	$141,183.00	$141,183.00
Subtotal	**$141,183.00**	**$141,183.00**
Total Proposed Revenue	**$141,183.00**	**$141,183.00**

Proposed Budget Detail

See attached spreadsheet.

Proposed Budget Narrative

J-REINV Client Services

REINV Client Incentives

Client incentives

J-REINV Salary & Benefits

REINV Non-Admin Salary

FY24 and FY25 ISO salary

Attachment: FY24 Reinvestment Grant Final (13346 : FY24 & FY25 Juvenile Reinvestment Grant Application)

Category	Item Type	Name	Grant-Funded	Direct Cost	Narrative
J-REINV Client Services	Non Personnel	REINV Client Incentives	$6,723.00	$6,723.00	Client incentives
J-REINV Salary & Benefits	Non Personnel	REINV Non-Admin Benefits	$44,474.00	$44,474.00	FY24 and FY25 ISO benefits
J-REINV Salary & Benefits	Personnel	REINV Non-Admin Salary	$89,986.00	$89,986.00	FY24 and FY25 ISO salary

Attachment: FY24 Reinvestment Grant Final (13346 : FY24 & FY25 Juvenile Reinvestment Grant Application)

Reinvestment Grant ~ Evidence Based Program Funding Request		
Applicant Agency:	Riley County Community Corrections (Youth Court Immediate Intervention Program)	
	Address 1:	115 N. 4th Street
	Address 2:	2nd Floor West
	City/State/Zip:	Manhattan, Kansas 66502
	Contact Person:	Shelly Williams
	Name of Contact Person:	
	Contact Person Phone:	
	Contact Person Email:	

Will this program be subcontracted to another agency/organization?	☐ Yes ☑ No

If Yes, please provide the following information:

Agency/Organization Name:	
Address 1:	
Address 2:	
City/State/Zip	
Name of Contact Person:	

Why is the proposed program/service needed in the judicial district? Please identify the specific risk/needs the program/service is seeking to address (i.e. criminogenic needs, responsivity, employment, etc.) and include current and relevant data that demonstrates a need for this program/service.

The proposed program needing continued funding in the Judicial District is the Youth Court Immediate Intervention Program. Pursuant to K.S.A. 38-2346, each Judicial District shall have an immediate intervention program. While our Judicial District has been administering Youth Court for first time offenders since 1998, we modified the program to meet the new required statute and standards.

The criminogenic needs that YCIIP will attempt to target will be dynamic in nature and include, education/employment, peer relations, substanc abuse, leisure/recreation, personality/behavior and attitudes/orientation. We utilize the YLS/CMI SV or short version to assess youths' risks and needs.

Description of Proposed Service/Program, including timeframe (i.e. school year, number of sessions, number of weeks, etc.)

Youth Court Immediate Intervention Program is a diversion program administered by Riley County Community Corrections. The purpose of our Youth Court Immediate Intervention Program is to provide an opportunity for an immediate intervention process by which youth may avoid prosecution.

Youth Court hearings are held two times a month in the evenings. Youth volunteers and returning defendants serve as members of the jury. An adult judge is present to keep the proceedings on track and ensure that each case follows the same format. The defendant is allowed to give his/her version of the events followed by the 'clerk' reading a summary of the police report. The jury members and adult judge follow with questions for the defendant. Following questions posed to the defendant, the jury deliberates and returns with recommended sanctions. The defendant has up to 4 months (Pre-File) and 6 months (Post-File) to complete his/her sanctions. Once youth are processed through Youth Court, supervision begins.

The jury is comprised of volunteers from local schools and returning defendants. Each member must sign a Confidentiality Oath which prohibits the youth from sharing the information concerning the defendants and their cases outside of the courtroom. Each member must ask the defendant a minimum of one question. The jury will select a foreperson for each case to announce the sanctions decided.

Sanction guidelines include mandatory sanctions of community service hours and 1-5 Youth Court juror assignments. Optional Sanctions include apology to victim, counseling, random drug & alcohol testing (offense-driven), Alcohol and Drug Information School (offense-driven), curfew and restitution.

Some benefits of Youth Court in addition to providing an immediate intervention, volunteer jurors gain exposure to the legal system, jurors help victims with reparation, the community benefits from service hours, both defendants and volunteer jurors see how negative behavior impacts others, and victims know the defendant is being held accountable.

Attachment: FY24 Reinvestment Grant Final (13346 : FY24 & FY25 Juvenile Reinvestment Grant Application)

Participant Program Cost		
Is there a cost associated with the program/service?	Yes	
If Yes, please explain:		
There is a one time $50 program fee.		

Completion Criteria
K.S.A. 38-2346(b)(4) defines the criteria and duration for program completion as, "The immediate intervention plan shall last no longer than six months from the date of referral, unless the plan requires the juvenile to complete an evidence-based mental health or substance abuse progr that extends beyond the six-month period. In such case, the plan may be extended up to two additional months."

Target Population	
Demographics	The target population includes first time misdemeanor juvenile offenders (excluding offenses in K.S.A. Chapter 55 of Artic 21, and amendments thereto, or a violation of K.S.A 2016 Supp. 21-5507), 10 to 17 years of age who are considered lowe risk. Additionally, the County Attorney's Office reviews law enforcement reports on juvenile offenders who have fewer th two prior adjudications for possible participation. We anticipate serving 35 juveniles per year.
Eligibility Criteria	• Charged with a misdemeanor that is not a sex offense • Has no prior adjudications • Has fewer than two prior adjudications AND recommended by County Attorney; and • Goes through Juvenile Intake and Assessment System (JIAS) or is referred directly by the County Attorney or court
Referral Source	Clay & Riley County Attorney's Office
Geographic Area to be Served	Clay and Riley Counties.

Please describe how the program will address racial, ethnic, geopraphic and other biases that may exist within the program.
We will follow the statute and MOA with the County Attorney's Office regarding eligibility to mitigate any inherent bias with referrals to the program.

Evidence Base for Proposed Program/Service. Please include credentials or documentation supporting the proposal as promising or evidence-based program or practice.
Youth Court is recognized as a Promising Program within the Office of Juvenile Justice and Delinquency Prevention Model Programs Guide. http://www.crimesolutions.gov/ProgramDetails.aspx?ID=328

Monitoring and Evaluation
Who will be responsible for annual evaluations of the program/service at a the provider level?
The Director and the ISO II will be responsible for annual staff evaluations.

Describe the process for monitoring and evaluating the program/service at the provider level, including who will conduct evaluations and how they will be

Attachment: FY24 Reinvestment Grant Final (13346 : FY24 & FY25 Juvenile Reinvestment Grant Application)

The process for monitoring and evaluating our services includes the assessment of random officer/client interviews for the use of motivational interviewing. Staff performance in the use of motivational interviewing is tied to individual performance appraisals, including establishing annual goals in motivational interviewing. Staff is assessed through a minimum of six quality assurance reviews per year. In addition, we have both audi and video equipment recording 24/7 in all interview rooms, with supervisors having the capability to watch client interviews live at any time.

If the program/service will be monitored and evaluated by the JCAB, please describe the process, including who will conduct evaluations and how it will be done.

A sub-committee of the advisory board initially reviews the progress of YCIIP and report their findings to the advisory board as a whole on a quarterly basis. In between the quarterly reviews, the advisory board receives monthly updates on the progress from the Director and the AISO

Measurable Outcomes

Please describe the outcome measures that will be used to determine effectiveness of the program/service. Please include what data will be measured and how it will be measured.

Data that we have tracked over the years includes: gender, age, race, ethnicity, YLS/CMI score & risk level, level of supervision, offense information, restitution owed/paid, fees assessed/paid, community service hours, referrals made, education & employment status, residence, MDT information, length of supervision, new arrest information, juror information, completion status, reason for unsuccessful completion. This i kept in an Excel Spreadsheet provided by KDOC. We also track drug/alcohol service referrals for those participants assigned for a drug/alcohol offense. In addition, we track the required outcome data as outlined below.

In addition to outcomes tracked by the program/service provider, the following are mandatory outcomes that must be tracked and reported to KDOC. KDOC will provide a workbook and instructions for tracking outcomes at the time of award notification.

Outcome	Target
Percent of youth living at home at completion of program	100%
Percent of youth living at home 1 year after completion of program	90%
Percent of youth in school and/or working at completion of program	90%
Percent of youth in school and/or working 1 year after completion of program	90%
Percent of youth with no new arrests at completion of program	80%
Percent of youth with no new arrests 1 year after completion of program	80%
Percent of youth successfully completing program	80%

Funding Request

Budget Category	FY24-25 Category Total
Agency Operations	$134,460.00
Client Services	$6,723.00
Communications	
Contractual	
Salary & Benefits	
Supplies	
Training	
Travel	
Total Funding Request	$141,183.00

Attachment: FY24 Reinvestment Grant Final (13346 : FY24 & FY25 Juvenile Reinvestment Grant Application)

FY24-25 Reinvestment Grant
Signatory Approval Form

Community Corrections Agency 21st Judicial District Juvenile Services

My signature below certifies that I did assist in the development, completion, and review of the agency's grant application (Application). I further certify that:

1. The Application, including all forms and attachments, complies with the directions provided by the Kansas Department of Corrections (KDOC).
2. The Application, including all forms and attachments, complies with applicable Kansas Statutes (KSA), Kansas Administrative Regulations (KAR), KDOC Juvenile Services Operating Standards and the KDOC Financial Rules, Guidelines and Reporting Instructions manual.
3. The Agency will provide timely, complete, and accurate data to the KDOC regarding agency operations and outcomes to include any reports required per Kansas Statutes (KSA), Kansas Administrative Regulations (KAR), KDOC Juvenile Services Operating Standards, the KDOC Financial Rules, Guidelines and Reporting Instructions manual or special requests from the KDOC.

Furthermore, my signature below certifies that acceptance of state grant funds awarded by the KDOC for the grant period July 1, 2023 through June 30, 2025 indicates that as the "Grantee" I acknowledge and agree to comply with all the conditions outlined below:

1. Expend grant funds for the development, and implementation of evidence-based community programs and practices for juvenile offenders, juveniles experiencing mental health crisis and their families by community supervision offices, including, but not limited to, juvenile intake and assessment, court services, community corrections and juvenile crisis intervention centers pursuant to KSA 75, 52-164 and as submitted in the Application and approved by the Secretary of Corrections.
2. Assume the authority and responsibility of funds received through the KDOC and ensure compliance with all applicable Federal and State laws, Regulations, KDOC Juvenile Services Operating Standards, policies and procedures, and the KDOC Financial Rules, Guidelines and Reporting Instructions manual. **Any and all costs associated with non-compliance under this section shall be the responsibility of the Grantee (i.e., Host/Administrative County).**
3. Obtain advance approval in writing by the Deputy Secretary of KDOC Juvenile and Adult Community Based Services for all out of state travel and training. All requests for approval of out of state travel and training will be submitted at least two weeks prior to scheduling or obligation of grant funds. **Any and all costs associated with non-compliance under this section shall be the responsibility of the Grantee (i.e., Host/Administrative County.**
4. Acknowledge this grant may be terminated by either party upon a minimum of ninety (90) days written notice to the other party. Upon termination, the unexpended balance of funding distributed to Grantee shall be returned to KDOC within thirty (30) days.
5. Acknowledge that if, in the judgment of the Secretary of the Department of Corrections, sufficient funds are not appropriated to fully continue the terms of this agreement, KDOC may reduce the amount of the grant award.
6. Follow all applicable state and federal laws related to confidentiality of information in regard to juvenile offenders. This provision is not intended to hinder the sharing of information where necessary to effect delivery of services when undertaken in compliance with applicable laws.
7. Neither assume nor accept any liability for the actions or failures to act, either professionally or otherwise, of KDOC, its employees and/or its contractual agents.
8. Not consider employees or agents of the Grantee as agents or employees of KDOC. Grantee accepts full responsibility for payment of unemployment insurance, workers compensation and social security, as well as all income tax deductions and any other taxes or payroll deductions required by law for its employees engaged in work authorized by this Grant.
9. Not hold KDOC and the State of Kansas, and their employees, officials, or agents, liable for any damages or costs arising from the cancellation, voiding, denial or withholding of funds to Grantee.

Attachment: FY24 Reinvestment Grant Final (13346 : FY24 & FY25 Juvenile Reinvestment Grant Application)

FY24/25 Reinvestment Grant
Signatory Approval Form

10. Submit problems or issues regarding the terms of this grant in writing to the Deputy Secretary of Juvenile and Adult Community Based Services for final review and resolution.
11. If any provision of this grant violates any statute or rule of law of the State of Kansas, it is considered modified to conform to that statute or rule of law.
12. Provide each child under its responsibility for placement and care with the protections found in Section 471 of Title IV-E of the Social Security Act and Kansas' Title IV-E Plan and perform candidate for foster care determinations in accordance with Section 471(a)(15) of the Social Security Act. In connection with the performance of services under this Agreement, GRANTEE also agrees to comply with the provisions of the Civil Rights Act of 1964, as amended (78 Stat. 252), Section 504 of the Rehabilitation Act of 1973, Public Law 93-112, as amended, the Regulations of the U. S. Department of Health and Human Services issued pursuant to these Acts, the provisions of Executive Order 11246, Equal Employment Opportunity, dated September 24, 1965, the provisions of the Americans with Disabilities Act of 1990, Public Law 101-336 and the Health Insurance Portability & Accountability Act of 1996; in that compliance shall include, but is not limited to, disclosing only that information that is authorized by law, authorized by the juvenile offender or his parent or legal guardian, setting a time limit on the authorization and disclosure, taking safeguards to prevent use or disclosure of the records, keeping an accounting of all requests for records and documenting its efforts to either protect or release relevant records; there shall be no discrimination against any employee who is employed in the performance of this Agreement, or against any applicant for such employment, because of age, color, national origin, ancestry, race, religion, creed, disability, sex or marital status. This provision shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. Grantee agrees that no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of the Grantee. grantee further agrees to insert similar provisions in all sub-contracts for services allowed and authorized under this Agreement under any program or activity.
13. Provide administrative oversight to enhance the operational and evaluation procedures by assessing program efficiency and effectiveness of juvenile justice programs funded by the Reinvestment grant funds.

Agency Director

Printed Name:	Shelly Williams
Title:	Director
Signature:	
Date:	

Governing/Corrections Advisory Board Chairperson

Printed Name:	Linda Teener
Title:	Chairperson, JCAB
Signature:	
Date:	

Board of County Commission Chairperson (Host/Administrative County)*

Printed Name:	Kathryn Focke
Title:	Chairperson, BOCC
Signature:	
Date:	

Attachment: FY24 Reinvestment Grant Final (13346 : FY24 & FY25 Juvenile Reinvestment Grant Application)

FY24/25 Reinvestment Grant
Signatory Approval Form

Host/Administrative County Financial Officer

Printed Name:	Darell Edie
Title:	Budget & Finance Officer
Signature:	
Date:	

*__Multi-county agencies__ shall obtain the signature of the County Commission Chairperson of EACH county, unless either of the following is true:

- ✓ The counties have entered into an **Inter-local Agreement** that specifically states that the host/administrative county commission chairperson can sign for all counties. If so, only the signature of the host county commission chairperson is necessary.
- ✓ The counties have entered into an Inter-local Agreement that bestows the counties' governing authority onto the community corrections advisory board. If so, no county commission chairperson signature is required.

Please use the following page if additional County Commission Chairperson signatures are required for your agency.

Attachment: FY24 Reinvestment Grant Final (13346 : FY24 & FY25 Juvenile Reinvestment Grant Application)

FY24/25 Reinvestment Grant
Signatory Approval Form

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	
County:	

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	
County:	

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	
County:	

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	
County:	

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	
County:	

Attachment: FY24 Reinvestment Grant Final (13346 : FY24 & FY25 Juvenile Reinvestment Grant Application)

Julie Gibbs
Health Department
Director
2030 Tecumseh Rd
Manhattan, KS 66502
Phone: 785-776-4779

HEALTH DEPARTMENT
Grant

COMMISSION AGENDA REPORT

FROM: **Julie Gibbs**

MEETING: **May 1, 2023**

SUBJECT: **RCHD Request to Apply for CDC grant**

PRESENTER: **Julie Gibbs**

BACKGROUND

Overdose Data to Action: Limiting Overdose through Collaborative Actions in Localities will support city or county LHDs to use date to drive actions that reduce overdose morbidity and mortality in communities, with a primary focus on opioid and/or stimulants. The grant NOFO focuses on prevention (harm reduction strategies and education), enhancing surveillance to obtain and share more data, and linkage to and retention in care.

https://www.cdc.gov/drugoverdose/od2a/funding-announcements/local.html

DISCUSSION

This is a 5 year grant, at a max of $1 million per year. I am requesting funding for 10 full time navigators to be placed with certain community and health entities that agree to this arrangement, 2 full time community health educators, to educate the community on resources available and prevention methods, 1 full time IT specialist to assist with surveillance data, and the rest for marketing and supplies. We have support from Be Able, Ascension Via Christi, and both Geary and Pottawatomie Counties.

FISCAL IMPACT

I will request the full amount, based on our overdose death rate and population. There will not be any fiscal impact on the county as these employees will work remotely.

RECOMMENDATION(S)

I recommend the BOH approve RCHD submitting the Overdose Data to Action grant application to the CDC on May 8, 2023.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- CDCgrant (PDF)



Centers for Disease Control and Prevention

NATIONAL CENTER FOR INJURY PREVENTION AND CONTROL

Overdose Data to Action: Limiting Overdose through Collaborative Actions in Localities (OD2A: LOCAL)

CDC-RFA-CE-23-0003

05/08/2023

Attachment: CDCgrant (13360 : RCHD Request to Apply)

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Attachment: CDCgrant (13360 : RCHD Request to Apply)

Part I. Overview

Applicants must go to the synopsis page of this announcement at www.grants.gov and click on the "Subscribe" button link to ensure they receive notifications of any changes to CDC-RFA-CE-23-0003. Applicants also must provide an e-mail address to www.grants.gov to receive notifications of changes.

A. Federal Agency Name:

Centers for Disease Control and Prevention (CDC)

B. Notice of Funding Opportunity (NOFO) Title:

Overdose Data to Action: Limiting Overdose through Collaborative Actions in Localities (OD2A: LOCAL)

C. Announcement Type: New - Type 1:

This announcement is only for non-research activities supported by CDC. If research is proposed, the application will not be considered. For this purpose, research is defined at https://www.gpo.gov/fdsys/pkg/CFR-2007-title42-vol1/pdf/CFR-2007-title42-vol1-sec52-2.pdf. Guidance on how CDC interprets the definition of research in the context of public health can be found at https://www.hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46/index.html (See section 45 CFR 46.102(d)).

New-Type 1

D. Agency Notice of Funding Opportunity Number:

CDC-RFA-CE-23-0003

E. Assistance Listings Number:

93.136

F. Dates:

1. Due Date for Letter of Intent (LOI):

The LOI date will generate once the Synopsis is published if Days or a Date are entered.
Recommended but not Required
An LOI is requested, but not required. LOIs should indicate the intention to apply and to which components. The purpose of an LOI is to allow CDC program staff to estimate the number of applications and plan for the review of submitted applications. The LOI should contain the following information:

- Name of jurisdiction intending to apply to this NOFO.
- A preliminary decision about whether the applicant intends to apply for either or both of the optional and competitive surveillance components (Component B and/or Component C). This preliminary decision should be clearly and succinctly stated, "Plan to apply to Component B, but not Component C". If the applicant does not plan to apply for either Component B or Component C, please write, "Will not apply for Component B or Component C".

When submitting the LOI, please follow these instructions to help CDC rapidly identify and process your LOI:

- Send LOI via email to **OD2A_LOCAL@cdc.gov.**
- The subject of the email should be *"LOI Overdose Data to Action: Limiting Overdose through Collaborative Actions in Localities (OD2A: LOCAL)"*.
- The email with the LOI should be addressed to *"OD2A: LOCAL Team, Division of Overdose Prevention, CDC"*.

2. Due Date for Applications:

05/08/2023
11:59 p.m. U.S. Eastern Standard Time, at www.grants.gov.

3. Due Date for Informational Conference Call

First Informational Call

When: March 13, 2023, 03:00 PM – 5: 00 PM Eastern Time (US and Canada)

Topic: OD2A: LOCAL First National Informational Call

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_OAipA2W9Th-m9kB2TeKiHw

After registering, you will receive a confirmation email containing information about joining the webinar.

This two-hour call provides a comprehensive overview of the required strategies of the NOFO, presenting eligibility requirements, prevention strategies, a walk-through of the application and selection process, and a discussion of Component A, which is required for all applicants. Throughout the session, participants will have the opportunity to ask questions. All potential

Attachment: CDCgrant (13360 : RCHD Request to Apply)

applicants are encouraged to attend this call. A recording will be posted here following the webinar.

Second Informational Call

When: March 14, 2023, 12:00 PM – 1:30 PM Eastern Time (US and Canada)

Topic: OD2A: LOCAL Second National Informational Call

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_H3rwiCStRQi3_ikTOVJdWA

After registering, you will receive a confirmation email containing information about joining the webinar.

This 90- minute call focuses on the optional and competitive NOFO strategies in Components B (Drug product and/or paraphernalia testing) and C (Linkage to and retention in care surveillance). Throughout the session, participants will have the opportunity to ask questions about both optional and competitive strategies. All potential applicants are encouraged to attend this call, although it will be of particular benefit to jurisdictions planning to apply for optional strategies. A recording will be posted here following the webinar.

F. Executive Summary:

Summary Paragraph

Overdose Data to Action: Limiting Overdose through Collaborative Actions in Localities (OD2A: LOCAL) will support city or county local health departments (LHDs), special district health departments, and territories to use data to drive actions that reduce overdose morbidity and mortality in communities, with a primary focus on opioids and/or stimulants.

The NOFO has three components:

- Component A: Core Prevention and Surveillance Strategies (required)
- Component B: Drug Product and/or Paraphernalia Testing (optional)
- Component C: Linkage to and Retention in Care Surveillance (optional)

Within the five years, recipients will:

- Decrease nonfatal and fatal drug overdoses, overall and especially among disproportionately affected and underserved populations, with a primary focus on overdoses involving opioids and/or stimulants, including polysubstance use.
- Reduce health inequities related to overdose by closing gaps in access to care and services.
- Integrate harm reduction strategies and principles.
- Improve linkage to and re-engagement and retention in services, care, treatment, and recovery, focused on opioid use disorder (OUD) and stimulant use disorder (StUD).
- Build overdose surveillance infrastructure.
- Track and address emerging drug threats.

Attachment: CDCgrant (13360 : RCHD Request to Apply)

- Track linkage to and retention in care.

a. Eligible Applicants:
Open Competition

b. NOFO Type:
CA (Cooperative Agreement)

c. Approximate Number of Awards
40
Up to 40 recipients will be funded to conduct activities under Component A. Among those 40, up to 20 will be funded for Component B and up to 20 will be funded for Component C.

d. Total Period of Performance Funding:
$400,000,000

e. Average One Year Award Amount:
$80,000,000
Component A: $2,000,000
Component B: $250,000 - $325,000
Component C: $250,000 - $325,000

f. Total Period of Performance Length:
5 year(s)

g. Estimated Award Date:
August 01, 2023

h. Cost Sharing and / or Matching Requirements:
No
Cost sharing or matching funds are not required for this program. Although no statutory matching requirement for this NOFO exists, leveraging other resources and related ongoing efforts to promote sustainability is strongly encouraged.

Consistent with the cited authority for this announcement and applicable grants regulations, sources for cost sharing or matching may include complementary foundation funding, other U.S. government funding sources including programs supported by HHS or other agencies (e.g., Department of Justice, Department of Agriculture, Department of Education, Department of Housing and Urban Development, Department of Transportation, Environmental Protection Agency, National Park Service) and other funding sources. Applicants should coordinate with multiple sectors such as public health, transportation, education, health care delivery, and agriculture.

Part II. Full Text

A. Funding Opportunity Description

1. Background

Attachment: CDCgrant (13360 : RCHD Request to Apply)

a. Overview

U.S. drug overdose deaths increased to historic levels in recent years, with provisional estimates indicating over 108,000 predicted deaths occurring in the 12 months ending May 2022. While increases are seen across the U.S. and in most populations, recent increases were highest among certain racial/ethnic minority populations, including non-Hispanic Black (44%) and Native Hawaiian/Other Pacific Islander persons (44%). Systemic racism and its impacts on social determinants of health have resulted in disparities in access to, linkage to, and retention in treatment for substance use disorders, compounding risk in certain populations.

While most overdose deaths involve opioids, deaths involving stimulants alone or with opioids have also substantially increased. Data from substance use disorder treatment programs also show an increase in persons reporting stimulants as the primary substance of use at treatment admission.

There is an increasing need to support localities to build an infrastructure of overdose surveillance, harm reduction, recovery, and care in communities most impacted by the overdose crisis. The evolving drug problem is local, complex and dynamic, requiring locally tailored and culturally-relevant solutions. A strong foundation of cooperation and partnership across public health, behavioral health, health systems, community organizations, and public safety is necessary to build overdose infrastructure and cohesive programs that have multiple access points and address health inequities in overdose.

Addressing disparities in overdose is an overarching goal within every strategy in this NOFO. Activities must be culturally-relevant to those disproportionately affected by overdose and historically underserved, including persons recently released from incarceration, people experiencing homelessness, certain racial and ethnic groups, and anyone who has experienced a non-fatal overdose. Foundational to programmatic success, local health departments will need to leverage new and existing partners. Data generated through surveillance, prevention programs and by partners should be used to inform program implementation, focus on those at highest risk, and reduce health inequities.

This NOFO has three components:

- Component A (Required, up to 40 recipients selected): All applicants must apply to this component.
- Component B (Optional and competitive, up to 20 recipients selected from the 40 selected in Component A).
- Component C (Optional and competitive, up to 20 recipients selected from the 40 selected in Component A).

Funding for this NOFO will prioritize jurisdictions with higher drug overdose burdens and larger populations and ensure geographic diversity. Applicants must describe their catchment area and calculate their unintentional or undetermined drug overdose (UUDO) death burden and population size as outlined in **Appendix 1**. An optional sample form is provided in **Appendix 2b** with detailed instructions in **Appendix 2a** to help applicants calculate their UUDO death burden and population size. Applicants are not required to use this form. If a different format is used it must contain three required pieces of information: (1) counties, cities, or territories in their

Attachment: CDCgrant (13360 : RCHD Request to Apply)

service catchment area, (2) UUDO deaths, and (3) population. Upload this information to www.grants.gov in a document named "<Applicant Name> OD2A_ LOCAL_ Overdose_ Burden and Funding Form". If an Excel file is used, do not convert to PDF. Upload in its original format.

b. Statutory Authorities
Section 392A of the Public Health Service (PHS) Act (42 U.S.C. § 280b—1) and Section 311(c)(1) of the PHS Act (42 U.S.C. § 243).

c. Healthy People 2030
This NOFO supports the following Healthy People 2030 topic areas:

Addiction
Drug and Alcohol Use
Health Care Access and Quality
Injury Prevention
Mental Health and Mental Health Disorders - General

d. Other National Public Health Priorities and Strategies
This NOFO supports the following national strategies:

HHS Overdose Prevention Strategy (https://www.hhs.gov/overdose-prevention/)
National Drug Control Strategy (https://www.whitehouse.gov/wp-content/uploads/2022/04/National-Drug-Control-2022Strategy.pdf)
Ending the HIV Epidemic (https://www.cdc.gov/endhiv/)
HHS Health Equity Action Plan (https://www.hhs.gov/sites/default/files/hhs-equity-action-plan.pdf)

e. Relevant Work
This program builds upon CDC's historical funding opportunities related to reducing overdose and related harms, including:

Prevention BOOST
Prevention for States: https://www.cdc.gov/drugoverdose/states/state_prevention.html
Data-Driven Prevention Initiative: Data-Driven Prevention Initiative (DDPI) | Drug Overdose | CDC Injury Center
Enhanced State Opioid Overdose Surveillance Program: https://www.cdc.gov/drugoverdose/foa/state-opioid-mm.html
Opioid Prevention in States – Surge Support via the Cooperative Agreement for Emergency Response: Opioid Funding - CDC
Overdose Data to Action: https://www.cdc.gov/drugoverdose/od2a/index.html
Implementing Overdose Prevention Strategies at the Local Level: Microsoft PowerPoint - RFA Info Webinar (naccho.org)

2. CDC Project Description

a. Approach

Bold indicates period of performance outcome.

Attachment: CDCgrant (13360 : RCHD Request to Apply)

Strategies and Activities	Short-term Outcomes (1-2 years)	Intermediate Outcomes (3-4 Years)	Long-term Outcomes (5+ years)
FOUNDATIONAL ACTIVITIES FOR ALL STRATEGIES in OD2A: LOCAL • Use data to inform action • Establish partnerships • Focus on health equity			
COMPONENT A *PREVENTION* <u>1A. Linkage to and retention in care (required):</u> Utilize navigators* to connect people to services; Initiate linkage to care activities, support retention in care, maintain recovery, and support reengagement in care <u>2A. Harm Reduction (required)</u>: Implement strategies that increase treatment entry, reduce drug use frequency and high-risk drug use practices, and improve the overall health of PWUD, with a focus on reducing overdose <u>3A. Stigma Reduction (optional)</u> Address stigma that exists among different audiences—individuals with SUD, public safety, healthcare, and the public—across community, healthcare, and public safety	More timely, detailed, comprehensive, and actionable surveillance data (6A) **Increased use of navigators to link PWUD to care and services (1A)** **Improved rapid and timely identification of changes in illicit drug market (B)** **Increased data sharing and data use that informs prevention and response efforts (1A-6A, B, C,)** **Increased partnerships, collaborations, and bidirectional referrals amongst**	**Enhanced ability of programs to respond to overdose trends for groups disproportionately affected by overdose (1A-6A, B, C)** **Increased use of standardized indicators on toxicologic findings and linkage to care to support local and national surveillance (B, C)** **Expanded and improved use of surveillance, program evaluation, and community data to drive prevention action that are community/population appropriate (1A-6A, B, C)** **Increased number of PWUD that are engaged in care and harm reduction services (1A-4A)** **Increased equitable delivery and improved access to care/services**	**Decreased fatal drug overdoses, overall:** • Primarily involving opioids and/or stimulants among populations disproportionately affected by overdose and underserved by overdose prevention programs and the healthcare system **Decreased nonfatal drug overdoses, overall:** • Primarily involving opioids and/or stimulants among populations disproportionately affected by overdose and underserved by overdose prevention programs and the healthcare system **Decreased illicit opioid and stimulant use, including co-use with other substances, and decreased prevalence of OUD and StUD** **Improved health equity among groups disproportionately affected by overdose and those previously underserved by**

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settings 4A. Clinician and health systems best practices (required) Improve clinical management of pain and of SUD and build healthcare infrastructure to improve care coordination, with a focus on providing guideline concordant care to reduce overdose 5A. Health IT enhancements (optional) Build health IT capacity to support clinicians *SURVEILLANCE* 6A. Overdose Surveillance Infrastructure(required) Improve and enhance overall capacity to conduct overdose-related surveillance **COMPONENT B** *Toxicologic Testing of Drug Product and/or Paraphernalia (optional and competitive)* Using CDC guidance, conduct laboratory toxicologic testing of drug products and/or drug paraphernalia to track the lethality of the illicit drug market **COMPONENT C**	**organizations working in overdose prevention (1A-4A)** **Improved identification of and outreach to people in need of care and services for SUD (1A-4A)** **Increased access to harm reduction services for PWUD, including increased distribution of naloxone across settings (2A, 3A)** **Increased capacity of staff within the workforce to connect PWUD to care and services (1A-4A)** Increased clinician capacity to initiate trauma sensitive and person-centered approaches (4A) Improved	**and long-term recovery among PWUD as well as those previously underserved by overdose prevention programs and the healthcare system (1A-4A)** Increased reports of supportive interactions between PWUD and community organizations, public safety partners, and clinicians (2A-4A) Decreased stigma experienced by PWUD (3A) **Decreased high risk opioid prescribing and increased use of evidence-based pain care (4A, 5A)** **Improved health system and clinician capacity to provide care for OUD and StUD (4A, 5A)**	**overdose prevention programs and the healthcare system, identifying and closing gaps in access to care and services** **Increased adoption of harm reduction strategies and principles, including those of empathy, non-judgment, and meeting people where they are** **Expanded identification, tracking, and mitigation of emerging drug threats** **Collection and use of data on linkage to and retention in care among people at high-risk of overdose to improve care.**

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Surveillance of Linkage to and Retention in Care (optional and competitive) Collect and analyze standardized data on linkage to and retention in care among persons at high risk of overdose using CDC guidance	awareness of harm reduction services for PWUD among the general public (1A-4A) Increased public awareness of services, including treatment options and harm reduction support services among PWUD (1A-4A) Improved attitudes and knowledge about stigma among individuals with SUD and among public health practitioners, clinicians, public safety and other professionals working with PWUD (3A) **Increased clinician awareness of evidence-based practices for pain management (4A)** **Increased**		

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	clinician expertise and confidence to provide equitable OUD and StUD care (4A)		

* Bolded outcomes are the outcomes CDC expects recipients to achieve or make progress on during the period of performance **and** that CDC expects recipients to measure and report. Bolded outcomes are described below. Recipients also may measure and report on unbolded outcomes included in the logic model and other outcomes.

Glossary of Acronyms
SUD – Substance use disorder
OUD – Opioid use disorder
MOUD – Medications for opioid use disorder
Health IT – health information technology
PWUD – Persons who use drugs
StUD – Stimulant use disorder

* Navigators can include peer navigators, certified peer recovery specialists, peer support specialists, case managers, patient navigators, community health workers, persons with lived experience, and other individuals who link PWUD to care and harm reduction resources. These are individuals familiar with the local public health landscape and who work directly with individuals with OUD and/or StUD to ensure they have the tools to address barriers to seeking care and who support people accessing treatment and supporting their retention (and reengagement if necessary) in SUD treatment and care, as well as support access to other services, such as harm reduction and social supports. CDC defines linkage using navigators as: 1) linkage to evidence-based treatment for substance use disorders- to include MOUD and other treatment (e.g., cognitive behavioral therapy [CBT], contingency management) and 2) linkage to harm reduction services.

i. Purpose
The central goal in OD2A: LOCAL is to use data to drive action steps that reduce overdose morbidity and mortality in communities quickly, while addressing health disparities, with a primary focus on opioid, stimulant, and polysubstance use involving opioids and/or stimulants.

ii. Outcomes
Measurable outcomes are essential for determining the extent to which the strategies and activities across the three NOFO components achieve the expected outcomes as described in the logic model. Recipients are expected to implement activities that will impact the logic model's relevant short-, intermediate, and long-term outcomes listed. Recipients will report on short- and intermediate-term outcomes (see below) as part of annual reporting and through performance measures reporting, emphasizing outcomes associated with required activities. To identify how activities address health equity, recipients will be expected to report on how they are closing gaps and working with groups disproportionately affected by overdose and those previously underserved by overdose prevention programs and the healthcare system. Recipients also will be

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expected to make progress toward long-term outcomes. Recipients may also opt to track additional short- and intermediate-term outcomes of local relevance and importance.

The following list outlines the short-, intermediate-, and long-term outcomes across the surveillance and prevention strategies. Refer to the logic model for additional information related to these outcomes. Recipients should develop SMART process and outcome objectives with nondirectional indicators to guide their evaluation activities and help communicate their progress to CDC and other individuals and entities with a vested interest in the program, who participate in the and could be affected by the program, and that collaborate as supporters and partners for the operation of the program (referred to as "partners" throughout this NOFO).

Recipients should strive to achieve short-term outcomes that will identify progress toward achieving surveillance and prevention objectives. Short-term outcomes presented in the logic model and listed below represent the more immediate outcomes that will lead to and enable progress toward achieving intermediate-term outcomes; however, recipients are only required to report short-term outcomes associated with required activities. Recipients are encouraged to identify short-term outcomes associated with optional activities. Recipients will report on progress toward achieving selected short-term outcomes within the annual performance report (APR). Short-term outcomes include:

- Increased use of navigators to link PWUD to care and services (Strategy 1A)
    - Navigators can include peer navigators, certified peer recovery specialists, peer support specialists, case managers, patient navigators, community health workers, persons with lived experience, and other individuals who link PWUD to care and harm reduction resources.
    - Navigators are individuals familiar with the local public health landscape and who work directly with individuals with OUD and/or StUD to ensure they have the tools to address barriers to seeking care and who support people accessing treatment and supporting their retention (and reengagement if necessary) in SUD treatment and care, as well as support access to other services, such as harm reduction and social supports.
    - CDC defines linkage using navigators as: 1) linkage to evidence-based treatment for substance use disorders- to include MOUD and other treatment (e.g., cognitive behavioral therapy [CBT], contingency management) and 2) linkage to harm reduction services.
- Improved rapid and timely identification of changes in illicit drug market (Component B)
- Increased data sharing and data use that informs prevention and response efforts (Strategies 1A-6A, Component B, Component C)
- Increased partnerships, collaborations, and bidirectional referrals amongst organizations working in overdose prevention (Strategies 1A-4A)
- Improved identification of and outreach to people in need of care and services for SUD (Strategies 1A-4A)
- Increased access to harm reduction services for PWUD, including increased distribution of naloxone across settings (Strategies 2A and 3A)

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- Increased capacity of staff within the workforce to connect PWUD to care and services (Strategies 1A-4A)
- Increased clinician awareness of evidence-based practices for pain management (4A)
- Increased clinician expertise and confidence to provide equitable OUD and StUD care (4A)

Recipients should strive to achieve intermediate-term outcomes for surveillance and prevention strategies throughout the cooperative agreement, building on programmatic achievements and applicable short-term outcomes. Intermediate-term outcomes will be reported within the annual performance report (APR) and through performance measures reporting. Intermediate-term outcomes include:

- Enhanced ability of programs to respond to overdose trends for groups disproportionately affected by the overdose epidemic (Strategies 1A-6A, Component B, Component C)
- Increased use of standardized indicators on toxicologic findings and linkage to care to support local and national surveillance (Component B, Component C)
- Expanded and improved use of surveillance, program evaluation, and community data to drive prevention action that are community/population appropriate, to inform the implementation and improvement of prevention and response efforts, especially for groups disproportionately affected by the overdose epidemic (Strategies 1A-6A, Component B, Component C)
- Increased number of PWUD that are engaged in care and harm reduction services, especially for groups disproportionately affected by the overdose epidemic, accounting for increased linkages to care (e.g., use of navigators to link people to evidence-based treatment and promote access and link PWUD to harm reduction services) and engagement in care (e.g., peer support groups or linkages to community-based self-help groups, increasing access and retention to care through strengthened telehealth infrastructure and resources) across various settings including community, healthcare, and public safety settings (Strategies 1A-4A)
- Increased equitable delivery and improved access to care/services (e.g., harm reduction services such as SSPs, treatment services, warm hand-off programs, post-overdose outreach, support services such as transportation assistance, recovery services) and long-term recovery among PWUD as well as those previously underserved by overdose prevention programs and the healthcare system (Strategies 1A-4A)
- Decreased high risk opioid prescribing and increased use of evidence-based pain care (Strategies 4A, 5A)
- Improved health system and clinician capacity to provide care for OUD and StUD (Strategies 4A, 5A

Across all components, all recipients should be positioned and are expected to impact **long-term** outcomes within five years or earlier after receiving funding. Long-term outcomes include:

- Decreased fatal drug overdoses, overall:
    - Primarily involving opioids and/or stimulants; and
    - Among those disproportionately affected by the overdose epidemic and those previously underserved by overdose prevention programs and the healthcare system overall

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- Decreased nonfatal drug overdoses, overall:
  - Primarily involving opioids and/or stimulants; and
  - Among those disproportionately affected by the overdose epidemic and those previously underserved by overdose prevention programs and the healthcare system overall
- Decreased illicit opioid and stimulant use, including co-use with other substances (i.e., polysubstance use involving opioids and/or stimulants), and decreased prevalence of OUD and StUD
- Improved health equity among groups disproportionately affected by the overdose epidemic and those previously underserved by overdose prevention programs and the healthcare system overall, identifying and closing gaps in access to care and services
- Increased adoption of harm reduction strategies and principles, including those of empathy, non-judgment, and meeting people where they are
- Expanded identification, tracking, and mitigation of emerging drug threats
- Collection and use of data on linkage to and retention in care among people at high risk of overdose to improve care

iii. Strategies and Activities

I. OVERVIEW OF COMPONENTS

This NOFO has three components, described below, that consist of required and optional strategies within Component A and two optional and competitive components (Component B and Component C) that fund surveillance enhancements (See Table 1).

- **Component A (Required)** will competitively fund up to 40 recipients to implement required and optional prevention strategies within three settings: the **community**, **public safety**, and **healthcare settings**. Linkage to and retention in care and recovery, and harm reduction are required strategies in all three settings, and clinician and health system best practices are required in health system settings. All other prevention strategies, although extremely important parts of a coordinated overdose response, are optional in this NOFO. In addition, this NOFO includes three specific required prevention activities:
  - Use of navigators is required for all linkage-related activities within both the linkage to and retention in care strategy, including linkage to evidence-based treatment for substance use disorder—to include medications for opioid use disorder (MOUD) and other treatment (e.g., cognitive behavioral therapy, contingency management) across all settings and linkage to services such as harm reduction across all settings.
    - Navigators are individuals familiar with the local public health landscape and who work directly with individuals with opioid use disorder (OUD) and/or stimulant use disorder (StUD) to ensure they have the tools to address barriers to seeking care and who support people accessing treatment and supporting their retention (and re-engagement if necessary) in SUD treatment and care, as well as support access to other services, such as harm reduction and social supports.
    - CDC defines linkage using navigators as: 1) linkage to evidence-based treatment for substance use disorders- to include MOUD and other

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treatment (e.g., cognitive behavioral therapy [CBT], contingency management) and 2) linkage to harm reduction services.

- Naloxone distribution is required within the harm reduction strategy across all settings (purchase of naloxone is not allowed in this NOFO, but activities supporting distribution are required. See **Appendix 3** for a list of what is allowable under the harm reduction strategy).
- Strategies to support implementation of clinical care concordant with the *CDC Clinical Practice Guideline for Prescribing Opioids for Pain – United States, 2022* is required within the clinician and health system best practices strategy, specifically in the healthcare setting. Funding for the direct provision of clinical care is not allowed in this NOFO, but activities which support implementation of evidence-based care such as training and academic detailing may be supported.

This component also funds surveillance infrastructure to help jurisdictions collect essential data on drug overdose burden and health disparities as well as key characteristics of drug overdoses such as location, demographics, and trends.

- **Component B (Optional and Competitive)** will fund up to 20 of Component A recipients to conduct toxicologic testing of drug products and/or paraphernalia to track illicit drug market trends and identify emerging threats. Data collected from this component should support NOFO prevention activities.
- **Component C (Optional and Competitive)** will fund up to 20 of Component A recipients to establish a surveillance system to measure linkage to and retention in care for substance use disorder (SUD). Expanding and standardizing surveillance of linkage to and retention in care at the local level will complement prevention-focused activities by providing a better understanding of the cascade of care (CoC) for SUD, including referral to, initiation of, retention in, and loss to follow-up in evidence-based treatment for SUD and related support services. Data collected from this component should support NOFO prevention activities.

Table 1: Required and optional activities by three NOFO components

Component A: Required component with up to 40 recipients funded			
List of Strategies in Component A	**Strategy Required**		
Prevention (Strategies 1A– 5A)	*Prevention Settings*		
	Community	*Public Safety*	*Health Systems*
1A. Linkage to and retention in care	Required	Required	Required
2A. Harm reduction	Required	Required	Required
3A. Stigma reduction	Optional	Optional	Optional
4A. Clinician and health system best practices	N/A	N/A	Required
5A. Health IT enhancements	N/A	N/A	Optional

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Surveillance (Strategy 6A): Overdose surveillance infrastructure	Required
Component B: Optional and competitive component to support drug product and/or paraphernalia testing with up to 20 recipients funded	
Component C: Optional and competitive component to support linkage to and retention in care surveillance with up to 20 recipients funded	

A. Foundational Activities Across All Components

Three foundational activities provide the lens through which all strategies and activities in all components are developed and implemented. All applicants funded in OD2A: LOCAL must clearly describe where and how these foundational activities will take place. It is through these activities that jurisdictions will achieve programmatic success.

- **Use data to inform action:**
  - **Component A:** Intentional, coordinated, and regular examination of local data sources will inform programmatic activities, strong partnerships, and a commitment to reducing disparities in overdose, access to and retention in evidence-based harm reduction, and SUD treatment and care.
  - **Component B:** Toxicologic findings from drug products and paraphernalia should be used to inform harm reduction and linkage to care prevention activities funded through Component A of this NOFO. Data can also be used to investigate how changes in the illicit drug market contribute to drug overdose trends, to identify, understand and respond to drug overdose outbreaks, and to raise awareness among persons who use drugs (PWUD), policymakers, public health, and the general public.
  - **Component C:** Linkage to and retention in care surveillance data should be used to improve and enhance linkage to care prevention activities funded through Component A of this NOFO.
- **Establish Partnerships**: For **Component A, Component B, and Component C** strong partnerships will be foundational for programmatic success. Recipients will need to leverage new and existing partners for successful program implementation, to engage with people with lived experience and community partners to address stigma, and to advance health equity by reaching populations at disproportionate risk of overdose and those historically underserved within the locality. Data generated through surveillance, by prevention programs, and by partners should be used to inform program implementation, to focus on those at highest risk and to reduce health disparities. Localities and states will be expected to coordinate and cooperate.
- **Focus on health equity**
  - **Component A:** Activities must identify and be tailored to those disproportionately affected by overdose, and work to overcome disparities in accessing services and care – including harm reduction.

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- **Component B:** Recipients should conduct testing of drug products and paraphernalia that are commonly associated with drug overdose deaths in their jurisdiction and work with partners and people with lived experience to interpret and disseminate findings to those disproportionately at risk for overdose.
- **Component C:** Recipients should collect surveillance data to measure and improve linkage to and retention in care, especially among people at higher risk of overdose and/or historically underserved.

As described throughout this NOFO, these foundational activities will guide implementation of the three components across multiple settings—all with the desired objective to accomplish the central goal of reducing overdose morbidity and mortality among disproportionately affected and underserved populations (See **Figure 1, Appendix 12: Map of foundational activities, key settings, strategies and goals for the NOFO**).

A.1 Data to Action Framework

Underlying this NOFO is a four-stage data to action framework (synthesize and analyze, prioritize, implement, and evaluate) (See **Figure 2, Appendix 13: Data to Action Framework**). The data-to-action framework describes how multiple sources of data (e.g., surveillance data, process and outcome evaluation data, programmatic data, community data from partners including those with lived experience with drug use, and scientific evidence on effective programs) should be integrated and iteratively used to select, evaluate, improve, and scale-up up drug overdose prevention activities funded through this cooperative agreement. This framework builds on and updates previous work describing how to translate data into action to prevent opioid overdose funded by Prescription Drug Overdose Prevention for States (CDC-RFA-CE15-1501). Through use of this framework, recipients will work together with their communities to use data and evidence to save lives, achieving significant reductions in overdose and in disparities in overdose, in five years.

Recipients will need to triangulate surveillance data, research on evidence-based and promising practices, feedback and interpretations of community partners, and evaluation findings to inform their prevention strategies. Examples of how to integrate the four data to action stages into your work are provided below:

- **Synthesize and Analyze**: Surveillance analyses and surveillance infrastructure funding will be used to synthesize and analyze data across multiple sources, and produce timely, easy-to-understand, actionable findings that assist in at least one of the following:
  - Inform the selection of prevention programs
  - Focus programs on areas and/or groups at high risk of overdose
  - Identify and respond to emerging drug threats
  - Improve prevention program implementation in other ways
- **Prioritize**: Allocation of resources to surveillance and prevention programs should be prioritized in conversation with partners to maximize impacts on drug overdose in the short-term while decreasing health disparities and expanding capacity over the five-year funding period. Recipients will need to develop a prioritization process to allocate OD2A: LOCAL funds by using different types of evidence (e.g., drug overdose burden including data on populations at greatest risk of overdose, literature on evidence-based or

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evidence-informed programs (e.g., CDC's Evidence-based strategies to prevent fatal overdose), and analyses of current drug overdose trends) as well as community capacity, context, and knowledge (e.g., gaps analyses of service gaps and populations historically underserved, feasibility of implementation, potential program reach, and community insight, feedback and buy-in) in the prioritization process.

- **Implement:** Recipients must select prevention activities that are evidence-based or evidence-informed. The primary purpose of prevention activities must be to reduce drug overdoses and health disparities and focus on populations historically underserved and at disproportionate overdose risk based on the best data and evidence available. As the drug crisis and the science on how to address it are rapidly evolving, recipients may propose promising or evidence-informed programs or practices aligned with the strategies of this NOFO.
- **Evaluate:** Local evaluation efforts should be concentrated on critical prevention programs or key data gaps that can inform ongoing efforts to strengthen activities and improve the impact of the recipient's current prevention programs. Responding to evaluation requirements in OD2A: LOCAL will demonstrate use of this data to action stage. Recipients must participate in CDC's efforts to evaluate OD2A: LOCAL and engage in local evaluation activities that track progress on program activities and intermediate outcomes, measure program impact on drug overdoses and health disparities, identify implementation opportunities and barriers, and make adaptions to activities in response to findings, using surveillance, evaluation, and other program data.

Partnerships are a foundational activity and often rely on sharing and use of data. The next section provides in-depth guidance on how the data to action steps can be integrated into efforts to establish and strengthen partnerships.

Recipients are expected to document their progress on data to action in workplans and Annual Progress Reports submitted to CDC each year.

A.2 Establish Partnerships

Fundamental to data-to-action are the partnerships that enable it. Strong, multi-sectoral partnerships such as those between public health and public safety, harm reduction, health systems, and the involvement of persons who use drugs or have a history of OUD and/or StUD are essential for addressing overdose in the local setting. In an environment of increasing overdoses related to polysubstance use, partnerships can address risks posed by opioids, stimulants, and other drugs through increased, and coordinated information tracking and sharing, post-overdose outreach programs, and community re-entry supports. For example, partnerships should represent various demographic groups; ensure strategies that recruit and reach diverse participants from a variety of sectors, representing those disproportionately impacted by overdose, historically underserved, and including those who use drugs and those with lived experience; provide input on implementing programs (e.g., linkage to care, naloxone distribution, overdose education) and determine impact of these programs. Program planning and implementation should include ongoing social participation from populations of interests (under-resourced communities, groups that are at higher risk of overdose and individuals with lived experience) and foster shared decision-making among program participants. Table 2 provides guidance on how recipients will be expected to engage partners and people with lived experience through the four stages of the data-to-action model.

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CDC has developed several related frameworks for addressing overdose through partnerships. The Public Health and Safety Team (PHAST) Toolkit and the Overdose Fatality Review Practitioner's Guide are two frameworks which build upon one another to engage partners in efforts to convene multi-sector groups including those that represent groups at higher risk for overdose, individuals with lived experience, specific racial and ethnic communities and other entities to share information on the overdose crisis. These frameworks support coalitions to work together to examine data and develop focused strategies and interventions for a local response and to monitor progress. Recipients should leverage and engage existing local partnerships, including OFRs and PHAST teams, and Drug Free Communities, building coalitions with clear objectives related to the strategies in this NOFO, and ensuring that key partners from public safety, public health, health systems, harm reduction, social services and persons who use drugs are among those engaged meaningfully. New partnerships will likely need to be developed to facilitate entry, trust, and engagement with communities that are historically underserved.

Table 2 – Engaging Partners through the Data-to-Action Framework

Four Stages	Description of use of data and evidence	Engage partners and people with lived experiences
Synthesize and Analyze	Recipients must analyze data to produce easy- to-understand and actionable findings that respond to data gaps and needs of key partners.	• Partners help document current harm reduction and treatment capacity, including critical gaps. • Partners provide data from non-traditional sources (e.g., syringe services programs (SSPs), SUD treatment programs, services for people experiencing homelessness, experiences of PWUD). • Partners help identify emerging threats. • Collaborate and coordinate with partners to interpret the data to become meaningful and actionable.
Prioritize	Allocation of resources to surveillance and prevention programs should be prioritized in conversation with partners to maximize impacts on drug overdose in the short-term while decreasing health disparities and expanding capacity over the five-year funding period. Factors considered in prioritizing capacity to gather high quality data, and evidence-based prevention	• Partners and people with lived experience help identify realistic and actionable goals. • Program priorities align with priorities of partners. • Ensure activities are not duplicative. • Complement and/or expand other actions occurring in local jurisdictions. • Select most impactful approaches and programs.

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Four Stages	Description of use of data and evidence	Engage partners and people with lived experiences
	investments, in consultation with partners, include local drug overdose burden, populations at greatest risk, populations historically underserved, feasibility of implementing programs to reduce drug overdoses, and partner support and buy-in.	
Implement	Recipients must implement prevention activities aimed to reduce drug overdoses and health disparities and focus on populations historically underserved and at disproportionate overdose risk based on the best data and evidence available. As the drug crisis and the science on how to address it are rapidly evolving, recipients may implement promising or evidence-informed programs or practices aligned with the strategies of this NOFO.	• Partners can share resources. • Partners help gain buy-in. • Coordinate with other programs. • Increase the reach of programs. • Partners can provide feedback on quality improvement measures and program monitoring efforts to ensure interventions have sufficient scope and high fidelity.
Evaluate	Recipients must measure program impact on drug overdoses and health disparities, as well as implementation opportunities and barriers, using surveillance, evaluation, and other program data. Findings should also be used to determine if new data need to be acquired to enhance prevention efforts.	• Incorporate feedback from partners and their clients. • Partners and clients help interpret evaluation findings. • Partners and clients identify strategies to address challenges and translate opportunities into improved interventions.

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A.3 Health Equity

Advancing health equity and addressing disparities in overdose and access to SUD care and harm reduction services is a priority for CDC's Division of Overdose Prevention. This funding should be used to reduce and eliminate health disparities and advance health equity in public health efforts to address the overdose crisis. Thus, the work conducted by recipients should promote

interventions at the local level that address health disparities in overdose and improve equitable access to overdose prevention tools including MOUD and evidence-based treatment for StUD as well as harm reduction services. Recipients will utilize surveillance, evaluation, and other program data to identify the local populations at highest and most disparate risk of overdose, prioritize activities that focus on populations at disproportionate risk, clearly describe how activities and partners will engage historically underserved populations using culturally relevant messaging and interventions, and specify what efforts will improve health equity within the local jurisdiction. Applicants should describe experience working with historically underserved populations and populations of focus and include letters of support from organizations serving these groups. Please use the following title when submitting this LOS: "<Applicant_name> Component A: Organizational support from underserved population/population of focus – Letter 1." If multiple organizations will be providing a LOS, please number each letter sequentially (e.g., first letter is "Letter 1" and second letter is "Letter 2"). All letters should be uploaded as a PDF at www.grants.gov with the application

II. COMPONENT A: REQUIRED CORE PREVENTION AND SURVEILLANCE STRATEGIES

Component A of this NOFO requires 3 core prevention strategies (Strategy 1: Linkage to and retention in care; Strategy 2: Harm reduction; and Strategy 4: Clinician and health system best practices) to take place in 3 settings: the community, in public safety and in health systems. Applicants may also choose to implement two optional prevention strategies, Strategy 3: Stigma reduction and Strategy 5: Health IT enhancements. Finally, the NOFO requires one core surveillance strategy (Strategy 6: Overdose surveillance infrastructure). These six strategies are described in this section.

A. Prevention Strategies Overview (Strategies 1A – 5A)

Decreasing opioid- and stimulant-involved overdose morbidity and mortality through prevention programs is a primary objective of this NOFO. This will be accomplished through building data-informed programs that increase access to evidence-based care for substance use disorder, support re-engagement in care and long-term recovery, and ensure access to harm reduction tools such as naloxone and fentanyl test strips; highly effective strategies that can reduce loss of life resulting from overdose. In this NOFO, it is required that linkage to care and retention in care and recovery, and harm reduction activities take place in all 3 settings: the community, with public safety, and in health systems. Another required strategy is ensuring best practice standards for clinicians and health systems on effective pain management and SUD care in alignment with the *CDC Clinical Practice Guideline for Prescribing Opioids for Pain – United States, 2022*. Each of these strategies – linkage to and retention in care and recovery, harm reduction, clinician and health system best practices, as well optional strategies - stigma reduction and supporting health IT enhancements - are all components of a comprehensive approach to preventing overdose when they are implemented effectively, using an informed, data driven approach. The data-to-action framework will ensure programs are reaching the highest risk populations and addressing overdose disparities in local communities, and partnerships will strengthen programs and their reach. Ensuring each strategy takes place in a range of settings – in the community, in public safety, and in health systems –enables a comprehensive reach across jurisdictions to reduce and prevent overdose.

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By ensuring strategies are taking place across systems and in a variety of settings, the opportunity for engagement from any location is increased, making all doors open doors to services and treatment. Under each setting, required and optional strategies are listed, along with required and suggested activities that would be appropriate for that setting.

Applications must clearly identify how proposed activities will directly reduce deaths from overdose, improve linkage to and retention in evidence-based treatment for OUD and StUD and address disparities in overdose. Applications must describe the populations activities are reaching, why and how the chosen population(s) have been selected (i.e., based on disproportionate morbidity/mortality, historically underserved), and explicitly state the activity goals. Applications will be scored on their feasibility and potential impact. They should include letters of support from organizations that work with populations of focus. See section A3 for appropriate naming convention for each letter. A brief overview of strategies is below, followed by more in-depth description of the setting in which these strategies will take place, along with setting-specific suggested activities. Proposed activities must not duplicate or overlap with activities supported by other federal funding sources or CDC mechanisms. However, coordination with other programs is heavily encouraged. This may include hiring liaison positions, cross-training, partnering, and sharing data.

Prevention (strategies 1A-5A)			
	Prevention Settings		
	Community	Public Safety	Healthcare
1A. Linkage to and retention in care+	Required	Required	Required
2A. Harm reduction^	Required	Required	Required
3A. Stigma reduction	Optional	Optional	Optional
4A. Clinician and health systems best practices**	NA	NA	Required
5A. Health IT enhancements	NA	NA	Optional

NA = not applicable to setting

+Must include use of navigators to facilitate linkage to services and care in all settings

^Must include activities to support naloxone distribution in all settings

**Must include activities to support implementation of care aligned with the *CDC Clinical Practice Guideline for Prescribing Opioids for Pain – United States, 2022*

A.1 Prevention Strategy 1A: Linkage to and retention in care (required)

Linking people with SUDs to evidence-based treatment and retaining individuals in treatment is a required activity in all settings in this NOFO. Recognizing a “no wrong door” approach, broad consideration should be paid to program development across the multitude of environments that may provide opportunities for care linkage. Specifically, recipients may propose prevention-focused activities for linkage to harm reduction, linkage to care, retention in care, and re-engagement in care when necessary and possible via partnerships with community organizations,

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public safety, and in healthcare settings. Across all settings, recipients should implement activities that identify, examine, and address barriers to ensuring equity in access and delivery to services and care.

REQUIRED ACTIVITY #1: Utilization of linkage to care and re-engagement navigators is a required activity within linkage to and retention in care activities. *An application that does not include this activity may receive 0 points as part of the assessment of the Approach in Phase II review.* Navigators can include peer navigators, certified peer recovery specialists, peer support specialists, case managers, patient navigators, community health workers, persons with lived experience, and other individuals who link people who use drugs (PWUD) to care and harm reduction resources. Navigators are individuals familiar with the local public health landscape and who work directly with individuals with OUD and/or StUD to ensure they have the tools to address barriers to seeking care and who support people accessing treatment and supporting their retention (and re-engagement if necessary) in SUD treatment and care, as well as support access to other services, such as harm reduction and social supports. CDC defines linkage using navigators as: 1) linkage to evidence-based treatment for substance use disorders- to include MOUD and other treatment (e.g., cognitive behavioral therapy [CBT], contingency management) and 2) linkage to harm reduction services. In this NOFO, funds may be used to pay for staff time and training, administrative work, and outreach efforts. Funds may not be used to pay for medications for treatment for substance use disorder or clinical care. Linkage to care activities should use navigators in all settings. They should ensure that the navigator is appropriate for the setting in training and title and collaborates closely with others working to support linkage to services and care in that setting. Applications should describe who navigators are in each setting in terms of title, training and experience, specific activities they will undertake, and their role within activities in that setting.

Funding for linkage to care in OD2A: LOCAL supports activities related to voluntary linkage to and retention and re-engagement in evidence-based treatment and support services for OUD, StUD and polysubstance use, including harm reduction services and recovery-oriented systems of care. Evidence-based treatment for OUD includes using FDA-approved medications for OUD (MOUD such as buprenorphine, methadone, or extended-release naltrexone) alone or in combination with behavioral health strategies such as counseling, motivational interviewing, and cognitive behavioral therapy. While currently there are no FDA-approved medications to treat StUD, there are evidence-based behavioral health strategies to support recovery, including motivational interviewing, contingency management, community reinforcement approach, and cognitive behavioral therapy. Linkage to care for StUD must be to services that offer such interventions. Limited funds may also be used to link individuals to care for comorbidities related to substance use such as mental health care, viral hepatitis, HIV, or skin infections, when OUD/StUD treatment is co-located within programs. Funds may also be used to provide transportation when it is a barrier to accessing MOUD and other treatment for SUD.

Although OD2A: LOCAL funding cannot be used to pay for medications or direct service delivery and care provision, recipients should develop innovative ways to ensure persons in need of care may be connected to necessary treatment, retained in treatment, and supported to re-engage in treatment should they disengage from care. Treatment, including medications, should be funded through other sources such as partnerships with SAMHSA-funded programs or

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through insurance reimbursement. This NOFO does fund activities that support access to treatment and care. Numerous studies have demonstrated inequitable access to SUD care, and special attention should be paid to developing linkage to care frameworks that reduce inequities in access to and utilization of evidence-based treatment. Recipients are encouraged to propose activities that expand upon existing evidence-based programs in addition to new activities that may address the changing nature of the overdose epidemic. In addition, funded applicants must utilize surveillance and sociodemographic data to identify populations at disproportionate risk for overdose, implement strategies that prioritize these populations and aim to reduce drug overdose-related disparities. Strong, multi-sectoral partnerships can help, such as through the partnerships and data sharing described by the data-to-action framework.

To ensure all doors are open to accessing high quality, nonjudgmental and low-barrier evidence-based services, care and treatment for SUDs, and engagement in recovery, linkage to and retention in care, activities should take place in public safety, health systems and community settings. **All recipients must describe how navigators will be used in linkage to care activities in each setting**. CDC encourages a single program that works in multiple settings rather than multiple programs serving different settings. Programs that have touchpoints in all settings can streamline care, engage partners and build a strong infrastructure. Activities should ensure, through data to action, partnerships, and insights from persons who use drugs and historically underserved populations, that they are reaching populations most at risk of overdose, those traditionally underserved in SUD treatment settings and those disproportionately affected by overdose.

A.2 Prevention Strategy 2A: Harm reduction (required)

Harm reduction is a set of practical strategies and interventions aimed at reducing negative consequences associated with drug use and is one of the four pillars in the HHS overdose prevention strategy. These interventions are provided with compassion, without judgment and with low barriers. Harm reduction activities are required to take place in all prevention settings under this NOFO. **Under this NOFO, overdose prevention education and naloxone distribution are required harm reduction strategies (required activity #2)**. Other activities that can be supported through this NOFO include supporting syringe services programs to reach populations at high risk of overdose, populations disproportionately affected by overdose, and those historically underserved by prevention programs. This may include supporting mobile services, and syringe disposal services at places that use injectable naloxone (though no supplies used for drug injection, including syringes, may be funded under this NOFO) in jurisdictions which have a determination of need. Funding may also be used to support partnerships to facilitate low-threshold access to treatment for substance use disorder, including MOUD through co-location with harm reduction services to ensure PWUD are able to access necessary treatment without barriers; drug checking (for example, using fentanyl test strips [FTS]); and education about the local drug supply and safer drug use. **Appendix 3** provides a comprehensive list of allowable and unallowable harm reduction-related activities. Harm reduction spans a continuum; in addition to serving those currently using drugs, harm reduction can be included in primary prevention, treatment and recovery programs.

Recipients should focus on funding harm reduction activities that support populations who disproportionately experience overdose morbidity and mortality, and those underserved by harm reduction, prevention, and treatment programs. They should strive for health equity amongst

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people who use drugs. All harm reduction activities must be within the bounds of federal, state, and local laws and regulations. High quality, nonjudgmental and low-barrier evidence-based harm reduction activities should take place in community, public safety, and health systems settings. Programs that have touchpoints in all settings are encouraged to streamline care, engage partners, and build a strong infrastructure. Harm reduction activities should ensure, through data to action, partnerships, and insights from and engagement with persons who use drugs, that they are reaching populations most at risk of overdose, those traditionally underserved in SUD treatment settings, and those disproportionately affected by overdose.

REQUIRED ACTIVITY #2: Funding services that support naloxone distribution to people who use drugs and/or people at risk of overdose is a required harm reduction activity in all settings. Although naloxone cannot be purchased under this NOFO, funds can be used to support education, staffing and infrastructure related to naloxone distribution. Appendix 3 includes a list of allowable harm reduction expenditures related to naloxone distribution under OD2A: LOCAL.

A.3 Prevention Strategy 3A: Stigma reduction (optional)

One major barrier to improving uptake of clinical care, treatment, and other recovery and harm reduction services is stigma surrounding substance use. Although CDC recognizes the deep impact stigma has on the lives of people who use drugs, stigma reduction activities under this NOFO are optional, allowing applicants to prioritize strategies which reduce overdose morbidity and mortality as fast as possible, given limited resources. Applicants are encouraged to infuse anti-stigma education in all trainings, communications and activities undertaken as a part of other strategies. Activities should be culturally relevant and designed to address stigma with the goal of improving engagement, care and support, and retention in care for people who use substances and within that population.

Development and implementation of anti-stigma messages that resonate with the identified audience and setting is necessary to address stigma and advance overdose prevention and harm reduction activities across settings, given that a lack of understanding of substance use, addiction, and treatment drives stigma, inhibits treatment, and impacts policies. Activities should be aimed at improving understanding, attitudes and behaviors towards persons who use drugs, overdose, substance use disorder, treatment, including MOUD, harm reduction and recovery. Anti-stigma activities under this NOFO must be evidence-based when possible, culturally relevant, and reach those at highest risk of overdose, those who serve people at risk of overdose or those in most need of education related to overdose. Activities must comply with health literacy guidelines (plain language) and best practices. Communication activities are also critical to successful development and implementation of these strategies, and can focus on people who use drugs, service providers working with people at risk for overdose, public safety, policymakers and the general public.

A.4 Prevention Strategy 4A: Clinician and Health Systems Best Practices (required)

Ensuring clinicians have the tools to provide effective pain care, while addressing and preventing SUDs is essential to achieving reductions in overdose-related morbidity and mortality. Without the proper tools and protocols in place to address overdose risk and manage acute, subacute, and chronic pain, opportunities for intervention are missed, especially among historically underserved populations. Providing evidence-based training and academic detailing will

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strengthen systems of care and will be essential components of the interventions conducted within healthcare settings. Ensuring local clinicians are trained and competent to address overdose risk while managing pain will contribute to a healthier community.

REQUIRED ACTIVITY #3: Recipients are required to work with local health systems and community healthcare providers to support the implementation of evidence-based care aligned with the *CDC Clinical Practice Guideline for Prescribing Opioids for Pain – United States, 2022*. *An application that does not include this activity may receive 0 points.* The overdose epidemic has evolved from a primary focus on prescription opioids; however, opioid prescribing practices not rooted in evidence still persist, and prescription opioids continue to contribute to overdose deaths and opioid use disorder, necessitating continued efforts in educating clinicians on safer, scientifically-driven prescribing practices as one strategy to prevent harm to patients. In addition, many patients with pain, especially those with high-impact chronic pain do not receive optimal pain care. The *CDC Clinical Practice Guideline for Prescribing Opioids – United States, 2022* ("2022 CDC Clinical Practice Guideline") synthesizes the most current literature on evidence-based practice particularly in the use of prescription opioids to treat acute, subacute, and chronic pain, including offering naloxone to minimize overdose risk and providing support and guidance for linking patients to substance use disorder care as needed. Recipients are required to leverage local clinical leadership to implement the 2022 CDC Clinical Practice Guideline into health system practice. In addition to prescription opioids and other pain treatment modalities, clinician education should also prioritize content on OUD, polysubstance use, and StUD.

Infrastructure for educational activities should be sustainable and flexible to adapt to ongoing training needs as the overdose epidemic evolves and not viewed as a short-term one-time activity. Building a cadre of accessible educators who can regularly mobilize to reinforce key messages such as a team of trained academic detailers, and/or implementing an ongoing regularly scheduled lecture series and/or relevant communication campaigns, will be critical to the success of educational activities. Strong consideration should be given to offering continuing medical education credit as an added incentive to training participation to maximize its benefit. Educational efforts focused on the 2022 CDC Clinical Practice Guideline will require an expanded set of clinical audiences than the 2016 *CDC Guideline for Prescribing Opioids for Chronic Pain* due to the 2022 Guideline's expansion of scope which also includes dentists, clinicians managing postoperative pain as outpatients, and clinicians providing pain management upon discharge from emergency departments and inpatient settings, not just primary care clinicians. Pharmacists are also important clinical partners.

Educational activities should also prioritize MOUD, polysubstance use, and StUD diagnosis and treatment to best support linkage to care and care access expansion, and ensure care continuity for people taking long-term opioid therapy for chronic pain and people with SUD Training on OUD and StUD screening/diagnosis/treatment options should pay special attention to raising awareness of specific community/local options for SUD care (e.g., opioid treatment programs [OTPs], local behavioral health networks, addiction medicine/psychiatry specialists, and other clinicians and settings equipped to provide care). Trained clinicians should feel empowered in understanding linkage options in the community for their patients especially if they do not provide that care themselves and/or to complement care provision. Also, to best support linkage

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to care efforts in this NOFO, educational efforts should target multiple clinical specialties recognizing that any healthcare encounter can represent an opportunity to link a patient to needed care.

A.5 Prevention Strategy 5A: Health IT Enhancements (optional)
Enhancing health information technology ("health IT") capabilities may also facilitate clinician and health system ability to develop prevention-oriented solutions to the overdose epidemic by providing clinicians with timely, relevant information that can improve clinical decision-making, prevent errors, and enhance care. Relevant activities may work to integrate evidence-based recommendations on opioid prescribing, prescription drug monitoring program (PDMP) data, and support for SUD care into electronic health records (EHRs) to drive development of electronic clinical decision support (CDS) tools that can facilitate best-practice, data-driven, equitable care. Health IT activities must align with standards and implementation specifications adopted in 45 CFR part 170, Subpart B: Standards and Implementation Specifications for Health Information Technology. Through the sharing of ideas and resources in the local collaborative framework, this strategy aims to assist local health jurisdictions in their support of implementation of electronic CDS tools, quality improvement (QI) measures and coordinated care strategies in community practices and health systems to bring public health solutions to the point of care to assist in clinical decision-making. This strategy is optional, but funding may be used to support health IT enhancements that directly address overdose risk, access to care for SUDs, and improve disparities in overdose-related care.

B. Prevention Settings

Across settings—community, public safety, and healthcare—recipients will need to conduct at least one additional prevention activity apart from the required activities in each of several required strategies (i.e., naloxone distribution, linkage to care or harm reduction with navigators; training on guideline-concordant care). Recipients also will have the opportunity to conduct additional interventions in required as well as optional strategies.

B.1 Prevention in the Community
Examples of community settings include syringe services programs, public health departments, social services organizations, medical examiners, neighborhood groups, faith-based organizations, community-based organizations and other places in communities that may serve people at risk of overdose, as well as specific public places within a community where overdoses can be prevented (e.g., public parks, restrooms, libraries, schools). Many people disproportionately impacted by overdose may not access traditional health systems, making the community an essential setting to engage and link to services, care and treatment. **Required strategies in this setting include linkage to and retention in care (strategy 1A), harm reduction (strategy 2A) and provision of guideline-concordant care (strategy 4A).** Within these required activities, navigation to treatment for SUDs and to harm reduction services, and activities related to naloxone distribution, are required. Partnerships with syringe services programs (SSPs), mental and behavioral health programs, drug-free community coalitions and alliances, recovery communities and coalitions, and programs serving people experiencing homelessness or food insecurity will be necessary to successfully conduct work in community settings. Funded recipients will need to work with persons with lived (including current) experience of drug use, and those disproportionately impacted by overdose and/or underserved in

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SUD treatment settings, in planning and execution phases to ensure that activities are effective, reaching the intended populations, and are culturally relevant. While stigma reduction activities are not required, recipients may conduct them as complementary or stand-alone activities in this setting. See **Appendix 4** for examples of activities to be conducted in the community setting (note this is not a comprehensive list).

B.2 Prevention in Public Safety

Public safety is broadly defined to include criminal justice professionals and first responders such as law enforcement, emergency medical technicians, jail/prison personnel, probation/parole officers, prosecutors and judiciary staff. A public safety setting is often the first and/or only setting PWUD encounter. Therefore, public safety agencies play a vital role in the prevention and intervention of overdose. Across public safety, from first responders to community corrections, public safety personnel directly engage with PWUD, including people with (SUDs). Strategies in a public safety setting offer unique opportunities and resources for effective and equitable prevention efforts. **Required strategies in this setting include linkage to and retention in care, and harm reduction. The use of navigation services for linkage to and retention in care and access to services, such as harm reduction, as well as naloxone distribution are required activities.** While stigma reduction activities are not required, recipients may propose these as complementary or stand-alone activities in this setting.

In this setting, strong, collaborative partnerships between public health and public safety (PH/PS) are critical. In an era where overdose is increasingly impacted by polysubstance use, PH/PS collaboration can address risks posed by opioids (particularly, illicitly-manufactured fentanyls), stimulants, and other drugs through increased information tracking and sharing, and programs that incorporate activities such as post-overdose outreach and community re-entry supports. Program planning and implementation in a public safety setting should include ongoing social participation from populations of interests, underserved and under-resourced communities, groups that are at higher and disproportionate risk of overdose and individuals with lived experience to foster shared decision-making among program participants.

An example of the important work in overdose prevention that happens through PH/PS partnerships includes initiating or expanding the use of the PHAST toolkit and/or overdose fatality review in efforts to convene across sectors, including those that represent groups at higher risk for overdose, groups disproportionately impacted by overdose, individuals with lived experience, diverse racial/ethnic communities and other entities to share information on the overdose crisis, and target strategies and interventions for a local response. Another example is monitoring progress, initiating, and/or enhancing response capacity through the use and coverage of novel public safety data systems, such as the High Intensity Drug Trafficking Area's (HIDTA) Overdose Detection Mapping Application (ODMAP), to monitor overdoses, detect overdose spikes, locate hotspots, and/or identify emerging drug threats. For the purposes of this NOFO opportunity, overdose prevention and response activities in a public safety setting must clearly include public health and public safety components, and directly address overdose or its proximal drivers. The way in which the activity includes both the public health sector, *and* the public safety sector must be clearly articulated and demonstrated.

Activities in public safety settings provide opportunities for recipients to develop new

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partnerships, or build upon existing partnerships, between PH/PS entities at the local level. Recipients will be expected to demonstrate cooperation across public safety for proposed activities. Further, activities such as PHAST or overdose fatality reviews, should include surveillance, evaluation and community data (i.e., SSP utilization, patterns of naloxone distribution, etc.) and information, and work closely with surveillance subject-matter experts to interpret and understand the data, and use it to inform response activities. See **Appendix 5** for example activities to be conducted in the public safety/criminal justice setting (note this is not a comprehensive list).

B.3 Prevention in Healthcare Settings

Equipping clinicians and health systems with evidence-based responses to the worsening overdose epidemic is of paramount importance as a key prevention strategy. Health systems and clinicians are well-positioned to prevent overdose-related morbidity and mortality by ensuring safer and more effective pain management through evidence-based care; supporting linkage to care for OUD and StUD including training and education on screening and evidence-based treatment strategies; collocating harm reduction services within existing health settings; developing system-level organizational supports for trauma-informed care; and building electronic CDS tools in EHRs to facilitate integration of evidence-based strategies into clinical workflow to enhance uptake by clinicians.

In healthcare settings, required strategies under this NOFO include linkage to and retention in care, harm reduction, and clinician and health best practices, and within this framework, required activities include navigation services to support linkage to care; naloxone distribution as a harm reduction measure; and support for evidence-based care aligned with the 2022 *CDC Clinical Practice Guideline for Prescribing Opioids for Pain* ("CDC Clinical Practice Guideline") as a clinician/health system best practice. Activities addressing stigma reduction and health IT enhancements are highly encouraged but optional. Recipients should conduct activities that: 1) consider the range of settings where healthcare may be delivered, including inpatient settings, outpatient clinics including but not limited to primary care, and emergency departments, and 2) are proactive in identifying and addressing inequities in care delivery and retention.

Healthcare setting interventions may be best supported via the implementation of a local health department-led collaborative bringing together multiple community leaders and key partners in the local clinical and health system space who have the tools needed to implement and advance health system-level activities. Using this collaborative framework, funded recipients will implement and advance clinician/health system initiatives by providing overarching public health leadership, allowing for focused dialogue in sharing of best practices, success stories, resources, and ideas by collaborating with leaders most closely connected to the tools needed to implement health system- and practice-focused activities. Examples of key partners to engage for this strategy may include, but are not limited to, health system or community clinic representatives including information technology (IT) staff; public safety, leaders of relevant community-based organizations; local clinician leaders; local chapters of medical professional associations/societies, including pharmacists and dentists; leadership for public health-affiliated clinical care sites (where present); representatives from harm reduction coalitions and sites; and persons who use drugs. Existing community collaboratives and work groups may be leveraged

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for OD2A purposes if similar representation is present.

Local health departments are well-positioned to understand the needs of their communities and to adapt clinician training opportunities to maximize engagement by appropriate clinical audiences within their jurisdictional borders. Planning and executing educational efforts via a local collaborative allows for focused attention to local clinical community needs. As such, recipients are encouraged to tailor the format of educational opportunities to best support clinicians and health systems. For example, public health-led lectures and forums may be the best way to leverage and support certain clinical partnerships; in smaller settings, focused trainings such as academic detailing using evidence-based implementation guidance may be most successful. Specific attention should be paid to interventions that: 1) ensure clinician education efforts actively lead to change in clinical practice; 2) support careful identification and addressing of inequities in access to evidence-based care for pain and SUDs; and 3) reduce stigma and increase positive interactions between clinicians and people who have experienced an overdose or are at high risk of overdose. Offering continuing medical education credits for clinician trainings is highly encouraged to incentivize participation.

Integrating CDC Clinical Practice Guideline-concordant care directly into clinical workflow via the creation of electronic CDS tools and other health IT enhancements (e.g., quality improvement (QI) measures and dashboards) has the potential power to enhance patient-centered and shared clinical decision-making to support safer opioid prescribing practices and improve pain care and outcomes. CDS tools can automate the gathering and filtering of data, targeting its presentation to help identify risks, inform clinical judgment, improve shared decision-making, and prevent errors without adding work or EHR alert fatigue. Data use agreements and/or memoranda of understanding with state health departments to facilitate community-level action of state-collected data (such as PDMP data) may be necessary to the extent possible.
See **Appendix 6** for examples of activities to be conducted in healthcare settings (note this is not a comprehensive list).

C. Surveillance Strategy 6A: Overdose surveillance infrastructure (required)

This is a required strategy of Component A. Recipients must conduct **activities that will improve their drug overdose surveillance infrastructure.** These improvements should help address critical data needs of the applicant, including data that can inform or enhance implementation of their proposed interventions in Component A. Activities must meet the following core requirements:

C.1 Requirements for overdose surveillance infrastructure, or Strategy 6A

Requirement	Description of Requirement
Support core overdose surveillance goals	Recipients must conduct activities which address at least one of two core surveillance goals: • Goal 1: Improving drug overdose morbidity surveillance • Goal 2: Improving drug overdose mortality surveillance

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Requirement	Description of Requirement
Feasibility	Recipients must have strong capacity to implement the proposed surveillance activities. As activities will vary substantially based on the unique needs and strengths of applicants, limited implementation technical assistance from CDC will be available.
Budget maximum	• Recipients serving a population of 800,000 or more people may allocate no more than $200,000 of their Component A funding to surveillance infrastructure (See Appendix 1 for calculating resident population). • Recipients serving a population of less than 800,000 people may allocate no more than $150,000 of their Component A funding to surveillance infrastructure (See Appendix 1 for calculating resident population). • Funding for surveillance infrastructure activities must be clearly disaggregated in the proposed budget.
Avoid duplicating other federally funded activities	• Avoid duplicating activities supported by other federal funding sources or CDC mechanisms including – but not limited to – Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC; CDC-RFA-CK19-1904), Data Modernization Initiative (DMI), and efforts to strengthen the overall U.S. public health infrastructure, workforce, and data systems (i.e., CDC-RFA-OE22-2203). • Braiding funding from multiple federal funding sources is allowed to the extent that the funding source permits, but the unique contribution of funding from OD2A: LOCAL should be clearly described.
Coordinate and collaborate with state health department funded through CDC's Overdose Data to Action in States (OD2A-S; CDC-RFA-CE-23-0002)	
Support state health department data collections funded through OD2A-S	Recipients will be required to: • Provide state health departments vital statistics death records and medical examiner and coroner report (ME/C) data, including toxicology reports, for drug overdose deaths as required by the State Unintentional Drug Overdose Reporting System (SUDORS). • Provide state health departments required data to support the Drug Overdose Surveillance and Epidemiology (DOSE) system, such as providing access to data collected through a local ESSENCE system.
Must not duplicate state health department data collections	Recipients must not duplicate surveillance activities funded through OD2A-S NOFO, including SUDORS, DOSE, and biosurveillance of nonfatal overdoses. Optional and allowable collaborations with state health departments are described in the collaboration section of this NOFO.

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C.2 Description of two core surveillance goals for surveillance infrastructure funding
To help applicants link their proposed surveillance infrastructure activities to the two core surveillance goals, this section describes each surveillance goal and provides examples of possible activities. While guidance and parameters are provided, applicants are provided flexibility on how to spend their surveillance infrastructure funding to address their unique surveillance gaps and opportunities. Recipients are only required to address one of the two goals and are encouraged to focus their efforts on fewer feasible surveillance activities instead of diffusing efforts across many activities.

Example activities for Overdose Surveillance Infrastructure Goal 1: Improving drug overdose morbidity surveillance
Analyzing, maintaining, or enhancing timely surveillance of nonfatal drug overdoses to identify and track emerging overdose trends, geographic hotspots, health disparities and outbreaks. This can include, but is not limited to:

- Developing and automating monthly or quarterly updates on nonfatal drug overdose trends that are disseminated through a dashboard or web report.
- Rapidly identify local overdose hotspots or increases using syndromic surveillance of emergency department (ED) visits involving overdoses and/or data on emergency medical services (EMS) responses to suspected overdoses.
- Developing strategies for rapidly identifying and verifying overdose anomalies (i.e., suspected outbreaks) and notifying key partners who can respond to the anomaly.

Example activities for Overdose Surveillance Infrastructure Goal 2: Improving drug overdose mortality surveillance
Analyzing, maintaining, and enhancing surveillance of fatal overdose deaths to better describe and track trends in the drugs contributing to the overdose and characteristics of the overdose. This can include, but is not limited to:

- Tracking trends and health disparities in drug overdose death rates by type of drug, location, sex, age, and race/ethnicity.
- Tracking trends in drug overdose deaths overtime, including identifying chronic and emerging geographic hotspots.
- Collaborating with ME/Cs to improve investigations of drug overdose deaths, including toxicology testing, and/or improve the timeliness or quality of drug overdose death data.

C.3 Scope of surveillance infrastructure spending and allowable activities
Infrastructure spending is primarily designed to enhance the use, dissemination, and quality of existing drug overdose or risk or protective factor data (e.g., release from incarceration). Except for Component B, Component C, or collaborations with state health departments, applicants are not allowed to propose new data collections using Surveillance Strategy 6A funding. Below describes how these funds can be used:

- Enhancing EMS data and systems, which can include analysis of EMS data, funding for data sharing, and other general EMS data improvements.
- Hiring surveillance staff (FTEs, contractors, etc.), to conduct overdose surveillance including, performing data management and analysis and supporting overdose surveillance data dissemination.

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- Building staff capacity by attending trainings and conferences for professional development.
- Participate in state-led DMI initiatives that are specific to nonfatal and fatal drug overdose surveillance data.
- Enhancing analysis and dissemination of drug overdose surveillance data by:
    - Purchasing scientific computers or analysis software.
    - Creating data warehouses, data lakes, and/or data cubes to link drug overdose morbidity data (e.g., emergency department or EMS), drug overdose mortality data, and/or risk or protective factors for drug overdose.
    - Building application programming interfaces (APIs) to facilitate automatic transfer of drug overdose data.
    - Securing cloud storage of drug overdose data and/or risk and protective factor data for drug overdose.
    - Creating internal or external dashboards that disseminate drug overdose data.
    - Purchasing of data not currently owned by the recipient may be allowed but will be determined in consultation with CDC.
    - Enhancing ED data and systems such as joining CDC's National Syndrome Surveillance Program (NSSP) or installing local instances of the ESSENCE platform

III. COMPONENT B: DRUG PRODUCT AND/OR PARAPHERNALIA TESTING (OPTIONAL AND COMPETITIVE)

This optional and competitive component will fund up to 20 recipients to establish a drug product and/or paraphernalia testing surveillance system. Applicants are not required to apply for this component and must clearly indicate in the project abstract of their application their intent to apply to surveillance Component B (i.e., "Applying for Surveillance Component B funding" or "Not Applying for Surveillance Component B funding").

- Component B will be scored separately from Component A and Component C.
    - To assist in the review of the Component B portion of your application, applicants choosing to apply to Component B should clearly indicate all text associated with Component B. Also, attachments related to Component B such as letters of support should be clearly marked as part of the Component B application. When submitting letters of support (LOS), MOUs, MOAs, and resumes, please use the naming conventions provided by CDC in this NOFO.
- Applicants choosing not to apply for Surveillance Component B funding should skip this section.

In their application, applicants seeking Surveillance Component B funding must demonstrate the capacity to meet three core requirements:

- **By September 2024, begin implementing a surveillance system that conducts in-depth toxicologic testing of at least 500 unique drug products and/or drug paraphernalia objects during a 12-month period and meets CDC surveillance collection and reporting guidelines, described below**. Toxicologic testing should focus

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on testing drug products and/or paraphernalia that are commonly involved in nonfatal and fatal overdoses in the recipient's community (e.g., powdered substances, illicitly sold opioid pain reliever pills that may be counterfeit or diverted prescription pills, syringes used for injection, or bags to hold drugs) and are likely to contain or suspected to contain opioids and/or stimulants**. In their application, applicants must describe:**
    - What will be tested (e.g., drug products, syringes, and/or drug paraphernalia)?
    - How samples will be obtained, including describing the organization(s) that will be providing the samples. Applicants must provide at least one letter of support, memorandum(s) of agreement, and/or data sharing agreement(s) from a partner who will be providing drug and/or drug paraphernalia samples. If samples will be obtained from multiple partners, multiple letters of support are encouraged.
    - Identify the laboratory(ies) that will conduct the testing and describe their current capacity to test drug products and/or drug paraphernalia.

- **By April 2025, recipients must start to share case-level toxicologic findings with CDC on a quarterly basis, described in detail below.** See **Appendix 7** for data sharing information.
- **Analyze and disseminate findings that support prevention work funded through this NOFO in Component A**. This can include, but is not limited to:
    - Track distribution of illicitly manufactured fentanyl, fentanyl analogs, non-fentanyl synthetic opioids, cocaine, and methamphetamine over time.
    - Identify rapid changes in local illicit drug markets that involve drug combinations such as xylazine mixed with fentanyl.

Because of the rapid increases in drug overdose deaths, the national goal of reducing the number and rate of drug overdose deaths, and the desire to maximize the reach of the funding, funding for this component will be prioritized for applicants who:

- Have a larger number of unintentional or undetermined drug overdose deaths.
- Have a larger population.

A. Key requirements for Surveillance Component B: Drug product and/or paraphernalia testing

Requirement	Description of Requirement
Implementing the surveillance system	
Drug products and paraphernalia that can be tested	• Recipients must test samples to support public health and harm reduction strategies and have the goal of reducing nonfatal and fatal drug overdoses. • Recipients must test illicit drug products, drug paraphernalia (e.g., syringes, bags containing drugs, or cookers), or both that meet the following requirements: ○ Drug products and/or drug paraphernalia must be used or obtained in the recipient's jurisdiction. ○ Due to limited testing resources, testing should focus on: 1) drug products/paraphernalia (e.g., powders, diverted prescription pills, bags that hold drugs,

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Requirement	Description of Requirement
	syringes, or drug crystals) commonly associated with overdoses in the jurisdiction and 2) drug products/paraphernalia that commonly contain or are suspected to contain opioids or stimulants. Most overdose deaths involve an opioid, stimulant, or both drugs. ○ Multiple forms and types of drug products (e.g., possible counterfeit pills, powder, or crystal) may be tested as illicit opioids and stimulants are disseminated in multiple forms and sometimes mixed with other drugs. ○ Sampling and testing should be de-identified to ensure data cannot be linked to individuals. The one exemption to this rule is that medical examiner and coroners may use findings from drug product and paraphernalia toxicologic tests as part of their investigations of suspected drug overdose deaths. ○ Law enforcement conducts testing of drug products and paraphernalia obtained by law enforcement to support criminal prosecutions and investigations. It is not allowable to support this type of testing with Component B funds. Samples obtained by law enforcement that are not submitted by law enforcement for toxicologic testing and are not part of an investigation or criminal prosecution, referred to as noncriminal samples, may be tested using Component B funds, but results must be de-identified.
Toxicologic testing requirements	• Toxicology testing must include qualitative laboratory testing for a list of core drugs identified by CDC including but not limited to fentanyl, heroin, methamphetamine, and cocaine. Testing for fentanyl analogs such as carfentanil and other emerging substances of concern should also be included in toxicologic panels (See **Appendix 8** for CDC guidance). ○ CDC testing guidance for this activity will be synchronized with the toxicology testing guidance provided by the State Unintentional Drug Overdose Reporting System (SUDORS) funded through OD2A-S (CDC-RFA-CE-23-0002). This enables comparisons of drug product and drug paraphernalia toxicologic findings with drug overdose death toxicologic findings. • Toxicologic test results obtained from rapid field tests such as fentanyl test strips or portable machines used outside the lab such as portable mass spectrometers will not meet the testing

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Requirement	Description of Requirement
	requirements for this Component. These programs, however, may be funded under Component A as part of evidence-informed harm reduction efforts. • Funding can be used to support quantitative testing, but quantitative testing is not required. If quantitative testing is pursued, testing a subset of samples is strongly suggested due to the cost associated with quantitative testing.
Minimum number of drug products or paraphernalia tested	• Recipients must test at least 500 unique drug products or drug paraphernalia objects during a 12-month period, or 125 samples every three months. • Recipients who can test at least 750 unique drug products or drug paraphernalia objects during a 12-month period, or about 188 samples every three months are preferred and will receive more points.
Time to complete testing	• Recipients must test all samples within 3 months of collection of the sample. • Recipients demonstrating the capacity to complete testing of samples in <1 month are preferred and may receive more points during Phase II review.
Sampling of specimens	• Illicit drug products or drug paraphernalia may be obtained from a variety of sources such as harm reduction programs, medical examiner and coroner offices, law enforcement (noncriminal specimens), or other venues approved by CDC. ○ Illicit drug products or drug paraphernalia from geographic areas or groups at high risk for overdose should be prioritized for testing. ○ Testing of drug products or drug paraphernalia found at the scene of drug overdoses or associated with drug overdose outbreaks is allowed and encouraged. • CDC prefers, and may score higher during Phase II review, applicants that propose testing of drug products or paraphernalia from multiple sources. For example, testing drug paraphernalia collected by both harm reduction organizations and medical examiner or coroner offices and/or propose testing at multiple sites (e.g., testing syringes from four syringe services programs).

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Requirement	Description of Requirement
Data on perceptions of the drug product	• Although not required, CDC prefers applicants that can link data on the drugs the person intended to use to the toxicologic results for the drug product or drug paraphernalia used. This provides important information about whether people are being unintentionally exposed to drugs such as fentanyl and xylazine. Applicants proposing these types of activities may receive more points during Phase II review. • Due to the challenges of obtaining this information, applicants can obtain these data on a subset of drug products and/or drug paraphernalia tested, as long as it includes ≥50% of samples. • For recipients collecting these data, they will be required to share: ○ The list of drugs the respondent believed were in the product. This data can be compared with toxicologic findings. ○ For drug paraphernalia only: The number of distinct occasions the paraphernalia was used (e.g., the person reported using the syringe more than once to inject drugs).
Required and optional LOS or MOU/MOA	Please see the OD2A: LOCAL Component B section, *1. Collaborations b. With organizations not funded by CDC,* for a description of two required Component B collaborations and optional collaborations.
Funding	Recipients' funding will depend on the population size of their catchment area. Appendix 1 describes the methods that must be used by the applicant to calculate population size. Funding by population size is listed below: • Population of ≥800,000 will be eligible for up to $325,000 • Population of <800,000 will be eligible for up to $250,000
Legal requirements	All acquisition of drug products and/or drug paraphernalia and testing procedures must be within the bounds of federal, state, and local laws and regulations.
Data Deliverables to CDC	

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Requirement	Description of Requirement
Description of CDC data submission requirements	• CDC will provide recipients detailed guidance and a template that lists and describes the case-level data elements that recipients must share with CDC about the test results for each sample. Required data elements will include, but not be limited to: ○ A sample ID ○ Recipient name (e.g., name of city or county health department submitting the samples) ○ A description of the specimen tested (e.g., drug product, syringe, bags that hold drugs, cooker, or other drug paraphernalia) using standardized categories provided by CDC. ○ A list of drugs and metabolites detected in the sample. ○ The date the sample was submitted for testing. • All data should be de-identified. • Recipients will have to provide CDC descriptive metadata about their testing program, including, but not limited to: ○ A list of the drugs that are included in routine testing by the lab. ○ A description of the testing method used (e.g., Gas Chromatography–Mass Spectrometry [GC/MS]).
Date to begin testing	• Collection and toxicologic testing of samples must begin by September 2024. Recipients will be provided up to 12 months (9/2023–8/2024) to plan and build the infrastructure for their surveillance system. • Recipients are strongly encouraged to start testing as soon as possible.
Date required data submission to CDC must begin	• By April 2025, recipients must submit to CDC toxicologic findings from September – December 2024. • Applicants that can document their capacity to submit data to CDC before June 2024 are preferred and may receive more points during Phase II review.
Frequency of required data submission to CDC	Data must be submitted quarterly to CDC using the schedule outlined below. Recipients will be provided exact submission dates when funded. • Toxicologic findings from quarter 1 (January – March) should be reported by July of the same year. • Toxicologic findings from quarter 2 (April – June) should be reported by October of the same year. • Toxicologic findings from quarter 3 (July – September) should be reported by January of the following year.

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Requirement	Description of Requirement
	• Toxicologic findings from quarter 4 (October - December) should be reported by April of the following year.
Agree to CDC sharing data publicly	• By applying for and accepting this funding, the recipient agrees to CDC sharing aggregated results with the public through publications, reports, alerts, and dashboards. Applicants not able to share toxicologic test results with CDC and publicly should not apply. • CDC will work closely with recipients to ensure any publicly reported data meets minimum data quality standards.
Required collaboration with CDC	• Recipients must designate at least one representative to attend ongoing workgroup meetings between CDC and all recipients where data quality, analysis and dissemination issues will be discussed. Workgroup meetings will be held at least quarterly. • Recipients must respond to CDC queries about data quality within one week of receipt, including a timeline for addressing data quality problems if more than a week is needed to address the issue(s) identified by CDC.
Dissemination requirements	
Produce data products	• Disseminate at least one data product during Year 2 of funding and one data product during Year 3. A data product is a public product or product widely disseminated to recipient's partners that provide findings from toxicologic testing, including highlighting important actionable items. This may include web pages, reports, presentations, white papers, alerts on emerging threats, or peer-reviewed manuscripts. • Disseminate at least two data products in Year 4 of funding. • Disseminate at least two products in Year 5 of funding. • Public data products should be shared with CDC within 2 weeks of release. This includes the launch of dashboards reporting data collected using Component B data.
Share results with key partners	Establish a system for sharing easy-to-understand toxicologic findings on an ongoing basis with your key partners including the harm reduction community and health system partners. This could include regularly presenting at partner meetings.

B. Other allowable activities

In addition to conducting toxicological testing, recipients are allowed, but not required, to use

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funding to analyze existing toxicologic results obtained through routine testing of drug products submitted by law enforcement to forensic laboratories such as those participating in the National Forensic Laboratory System (NFLIS). Data must be acquired within three months of the laboratory testing of the drug product and include results for core drugs such as fentanyl, fentanyl analogs, heroin, methamphetamine, and cocaine.

C. Optional activity: Improve medical examiner and coroner investigation of drug overdose deaths

Based on availability of funding, the overall Component B score, and applicant interest in this optional activity, a subset of Component B recipients may receive between $100,000 - $200,000 in additional funding to support improvements of drug overdose death investigations by the medical examiners and coroners (ME/C) agency(ies) serving their jurisdiction. Funding level will be determined by population size with larger populations receiving more funding (See Appendix 1 for calculating resident population).

Due to the increases in drug overdose deaths and introduction of new emerging drugs, ME/C often confront challenges completing comprehensive and timely testing and investigation of drug overdose deaths. Data from ME/C drug overdose investigations is critical to inform public health's response to drug overdoses. Thus, the two goals of this optional funding are:

- Support the ME/C office(s) to improve investigations of drug overdose death by either:
    - Improving the comprehensiveness and/or timeliness of toxicologic testing of suspected drug overdose deaths. For instance, funding could support expanding toxicologic testing to include emerging drugs or decrease the time between sending samples for testing and receiving toxicologic findings, or
    - Improving investigations of suspected drug overdose deaths. Example activities include: 1) upgrading their ME/C case management system to improve tracking and certification of drug overdose deaths and 2) hiring staff to support more timely completion of autopsies and investigations.
- Increase collaboration and data sharing between the recipient and their ME/C agency. For instance, hire a forensic epidemiologist to help with data requests and ensure timely data are submitted to public health staff for timely analysis.

Applicants applying for this optional funding must:

- Clearly indicate in their application for Component B that they are also, "Applying for optional ME/C funding". Those not applying for this optional should write, "Not applying for optional ME/C funding", in their Component B application.
- Provide a letter of support from their ME/C agency that will be funded.
- Provide a brief description of how the funding will improve ME/C investigations of drug overdose deaths and the timeliness and/or quality of data sharing with the applicant.
- Ensure funding does not duplicate funding provided to ME/Cs by state health departments funding through OD2A-S (CDC-RFA-CE23-0002) or other federal funding sources.
- The ME/C agency must participate in the State Unintentional Drug Overdose Reporting System (SUDORS) funded by OD2A-S.

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IV. COMPONENT C: LINKAGE TO AND RETENTION IN CARE SURVEILLANCE (OPTIONAL AND COMPETITIVE)

This optional component will fund up to 20 recipients to establish a surveillance system to measure linkage to and retention in care for substance use disorder (SUD). Applicants are not required to apply for this component and must clearly indicate in the project abstract of their application their intent to apply for Component C (i.e., "Applying for Component C funding" or "Not Applying for Component C funding").

- Component C will be scored separately from Component A and Component B.
- To assist in the review of the Component C portion of your application, applicants choosing to apply to Component C should clearly indicate all text associated with Component C. Also, attachments related to Component C such as letters of support should be clearly marked as part of the Component C application. When submitting letters of support, MOUs, MOAs, and resumes, please use the naming conventions provided by CDC in this NOFO.
- Applicants choosing not to apply for Surveillance Component C funding should skip this section.

Expanding and standardizing surveillance of linkage to and retention in care at the local level will complement prevention-focused activities by providing a better understanding of the cascade of care (CoC) for substance use disorder (SUD), including referral to, linked in (i.e., initiation of), retention in, and treatment interruptions in evidence-based treatment for SUD and related support services. Standardized indicators and data collection procedures also support public health agencies' efforts to evaluate linkage to and retention in care programmatic activities, track health disparities, and direct resources where they can most effectively reduce overdoses. Recipients selected for this component will be required to collect and share with CDC standardized indicators to measure linkage to and retention in care in their jurisdiction. CDC will provide recipients with detailed guidance and a template that lists and describes the aggregate linkage to care surveillance indicators that must be shared with CDC. These standardized indicators will assess the stages across the CoC for SUD with a primary focus on OUD and StUD, including: 1) identification of treatment need, 2) engagement with linkage to care programs, 3) referral to treatment (e.g., MOUD, behavioral health treatment) and other support services, 4) linkage to/initiation of treatment, and 5) treatment status 6 months following initiation, including retention and treatment interruptions.

In their application, applicants seeking Component C funding must demonstrate the capacity to meet four requirements:

- By September 2024, begin implementing a surveillance system that allows the recipient to collect and submit CDC-developed standardized indicators to measure linkage to and retention in care according to CDC requirements, as described below. Data collection should focus on individuals who experienced a nonfatal overdose and individuals identified via at least one other priority entry point to care. Priority entry points include the following: treated for a nonfatal overdose in the emergency department (ED), responded to for a nonfatal overdose by EMS, treated for signs or symptoms of a

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substance use-related condition in the ED or other clinical setting, criminal justice-involved, harm reduction programs, self-referrals, or other community-based programs. In their application, applicants must:

- Describe the priority entry points to care for which they will conduct surveillance of linkage to and retention in care, which should include individuals who experience a nonfatal overdose and individuals identified through at least one other entry point. Applicants should also describe any existing or planned linkage to care prevention activities focusing on these entry points to care
- Describe the data sources that will be used to calculate required linkage to and retention in care surveillance indicators, including whether the recipient currently has access to these data sources.
- Describe whether the recipient plans to collect individual-level or aggregate linkage to care data, including treatment outcomes. Recipients who demonstrate the ability to collect individual-level data will be scored higher.
- Provide at least one letter of support, memorandum of understanding/agreement, and/or data sharing agreement from the agencies responsible for collecting and maintaining access to the data sources that will contribute to linkage to care surveillance (e.g., SUD treatment providers, health systems, corrections agencies, community-based organizations, state health department). Letters of support must demonstrate the agency's awareness of the data requested and deliverable dates; they should also include statements agreeing to data access, analysis, and dissemination (in accordance with federal and state regulations), and information on previous collaborations using this or similar data. If the applicant is the unit responsible for any of the data sources, this must be written into the application.

- By December 2024, recipients must begin submitting aggregate linkage to and retention in care surveillance data to CDC every 6 months, according to CDC reporting requirements. See Appendix 7 for data sharing information.
- Analyze linkage to and retention in care surveillance data and disseminate findings to partners, so they can be used to inform and assess prevention activities funded through this NOFO.
- Designate at least one representative to participate in required CDC workgroup meetings, held at least on a quarterly basis, that will discuss issues related to feasibility of collecting linkage to care data, data dissemination, and collaborate on updating guidance/requirements for reporting.

Because of the rapid increases in drug overdose deaths, the national goal of reducing the number and rate of drug overdose deaths, and the desire to maximize the reach of the funding, funding for this component will be prioritized for recipients who:

- Have a higher burden of unintentional or undetermined drug overdose deaths.
- Have a larger population.

Key Requirements for Surveillance Component C: Linkage to and Retention in Care Surveillance

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Requirement	Description of Requirements
Required activities	• Create, enhance, or maintain systems to collect and submit standardized data on linkage to and retention in care among persons with a substance use disorder, with a primary focus on persons with opioid use disorder and/or stimulant use disorder. 1. Recipients will collect and submit aggregate data to CDC using standardized CDC-developed surveillance indicators. 2. To inform efforts to understand and reduce inequities in linkage to and retention in care, recipients will be required to focus data collection on populations at highest risk of experiencing an overdose, including persons who have previously experienced an overdose and persons identified via at least one other priority entry point to care. Priority entry points include the following: treated for a nonfatal overdose in the emergency department (ED), responded to a nonfatal overdose by EMS, treated for signs or symptoms of a substance use-related condition in the ED or other clinical setting, criminal justice-involved, harm reduction programs, self-referrals, or other community-based programs. 3. Recipients are encouraged to develop processes and systems that enable collection of individual-level data on linkage to and retention in care. 4. Examples of suggested sub-activities include but are not limited to: Designing or enhancing case management data systems; Developing and maintaining databases; Creating or enhancing existing data systems to collect data on CDC-identified indicators (described below); Hiring staff to perform data collection, entry, management, analysis, and dissemination; Implementing individual-level data linkages across divisions or agencies, but only to the extent to which these linkages enable measurement of linkage to and retention in care indicators (e.g., identify treatment outcomes for individuals referred to treatment). • Submit standardized linkage to and retention in care data to CDC on a specified schedule using CDC-developed guidance and data submission processes (description of data requirements below). • Analyze linkage to and retention in care surveillance data and disseminate findings to local partners so they can be used to inform and evaluate prevention activities funded through this NOFO.

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Requirement	Description of Requirements
	• Collaborate with CDC to identify additional required or optional data elements for reporting in later years of the NOFO (e.g., Years 3-5) by designating at least one person to participate in a Linkage to Care Surveillance workgroup. The workgroup will discuss issues related to feasibility of collecting linkage to care data, data dissemination, and collaborating on updating guidance/requirements for data submission.
Description of CDC data submission requirements	• CDC will provide recipients with detailed guidance and a template that lists and describes the aggregate linkage to care surveillance indicators that must be submitted to CDC. These standardized indicators will assess the stages across the CoC for SUD with a primary focus on OUD and StUD, including: 1) identification of treatment need, 2) engagement with linkage to care program staff, 3) referral to treatment (e.g., MOUD, behavioral health treatment) and other support services (e.g., harm reduction services), 4) linkage to/initiation of treatment, 5) treatment status 6 months after initiation, including retention and treatment interruptions. • Indicators may be disaggregated by key characteristics, such as primary substance used, age, gender, race/ethnicity, and county of residence. • Given current challenges to collecting substance use treatment data, it is anticipated that some indicators and disaggregates will be required while others will be optional. Some optional indicators and disaggregates may become required later in the funding period. • Recipients will also be required to submit metadata (e.g., number and type of agencies contributing data, percent of treatment and service providers contributing data) to CDC using the timelines below.
Data collection start date	• Recipients will be provided a 12-month planning period (9/2023–8/2024) before required data collection begins in September 2024.
Date required data submissions to CDC must begin and frequency of reporting to CDC	• First data submission will be in December 2024. • Recipients that document their capacity to submit data to CDC earlier than December 2024 are preferred and will be scored higher. • Recipients will be required to submit aggregate data to CDC every 6 months, aggregated by quarter with a 2-month reporting lag. For example, data for 2024 Q4 (Oct–Dec 2024) and 2025 Q1 (Jan–Mar 2025) will be submitted in June 2025. Indicators that require a longer time lag (e.g., treatment initiation, treatment status 6 months after initiation) will be submitted in

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Requirement	Description of Requirements
	later reporting periods. A data submission schedule with dates will be shared with recipients when awarded.
Agree to CDC sharing data publicly	• By applying for and accepting this funding, the recipient agrees to allow CDC to publicly share aggregated results to the public through publications, reports, alerts, and dashboards. Recipients not able to share aggregate data on required linkage to and retention in care surveillance indicators with CDC and publicly should not apply. • CDC will work closely with recipients to ensure any publicly reported data meets minimum data quality standards.
Required and optional LOS or MOU/MOA	• Please see the section: *1. Collaborations b. With organizations not funded by CDC* for a description of required and optional Component C collaborations.
Dissemination requirements	• Recipients will be required to disseminate at least one data product related to linkage to and retention in care each year to key local partners and/or the public starting in Year 2. A data product refers to a public product or a product widely disseminated to recipient's partners that provide findings from linkage to and retention in care surveillance data, including highlighting important actionable items. This may include web pages, reports, presentations, or peer-reviewed manuscripts. • Recipients must submit to CDC an annual bibliography of relevant data products that were produced and disseminated using data from this activity, and copies of or weblinks to all data products that were disseminated.
Funding	Recipients' funding will depend on the population size of their catchment area. Appendix 1 describes the methods that must be used by the applicant to calculate population size. Funding by population size is listed below: • Population of ≥800,000 will be eligible for up to $325,000 • Population of <800,000 will be eligible for up to $250,000

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1. Collaborations

a. With other CDC programs and CDC-funded organizations:

Component A, Component B, and Component C

The overdose epidemic is complex and requires a multi-sectoral response. Collaborations with other CDC programs will be essential to success. Applicants must commit to collaborate with state health departments applying for OD2A-S (CDC-RFA-CE-23-0002). A letter of support from the applicant's state health department is encouraged, but not required. If a letter from the state health department is included, please use the following title when submitting: "<Applicant_name> Component A: LOS from State Health Department." All letters should be uploaded as a pdf at www.grants.gov with the application.

Required collaborations are as follows:

- Applicants must not propose activities that duplicate state surveillance activities (i.e., implementing a data collection duplicative of SUDORS) funded in OD2A-State.
- Recipients will be required to:
    - Provide state health departments vital records and medical examiner and coroner report (ME/C) data, including toxicology, for drug overdose deaths as required by the State Unintentional Drug Overdose Reporting System (SUDORS).
    - Provide state health departments required data to support the Drug Overdose Surveillance and Epidemiology (DOSE) system, such as providing access to data collected through a local ESSENCE system.

- Recipients will be required to collaborate with the Drug Free Communities (DFC) support program (CDC-RFA-CE22-2205), the Overdose Response Strategy (ORS) (CSTLS NU38OT000288-03-08) and any other CDC-supported work within the jurisdiction that addresses overdose, works with populations disproportionately affected by overdose, or improves linkage to care at the local level. Programs are strongly encouraged to braid funding and collaborate with other CDC-funded local programs as allowed by the funding source and state and federal law. For example, they may have an SSP funded through CDC-RFA-PS22-2208 or Ending the Epidemic HIV program. Applications must include MOUs or letters of support when programs funded through separate CDC programs plan to collaborate. Please use the following title when submitting any LOS or MOU/MOA from other CDC programs: "<Applicant_name> Component A: Collaboration with Other CDC Programs – Letter 1." If multiple organizations will be providing a LOS or MOU/MOA, please number each letter sequentially (e.g., first letter is "Letter 1" and second letter is "Letter 2"). All letters should be uploaded as a pdf at www.grants.gov with the application.

Recommended and optional collaborations are as follows:

- In addition to the required collaborations with state health departments described above, applicants are encouraged but not required to collaborate with their state health departments in other ways and obtain a letter of support from their state health department. This can include braiding OD2A-LOCAL and OD2A-State funding contingent on CDC approval. Possible allowable and optional collaborations include:
    - Work with state health department to use DOSE data to identify overdose anomalies that may require an outbreak response.

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- Co-fund or fund a SUDORS abstractor(s) to abstract drug overdose death data that occur in the applicant's jurisdictions into the state SUDORS system.
- Work with state health departments to gain access to relevant state-level data or data linkages including prescription drug monitoring program data, EMS data, or Medicaid data.
- Collect and conduct comprehensive toxicologic testing of samples from patients treated for nonfatal overdose in hospitals in your jurisdiction as part of state led efforts to conduct biosurveillance funded through OD2A-S.
- Work with coalitions developed through OD2A-S and other state-level activities intended to address overdose.
- Collaborate with data to action partners funded through OD2A-S.
- Work with state-level coalitions and programs to implement prevention programs at the local level.

- Recipients are encouraged but not required to collaborate and share information and findings with other jurisdictions awarded under this announcement. Recipients will have the opportunity to share best practices and lessons learned with each other via communities of practice and webinars facilitated by DOP's Technical Assistance Center throughout the lifecycle of this funding announcement.

b. With organizations not funded by CDC:

Component A

Given the importance of using data to inform the development and evaluation of prevention programs, all applications must include signed data use agreements/memorandums of commitment to share data from a minimum of 3 partners representing each of the settings in which strategies will take place: the community, public safety, and health systems. Agreements must explicitly include a commitment to data-sharing, active participation in Data to Action activities and meetings, and describe how the partnership will support activities listed in the application. Please use the following title when submitting Letters in Support of Data to Action Activities and Data Use Agreements: "<Applicant_name> Component A: Data Sharing and Partnership – Letter 1." Please number each letter sequentially (e.g., first letter is "Letter 1" and second letter is "Letter 2"). All letters should be uploaded as a pdf at www.grants.gov with the application.

Applicants should provide a LOS for each identified key partner and agency needed to fulfill NOFO requirements and proposed activities. These can include other federal, state, or local government agencies, local harm reduction organizations, and programs providing evidence-based treatment for OUD or StUD, among others. Applicants should also describe other strategic relationships that will strengthen work fulfilled under this NOFO, and whenever possible, provide documentation (e.g., MOU, LOS) to demonstrate the relationship and shared mission. Letters of support should also come from organizations working with underserved populations, and a commitment to partner in efforts to reduce overdose-related morbidity and mortality for that population. Although this program must provide staffing and structural support to ensure naloxone distribution to populations at high risk of overdose, medications including naloxone may not be purchased with money from this program. Applications must describe sources of naloxone, whether from another federal funding source, such as SAMHSA, health department support, private donation or through a buyer's club such as Remedy Alliance/For the People.

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Applications should describe how funds will support naloxone distribution and must include letters of support or MOUs from an organization(s) they will partner with to ensure naloxone gets into the hands of people who use drugs and/or people likely to witness an overdose. Please use the following title when submitting this LOS or MOU/MOA: "<Applicant_name> Component A: Naloxone Distribution – Letter 1." If multiple organizations will be providing samples and submitting LOS or MOU/MOA, please number each letter sequentially (e.g., first letter is "Letter 1" and second letter is "Letter 2"). All letters should be uploaded as a PDF at www.grants.gov with the application.

Applications must also describe how they will engage and leverage other federally funded overdose prevention activities (e.g., those funded through SAMHSA, COSSAP) and include letters of support from those programs. Please use the following title when submitting this LOS or MOU/MOA: "<Applicant_name> Component A: Other Federal Partnership – Letter 1." If multiple organizations will be submitting LOS or MOU/MOA, please number each letter sequentially (e.g., first letter is "Letter 1" and second letter is "Letter 2"). All letters should be uploaded as a pdf at www.grants.gov with the application.

More broadly, multi-sector partnerships are essential to the success of this program and to reducing nonfatal and fatal overdoses. Applicants are required to submit a letter of support or MOU/MOA from each partner described in the application to demonstrate their commitment to the program. Please use the following title when submitting a LOS or MOU/MOA from a partner: "<Applicant_name> Component A: Partner Support – Letter 1." If multiple organizations will be submitting LOS or MOU/MOA, please number each letter sequentially (e.g., first letter is "Letter 1" and second letter is "Letter 2"). All letters should be uploaded as a pdf at www.grants.gov with the application.

Component B

Applicants must demonstrate in their application their ability to collaborate with key partners by submitting a LOS or MOU/MOA from the following key partners**:**

- At least one organization that will be supplying drug product and/or drug paraphernalia samples such as harm reduction organizations including syringe service programs, medical examiner or coroner agencies, and/or law enforcement agencies. The letter of support should describe whether the samples will be submitted from a single site (e.g., syringe service program) or multiple sites. If samples will be obtained from multiple partners, applicants are encouraged, but not required to provide LOS or MOU/MOA from all partners. Please use the following title when submitting this LOS or MOU/MOA: "<Applicant_name> Component B: Organizational support to provide drug product/paraphernalia samples for testing – Letter 1." If multiple organizations will be providing samples and submitting LOS or MOU/MOA, please number each letter sequentially (e.g., first letter is "Letter 1" and second letter is "Letter 2"). All letters should be uploaded as a pdf at www.grants.gov with the application.
- A laborator(ies) that will be conducting the toxicologic testing. If a public laboratory will conduct testing, please provide at least a letter of support. For private laboratories, documentation of a discussion with the laboratory, a bid for the work, or a contract will also meet this requirement. Please use the following title when submitting this information:" <Applicant_name> Component B: Laboratory support for drug product/paraphernalia testing – Letter 1." If multiple letters will be submitted, please

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number each letter sequentially (e.g., first letter is “Letter 1” and second letter is “Letter 2”). All letters should be uploaded as a pdf at www.grants.gov with the application.

If the applicant is the unit responsible for collecting or testing the data samples, this must be written into the application. CDC still recommends submitting a LOS from the unit to describe the collaboration.

Recipients may collaborate and work with a wide range of other partners, including harm reduction, treatment agencies, people with lived experience, and navigators in interpreting, disseminating, and using Component B findings to support prevention efforts. Applicants may demonstrate these additional and optional collaborations by submitting LOS or MOU/MOAs with these organizations as part of their application. This type of LOS or MOU/MOA is encouraged but not required. Please use the following title if you choose to submit these types of LOS or MOU/MOAs: “ <Applicant_name> Component B: Other support for drug product/paraphernalia testing – Letter 1.” If multiple letters will be submitted, please number each letter sequentially (e.g., first letter is “Letter 1” and second letter is “Letter 2”). All letters should be uploaded as a pdf at www.grants.gov with the application.

Component C

Applicants must demonstrate in their application their ability to collaborate with key partners by submitting LOS, MOU/MOA, and/or data sharing agreements from at least one of the agencies responsible for collecting and maintaining access to the data sources that will contribute to linkage to care surveillance, which may include SUD treatment providers, healthcare systems, corrections agencies, community-based organizations, and the state health department. Please use the following title when submitting this LOS or MOU/MOA: “<Applicant_name> Component C: Organizational support for linkage to care surveillance data – Letter 1.” If multiple organizations will be providing data and submitting LOS or MOU/MOA, please number each letter sequentially (e.g., first letter is “Letter 1” and second letter is “Letter 2”). All letters should be uploaded as a pdf at www.grants.gov with the application. Partners’ LOS and MOU/MOA should:

- Demonstrate the partner’s awareness of the data requested and data submission frequency of Component C.
- Provide the applicant permission to access the relevant data, including permission to analyze and disseminate findings to meet Component C requirements, in accordance with federal and state regulations.
- Provide information on previous collaborations using these or similar data.

If the applicant is the unit responsible for any of the data sources, this must be written into the application. CDC still recommends submitting a LOS from the unit to describe the collaboration.

Recipients may collaborate and work with a wide range of other partners, including harm reduction, treatment agencies, people with lived experience, and navigators in interpreting, disseminating, and using Component C findings to support prevention efforts. Applicants may demonstrate these additional and optional collaborations by submitting LOS or MOU/MOAs with these organizations as part of their application. This type of LOS or MOU/MOA is encouraged but not required. Please use the following title if you choose to submit these types of LOS or MOU/MOAs:“ <Applicant_name> Component C: Other support for linkage to and retention in care surveillance – Letter 1.” If multiple letters will be submitted, please number

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each letter sequentially (e.g., first letter is “Letter 1” and second letter is “Letter 2”). All letters should be uploaded as a pdf at www.grants.gov with the application.

2. Target Populations

Component A

The primary populations activities must focus on are people at high risk of overdose from opioids and/or stimulant use, including people disproportionately affected by overdose and underserved by treatment for substance use disorder, persons recently released from incarceration, people experiencing homelessness, and anyone who has experienced a non-fatal overdose. Additionally, groups experiencing a disproportionate burden of substance use disorders and overdose may include but are not limited to people in certain socio-demographic groups (e.g., non-English speaking populations, rural communities, racial/ethnic minority groups, and sexual and gender minority groups), people experiencing certain social determinants of health (e.g., reduced economic stability; limited educational attainment; limited healthcare access, including those who have been historically underserved or are uninsured; limited access to substance use treatment; limited health literacy; or geographically underserved areas), and people experiencing certain social or physical health conditions or experiences (e.g., homelessness, a mental health condition, chronic pain, a disability, adverse childhood experiences, a history of suicidal ideation or suicide attempt or a history of substance use disorders and/or overdose).

Component B

This component focuses on providing data to improve services and awareness of people who are using illicit opioids and stimulants and persons at high-risk for overdose.

Component C

This component focuses on providing data to improve surveillance of linkage to and retention in care among individuals who have experienced a nonfatal overdose and among individuals identified via other entry points to care, such as harm reduction programs and criminal justice system.

a. Health Disparities

All activities across the three components should take place with a lens focused on reducing health disparities in overdose, and those historically underserved by substance use treatment and harm reduction programs. Applications must describe how they have identified the groups in their local jurisdictions that experience the most disparities in overdose prevention and treatment, and how activities directly work to improve health equity among people at highest overdose risk. Recipients will be required to conduct a needs assessment focused on addressing health equity and the needs of priority populations and people with lived experience within the first 6 months of the new NOFO. For recipients who have already conducted a recent comprehensive needs assessment within the last 2 years, a 3- to 5-page summary of results should be submitted with applications, and additional gaps can be discussed with CDC, if any. Once CDC reviews the assessment, and if it determines that it does not meet the requirements, CDC will work with funded recipients to revise their workplan to include an activity around the assessment. See **Appendix 9** for description of community assessment requirements.

Results from the needs assessment will be an initial use of data used to inform tailoring of

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prevention activities to address these critical needs and will serve to strengthen applicants' implementation of OD2A: LOCAL activities focused on addressing health equity and the needs of priority populations and people with lived experience. As part of the Data to Action Framework, recipients will be required to address how their proposed interventions are reducing health disparities within their communities.

iv. Funding Strategy

This is a 3-component NOFO. Component A is required, and Components B and C are optional. Applicants may be funded as follows:

- Component A; or
- Components A and B; or
- Components A and C; or
- Components A, B and C

Component A Funding Strategy

Funding will be determined by formulas reflecting a base funding amount, based on jurisdiction population size, and overdose burden. CDC will prioritize funding for jurisdictions with a larger population and a higher fatal drug overdose burden. See **Appendix 1** for a description of the methods that must be used by applicants to calculate their unintentional or undetermined drug overdose (UUDO) death burden and population size. Funding ranges are shown in the table below:

POPULATION SIZE	**DRUG OVERDOSE DEATH COUNT AND AWARD RANGE**		
	<300 deaths	**300-749 deaths**	**≥750 deaths**
<600K	Up to $1,000,000	Up to $1,500,000	$1,000,000-$2,000,000
600k – <800K	Up to $1,000,000	Up to $1,750,000	Up to $2,500,000
≥800K	Approximately $1,000,000	$2,000,000-$2,500,000	$2,750,000-$3,250,000

Component B Funding Strategy

Funding will be based on population size of the catchment area. See **Appendix 1** for a description of the methods that must be used by applicants to calculate population size. Funding ranges are shown in the table below:

POPULATION SIZE	**AWARD RANGE**
<800K	Up to $250,000
≥800K	Up to $325,000

Component C Fundign Strategy

Funding will be based on the population size of the catchment area. See **Appendix 1** for a description of the methods that must be used by applicants to calculate population size. Funding ranges are shown in the table below:

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POPULATION SIZE	AWARD RANGE
<800K	Up to $250,000
≥800K	Up to $325,000

Applicants must calculate their unintentional or undetermined drug overdose (UUDO) death burden and population size. An optional sample form is provided in Appendix 2b with detailed instructions in **Appendix 2a** to help applicants calculate their UUDO death burden and population size. Applicants are not required to use this form, if a different format is used it must contain three required pieces of information: (1) counties, cities, or territories in their service catchment area, (2) UUDO deaths, and (3) population. Upload this information to www.grants.gov a document named "**<Applicant Name> OD2A_ LOCAL_ Overdose_ Burden and Funding Form"**. Please keep in mind that if an Excel file is used, it should not be converted to PDF and should be uploaded in its original format.

b. Evaluation and Performance Measurement

i. CDC Evaluation and Performance Strategy

Data Management Plan
Applicants will need to supply a preliminary draft or outline of a Data Management Plan (DMP). The DMP may be outlined in a narrative format or as a checklist but, at a minimum, should include:

- A description of the data to be collected or generated in the proposed project;
- Standards to be used for the collected or generated data;
- Mechanisms for, or limitations to, providing access to and sharing of the data (include a description of provisions for the protection of privacy, confidentiality, security, intellectual property, or other rights - this section should address access to identifiable and de-identified data);
- Statement of the use of data standards that ensure all released data have appropriate documentation that describes the method of collection, what the data represent, and potential limitations for use; and
- Plans for archiving and long-term preservation of the data or explaining why long-term preservation and access are not justified (this section should address archiving and preservation of identifiable and de-identified data).

Recipients will be required to submit a more detailed DMP, within the first 6 months of award, as described in the Reporting Section of this NOFO (See CDC DMP policy https://www.cdc.gov/grants/additional-requirements/ar-25.html. CDC OMB approved templates may be used (e.g. NCCDPHP template https://www.cdc.gov/chronicdisease/pdf/nofo/DMP-Template-508.docx) Other examples of DMPs may be found here: USGS, http://www.usgs.gov//products/data-and-tools/data-management/data-management-plans.

Component A Evaluation and Performance Measurement
The following table outlines the evaluation requirements—activities and reporting requirements—that applicants must address as part of their OD2A: LOCAL application. These

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requirements are described in greater detail below, and applicants should refer to **Appendix 7** for data sharing information. OD2A: LOCAL recipients also are encouraged to share evaluation findings and data with recipients of CDC's OD2A-S cooperative agreement to support state health department prevention implementation and evaluation capacity. In addition, recipients will be required to demonstrate how they have considered or factored in Social Determinants of Health (SDOH), the needs of priority populations (e.g., persons at increased risk of overdose) and people with lived experience, and health equity into their program/evaluation planning and development. They will be asked to describe how they will develop relevant evaluations tailored to their priority populations and how the findings will inform their work plan and relevant evaluations. Also, please see Appendix 9 for description of community assessment requirements.

Evaluation Activity	**Emphasis of the Evaluation Activity**	**Reporting Frequency**	**Reporting Mechanism***
Revised evaluation and performance measurement plan	All evaluation requirements	Once, 6-months post-award	Evaluation and performance measurement plan template
Evaluation of all required prevention activities	Implementation of prevention activities	Annual	APR
Evaluation of recipient-selected optional prevention activities	Implementation of prevention activities	Annual	APR
Assessment of selected short-term outcomes for prevention strategies	Short-term outcomes	Annual	APR
	Short-term outcomes†	Annual/Semi-annual¶	Performance measures reporting
Assessment of intermediate outcomes for prevention strategies	Intermediate-term outcomes	Annual	APR
	Intermediate-term outcomes†	Annual/Semi-annual¶	Performance measures reporting
Targeted evaluation project focused on navigation activities	Implementation of targeted evaluation project	Annual	APR
	Implementation of targeted evaluation project and evaluation of outcomes	Year 4 of the cooperative agreement	Products from targeted evaluation project
Evaluation community of practice (CoP)	Implementation of prevention activities and evaluation of outcomes	Quarterly	CoP Calls and Webinars

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Evaluation translational product	Implementation of prevention activities and/or assessment of outcomes	The final year of the cooperative agreement	Disseminatable product
Cross-site evaluation	Implementation of prevention activities and assessment of outcomes	Annually beginning in Year 3 of the cooperative agreement	Primary data collection through qualitative interviews, focus groups, surveys, and other mechanisms to be determined

*Recipients should expect to share all data and evaluation products with CDC, and the translational products and other products from the targeted evaluation project with other recipients.
†Some performance measures might address short-term outcomes.
¶Specific performance measures for required activities, such as naloxone distribution and linkage to care, will be prioritized for semi-annual reporting to inform CDC about these critical efforts in reducing overdose deaths. CDC will confirm the frequency of all performance measure reporting based on reporting needs and the feasibility of reporting more frequently than annually.

1) Applicants must submit an initial Evaluation and Performance Measurement Plan as part of their NOFO application package that describes their approach to conducting and completing all of the above-described evaluation requirements. Recipients also will be required use a CDC-provided template to provide an updated Evaluation and Performance Measurement Plan 6 months post-award that provides additional details and refinement of their approach to conducting and completing all of the above described evaluation requirements. Refinements to the Evaluation and Performance Measurement also will be informed by the community needs assessment.

2) Recipients will be expected to evaluate **all** required activities within each of the required prevention strategies in Component A and use process and outcome evaluation findings to guide ongoing intervention development and refinement. Recipients will report on this requirement in the APR. Recipients' reporting should include progress in their evaluation of required activities, identify the short- and intermediate-term outcomes addressed for each required activity, and specify the indicators measured for each outcome. Additionally, recipients should also report on the progress of their evaluation of selected optional prevention activities, including identification of outcomes and indicators measured for each outcome.

3) Recipients will be required to report on a CDC-provided standard set of approximately 15 logic model-driven performance measures. Recipients will be required to report on these performance measures semi-annually or annually beginning in the second year of the cooperative agreement. Reporting frequency for performance measures will depend on reporting needs and the feasibility of reporting more frequently than annually. These standardized performance

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measures will be linked to and will address the prevention strategy outcomes and measures related to partnerships and health equity/social determinants of health more broadly. *Required activities'* (i.e., use of navigators, naloxone distribution, implementing guideline concordant care) performance measures primarily will address short-term outcomes associated with required activities and intermediate-term outcomes specified in the logic model. Some potential examples of required performance measures that recipients may be asked to report include: number of naloxone doses distributed, number of people utilizing OD2A-funded harm reduction services, number of available evidence-based OUD treatment programs, number of new health equity-focused overdose prevention interventions that address drivers of health disparities, number of partnerships mobilized to address overdose prevention health disparities and inequities, and number of prescribers who use a PDMP before prescribing opioids. Performance measures may be disaggregated by key characteristics, such as age, gender, race/ethnicity, setting, and county of residence. It is anticipated that some disaggregates will be required and others will be optional, and some optional disaggregates may become required later in the funding period. In addition, performance measure denominators will vary by available data source across settings (e.g., hospital and emergency medical services data, PDMPs, data from harm reduction partners, community surveys, public safety policies). Recipients will also be required to submit metadata (e.g., number and type of agencies contributing data, percent of service providers contributing data) to help assess data quality, data completeness and representativeness, and overall strengths and limitations of data shared with CDC. CDC will work with recipients to operationalize the performance measures and identify available and feasible data sources for the measures. CDC will develop specific reporting processes and templates and provide guidance on their function to facilitate and standardize data collection. CDC will provide more guidance and final measures upon award.

Recipients will use the award's first year to develop their data sharing agreements and identify reporting systems to facilitate data collection and reporting in year 2 of the funding period. In addition to reporting on a required set of performance measures as described above, CDC may require additional performance measures to be reported or change the frequency of reporting throughout the notice of funding opportunity given the complex and evolving nature of the drug overdose epidemic. Standardized performance measures will help CDC monitor the progress of all recipients over the five-year funding cycle and inform program guidance to collect outcome measures to monitor overdose prevention work.

4) Recipients will be required to complete an in-depth evaluation of navigation activities implemented during the cooperative agreement. This in-depth evaluation—called a targeted evaluation project (TEP) —is a program evaluation task that will provide a greater understanding of these navigation activities and will guide program improvement. Specifically, it will require an in-depth evaluation of navigation for linkage to care and linkage to harm reduction services. The TEP will provide recipients and CDC with a substantially greater understanding of facilitators and barriers to implementing navigation activities across settings with different types of navigators.

The TEP will provide each recipient with an opportunity for in-depth investigation, learning, and sharing with local partners and the community of NOFO recipients; this shared understanding will help strengthen and tailor navigation activities within and across jurisdictions and inform

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progress on achieving the aim of establishing linkages for different priority populations. CDC will review and provide feedback on proposed TEPs including methods and final products. Throughout the cooperative agreement, recipients will be expected to share progress on developing and conducting TEPs within a community of practice (described below in evaluation requirement #5) to exchange lessons learned and guidance across jurisdictions. During the 4th year of the cooperative agreement, recipients will be required to share the resulting products from their targeted evaluation project with CDC and other recipients to promote inter-program learning (see Appendix 10 on Targeted Evaluation Project).

5) To promote sharing between jurisdictions and between CDC and funded recipients, recipients will participate in a community of practice (CoP), specifically focused on evaluating their overdose prevention activities. The CoP will meet quarterly beginning the first year of the cooperative agreement. During quarterly CoP calls/webinars, recipients will be invited to share progress and challenges faced with implementing evaluation activities required in the NOFO. Recipients will be encouraged to share questions and strategies used in their work on TEPs and collection and reporting of performance measures. Recipients also will be encouraged to share innovative evaluation methods.

6) By the end of the period of performance, all recipients will be required to create one translational product related to the evaluation of prevention activities. Translational products can include but are not limited to detailed reports, training or technical assistance resources, case studies, or peer-reviewed publications. More information will be forthcoming about the focus of translational products and the types of acceptable formats.

7) Finally, recipients will be expected to participate in a CDC-sponsored cross-site evaluation by sharing data already collected (e.g., required performance measures) and/or participating in new data collection activities (e.g., qualitative interviews). Recipients will be expected to share data collected via a cross-site evaluation with CDC and/or its designee (e.g., contractor).

Component B Evaluation and Performance Measurement
Recipients will be required to meet the following evaluation requirements when they begin to collect and share data with CDC in Year 1 or Year 2 of funding:

- **Metadata provided for each quarterly data submission to CDC:** A description of how the drug product and/or drug paraphernalia data was collected, including identification of data quality challenges and list of drugs included in toxicology testing, must be submitted with each data submission as metadata. Specific guidance will be provided to funded recipients.
- **Report on dissemination efforts:** Recipients must share with CDC:
    - Public data products produced using drug product and/or drug paraphernalia data within 2 weeks of release.
    - A list of all data products including key internal reports, community alerts, and publications that used data collected using funding from Component B during the past year.

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Component C Evaluation and Performance Measurement
Recipients will be required to meet the following evaluation requirements when they begin to collect and share data with CDC:

- **Metadata provided for each data submission to CDC:** A description of how the linkage to and retention in care surveillance data was collected, including identification of data quality challenges and populations of focus, must be submitted with each data submission as metadata. Specific guidance will be provided to funded recipients.
- **Report on dissemination efforts:** Recipients must share with CDC:
    - Public data products produced using surveillance of linkage to and retention in care data within 2 weeks of release.
    - A list of all data products including key internal reports, community alerts, and publications that used data collected using funding from Component C during the past year.

ii. Applicant Evaluation and Performance Measurement Plan
Applicants must provide an evaluation and performance measurement plan that demonstrates how the recipient will fulfill the requirements described in the CDC Evaluation and Performance Measurement and Project Description sections of this NOFO. At a minimum, the plan must describe:

- How the applicant will collect the performance measures, respond to the evaluation questions, and use evaluation findings for continuous program quality improvement.
- How key program partners will participate in the evaluation and performance measurement planning processes.
- Available data sources, feasibility of collecting appropriate evaluation and performance data, and other relevant data information (e.g., performance measures proposed by the applicant)
- Plans for updating the Data Management Plan (DMP) as new pertinent information becomes available. If applicable, throughout the lifecycle of the project. Updates to DMP should be provided in annual progress reports. The DMP should provide a description of the data that will be produced using these NOFO funds; access to data; data standards ensuring released data have documentation describing methods of collection, what the data represent, and data limitations; and archival and long-term data preservation plans. For more information about CDC's policy on the DMP, see https://www.cdc.gov/grants/additional-requirements/ar-25.html.

Where the applicant chooses to, or is expected to, take on specific evaluation studies, the applicant should be directed to:

- Describe the type of evaluations (i.e., process, outcome, or both).
- Describe key evaluation questions to be addressed by these evaluations.
- Describe other information (e.g., measures, data sources).

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Recipients will be required to submit a more detailed Evaluation and Performance Measurement plan, including a DMP, if applicable, within the first 6 months of award, as described in the Reporting Section of this NOFO.

Component A Evaluation and Performance Measurement
Recipients' overall evaluation strategy should be grounded in the CDC Evaluation Framework for Public Health, MMWR, September 18, 1999, Vol. 48 / No. RR-11. Recipients should also reference the Overdose Data to Action (OD2A) Evaluation Profiles for guidance on the types of evaluation questions, indicators, data sources, and data collection methods that can be used to evaluate various overdose prevention efforts.

The Evaluation and Performance Measurement Plan for Component A must be no longer than 20 pages. In concert with the requirements mentioned above, applicants must submit an initial Evaluation and Performance Measurement Plan as part of their application package in response to this NOFO that describes their approach to conducting and completing all of the above-described evaluation requirements in Section 1. Applicants also will be required use a CDC-provided template to provide an updated Evaluation and Performance Measurement Plan 6 months post-award that provides additional details and refinement of their approach to conducting and completing all of the above-described evaluation requirements.

In addition to the above stated requirements, the Evaluation and Performance Measurement Plan must include the following:

- Describe the general approach to conducting evaluation over the period of performance.
- Describe the approach to considering the needs of priority populations and people with lived experience during program/evaluation planning and development
- Describe the process for identifying and deciding what aspect of their program they will evaluate.
- Describe how required and other selected interventions within each of the required prevention strategies will be evaluated and how process and outcome evaluation findings will guide ongoing intervention development and refinement.
- Define the associated short-term, intermediate-term, and long-term outcomes related to required and other selected interventions. Recipients may also add long-term outcomes that are relevant to state and local partners.
- Describe key evaluation questions.
- Describe how the evaluation will measure the impact of tailored activities to groups disproportionately affected by overdose.
- Describe how evaluation data will be used and disseminated to various partners, collaborators, and affected groups. Dissemination methods should vary depending on the audience.
- ***Approach for reporting performance measures***
    - For the proposed outcome measures described above, applicants should describe each of the following:
        - Any available baseline measures (including definitions for numerators and denominators used and the latest reporting year or timeframe).

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        - Source(s) of data needed to calculate the measures (i.e., which programs or agencies "own" the data).
        - How the performance measures currently are used or would be used by the applicant.
        - How feasible it would be for the applicant to report on the measures, and to do so every 6 months.
        - Any anticipated barriers to obtaining and calculating the proposed measures.
        - Any other comments or questions the applicant has about the proposed measures at this time.
    - Applicants are encouraged to list measures they would find useful in addressing logic model driven outcomes and for required prevention activities. CDC may consider applicant-identified performance measures in the final set of standardized performance measures for this NOFO.

- ***Approach for creating targeted evaluation project***
    - CDC expects recipients to complete one TEP over the period of performance. Applicants should:
        - Describe the process for addressing navigation activities that will be evaluated through the TEP.
        - Provide a brief description of the proposed TEP, including:
            - Evaluation design and key evaluation questions
            - Methods, scale, and scope of the evaluation
            - Plan for conducting TEP, including approximate duration and timeline

- ***Approach for creating one translational product***
    - Describe the intent and plans to create a translational product that will relate to evaluation of prevention activities by the end of the period of performance.
    - Describe the proposed type of product that will be created with the understanding that this can change over time (e.g., detailed report, training or technical assistance resource, case study, peer-reviewed publication).

Component B Evaluation and Performance Measurement

For applicants applying to Component B, up to one-page of the applicant's evaluation plan should describe their planned evaluation activities for Component B. Applicants are encouraged, but not required, to use the CDC surveillance evaluation criteria (See http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5013a1.htm) to assist in developing their plan.

Evaluation plans should focus on measuring and enhancing the applicant's ability to collect high quality data in a timely fashion, including meeting CDC data submission deadlines, and ensure data is disseminated to and used by key partners and prevention programs funded through OD2A: LOCAL.

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Component C Evaluation and Performance Measurement

For applicants applying to Component C, up to one-page of the applicant's evaluation plan should describe their planned evaluation activities for Component C. Applicants are encouraged, but not required, to use the CDC surveillance evaluation criteria (See http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5013a1.htm) to assist in developing their plan.

Evaluation plans should focus on measuring and enhancing the applicant's ability to collect high quality data in timely fashion, including meeting CDC data submission deadlines, and ensure data is disseminated to and used by key partners and prevention programs funded through OD2A: LOCAL.

Instructions for Submitting Evaluation Plan

Applicants must name this file "(<Applicant_name>Evaluation Plan)" and upload it as a PDF file on www.grants.gov.

c. Organizational Capacity of Recipients to Implement the Approach

Applicants need to demonstrate the capacity to complete all activities proposed. "Organizational capacity" demonstrates the applicant's ability to successfully execute the funding opportunity strategies and meet project outcomes. Applicants should have adequate infrastructure (physical space and equipment), workforce capacity and competence, relevant skill sets, information and data systems, and electronic information and communication systems to implement the award.

All components:

Applicant Catchment Area, Population Size, and Fatal Overdose Burden

A key goal of OD2A: LOCAL is fostering rapid national reductions in drug overdose deaths by surging resources to small geographic areas such as counties and cities heavily impacted by drug overdose deaths. To meet this goal, CDC will prioritize applicants with higher number of unintentional or undetermined drug overdose (UUDO) burden and larger populations.

Also, the total population and fatal UUDO burden reported by applicants will be used to calculate the applicant's funding and burden score during Phase II review. Thus, all applicants **are required** to provide detailed information about the counties, cities, or territories in their catchment area and must calculate their total 2021 unintentional or undetermined drug overdose (UUDO) death count and 2021 population size as outlined in **Appendix 1**. An optional sample form is provided in **Appendix 2b** with detailed instructions in **Appendix 2a** to help applicants calculate their UUDO death burden and population size. Applicants are not required to use this form. If a different format is used it must contain three required pieces of information: (1) counties, cities, or territories in their service catchment area, (2) UUDO deaths, and (3) population. Upload this information to www.grants.gov under the title "<Applicant Name> OD2A_ LOCAL_ Overdose_ Burden and Funding Form". Please keep in mind that if an Excel file is used, it should not be converted to PDF and should be uploaded in its original format.

Component A:

Applicants must describe their organizational capacity to carry out the strategies and activities proposed. Please describe:

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- Prior knowledge and experience working with the selected Component A strategies.
- Any existing programs that will expand under any of the strategies selected.
- Existing partnerships to support work and conduct data to action activities through MOUs or letters of support.
- Multi-sector engagement through MOUs or letters of support.
- Proven ability to collect data at a population level and use data to demonstrate impact.
- Experience with planning and implementing programs across the applicant's jurisdiction.
- Subject matter expertise to plan and implement strategies addressing opioid and stimulant use and use disorder, overdose and opioid and stimulant-related harms.
- Established or newly built partnerships with health systems, harm reduction, public safety and other relevant partner organizations with descriptions of experience addressing opioid and stimulant misuse, use disorder, overdose and opioid- and stimulant-related harms or working with identified high-risk or underserved populations.
- Existing partnerships with organizations serving people who use drugs and people at high risk of overdose, including viable evidence-based programs offering treatment for OUD and StUD that can take new patients with few to no barriers.
- Extensive knowledge of the identified historically underserved or high-risk populations.
- Experience implementing harm reduction services and familiarity with local, state and national policies around such services.
- Access to sufficient naloxone to conduct related activities.
- Ability to engage people who use drugs and people with lived experience in program planning and evaluation.
- Experience with evaluating programs.
- Experience analyzing nonfatal and fatal drug overdose data, including using the data to support strategic planning, to enhance public health interventions or to inform the public.

The applying organization should have sufficient existing staff (or relationships with external contractors/collaborators) with expertise in program implementation, surveillance, program and performance management, evaluation, policy and management of travel and program requirements, and the full capability to manage the required award. Applicants should identify key staff. Please document these capabilities with résumés of key staff. Applicants must name each document "(<Applicant_name>Key Staff_<Project Role>)" and upload it as a PDF file on www.grants.gov.

Applicants must include at least 1 (one) FTE evaluator OR contracted program evaluator (e.g., contract with academic institution) with training in and experience applying: (1) evaluation theory, concepts, standards, methods, and tools to assess the effectiveness and efficiency of programs, policies, and organizations; (2) methods, techniques, and tools used to analyze program, organizational, and mission performance; (3) performance measurement principles and methods to evaluate program or organizational performance using metrics and outcomes; (4) principles, methods, and tools of quality assurance, quality control, and reliability; (5) concepts, practices, and techniques used to effectively engage with partners internal to the applicant's organization as well as external partners; (6) principles of health equity relevant to program evaluation; and (7) methods for disseminating findings from program evaluations through peer-reviewed and other publications, conference abstracts, and clear communication materials

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targeted appropriately to a variety of partners.

Key staff must also include one program coordinator to manage partnerships, logistics, data sharing and analysis and ensure data to actions convenings take place at least quarterly.

Component B
Applicants must describe the following organizational capacities or skills to implement drug product and/or paraphernalia surveillance and meet the requirements of Component B. This description should include a staffing plan for Component B that is sufficient to meet Component B requirements and clearly defines staff roles and responsibilities.

- Experience conducting drug overdose surveillance
    - More than one year of experience collecting, analyzing and disseminating surveillance data on nonfatal and fatal drug overdose to key partners working to respond to and/or prevent drug overdoses.
- Collaborate with groups providing drug product and/or drug paraphernalia samples and people who misuse drugs.
    - More than one year of experience building and sustaining partnerships with the organizations or groups that will be providing drug product and/or drug paraphernalia samples for testing. This can be demonstrated by describing previous partnerships with these organizations and groups to collect data or implement public health programs.
    - Capacity to disseminate data to people who are misusing opioids and stimulants to reduce overdose risk. Applicants should describe specific experiences of disseminating data and how it was used.

The following organizational capacity or skills are desired, but not required, for Component B applicants:

- Experience collecting, testing, and disseminating data on >100 samples of drug products and/or drug paraphernalia during a 12-month period. The description should address the following questions:
    - What drug products and/or drug paraphernalia were obtained and tested?
    - How many drug products and/or drug paraphernalia were tested?
    - What laboratory conducted the toxicologic testing?
    - What types of toxicological tests were conducted?
    - How was data disseminated to people misusing opioids and stimulants as part of harm reduction activities designed to reduce overdoses?

The applicant should have sufficient existing staff (or relationships with external contractors/collaborators) with expertise in establishing and running surveillance systems, analyzing drug overdose data, and managing programs to reduce the harm caused by illicit drugs to implement Component B requirements. Applicants should identify and provide resumes of key staff working on Component B to demonstrate their ability to implement Component B requirements. Please use the following title when submitting resumes of key staff: "<Applicant_name>_Component B: Key staff for drug product/paraphernalia testing – Resume 1." If multiple resumes will be submitted, please number each resume sequentially (e.g., first

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letter is “Resume 1” and second letter is “Resume 2”). All resumes should be uploaded as a pdf at www.grants.gov with the application.

Component C

Applicants must describe the following organizational capacities or skills to meet the requirements of Component C. This description should include a staffing plan for Component C that is sufficient to meet Component C requirements and clearly defines staff roles and responsibilities.

- More than one year of experience conducting surveillance of nonfatal drug overdoses.
- More than one year of experience conducting individual-level data linkages using surveillance data.
- Ability to submit required linkage to care surveillance indicators to CDC by or earlier than the first data submission date (December 2024). Applicants who demonstrate the ability to submit data earlier than December 2024 will be scored higher.
- More than one year of experience disseminating surveillance data to key partners working to respond to and/or prevent drug overdoses.

Applicants should also describe the following organizational capacity or skills, which are desired, but not required, for Component C applicants:

- Experience collecting, managing, and analyzing data to measure linkage to care (LTC) for substance use disorders. This may include collecting data on the following among individuals who had a nonfatal overdose and/or among individuals with substance use disorder identified via other entry points to care: engagement with LTC program staff, referrals to treatment, treatment initiation, and retention in treatment.
- Experience accessing and analyzing data on treatment for substance use disorders (e.g., MOUD, behavioral treatment).
- Experience linking data on treatment for substance use disorder (e.g., MOUD, behavioral treatment) with other data sources.

The applicant should have sufficient existing staff (or relationships with external contractors/collaborators) with expertise in establishing and running surveillance systems, analyzing drug overdose data, and managing programs to reduce the harm caused by illicit drugs to implement Component C requirements. Applicants should identify and provide resumes of key staff working on Component C to demonstrate their ability to implement Component C requirements. Please use the following title when submitting resumes of key staff: “<Applicant_name>_Component C: Key staff for linkage to and retention in care surveillance – Resume 1.” If multiple resumes will be submitted, please number each resume sequentially (e.g., first letter is “Resume 1” and second letter is “Resume 2”). All letters should be uploaded as a pdf at www.grants.gov with the application.

d. Work Plan

Applicants must prepare a detailed work plan for the first year of the award and a high-level plan for subsequent years. If funded, CDC will provide feedback and technical assistance to help finalize the work plan post-award.

Applicants must name this file “Component A Work Plan” and upload it as a PDF file on

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www.grants.gov. Applicants applying for the Optional and Competitive Strategies (Component B: Drug Product and/or Paraphernalia Testing and Component C: Linkage to and Retention in Care Surveillance) should submit separate narratives and workplans for each strategy. Please label the document "Component B_Work Plan" and "Component C_Work Plan" respectively.

Applicants should organize the work plan according to the strategies and interventions outlined in the Project Narrative (strategies and activities section).

The work plan, at a minimum, should:

1. Describe major activities to be conducted to meet the program outcomes for each of the chosen priority strategies.
2. Describe activities that are Specific, Measurable, Achievable, Relevant, and Time-phased (SMART) during the first 12-month budget period. The applicant should also develop a long-term work plan of overarching goals that will be accomplished over the entire cooperative agreement project cycle.
3. Provide a timeline that identifies key milestones for each activity and assigns approximate dates for inception and completion.
4. Additionally, for each activity, applicants should describe the priority population(s) and how the selection of the priority population(s) addresses health equity or disproportionately affected populations. Applicants should describe how planned activities will reach and impact specific priority populations, including underserved communities and/or disproportionally impacted populations.
5. Describe the partnerships that will be utilized to assist in carrying out the proposed activities and how partners were engaged in developing activities.
6. Describe possible barriers to or facilitators for reaching each outcome.
7. Describe the data source types that will be used to inform each strategy/activity.
8. Explain administration and assessment processes to ensure successful implementation and quality assurance.

By December 7, 2023, all recipients will be required to have entered their workplan into the NCIPC Partner's Portal, an interactive reporting tool that will be used by the recipient and CDC staff to manage workplans throughout the period of performance. Recipients will need access to CDC's Secure Access Management System (SAMS) to use the tool. Recipients will work with CDC staff to gain access to the system.

e. CDC Monitoring and Accountability Approach

Monitoring activities include routine and ongoing communication between CDC and recipients, site visits, and recipient reporting (including work plans, performance, and financial reporting). Consistent with applicable grants regulations and policies, CDC expects the following to be included in post-award monitoring for grants and cooperative agreements:

- Tracking recipient progress in achieving the desired outcomes.
- Ensuring the adequacy of recipient systems that underlie and generate data reports.
- Creating an environment that fosters integrity in program performance and results.

Monitoring may also include the following activities deemed necessary to monitor the award:

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- Ensuring that work plans are feasible based on the budget and consistent with the intent of the award.
- Ensuring that recipients are performing at a sufficient level to achieve outcomes within stated timeframes.
- Working with recipients on adjusting the work plan based on achievement of outcomes, evaluation results and changing budgets.
- Monitoring performance measures (both programmatic and financial) to assure satisfactory performance levels.

Monitoring and reporting activities that assist grants management staff (e.g., grants management officers and specialists, and project officers) in the identification, notification, and management of high-risk recipients.

CDC will provide recipients with technical assistance in creating and revising their annual work plans. After review of the first annual performance report, if the recipient is not conducting required recipient activities or not meeting process or outcome standards, CDC (NCIPC and Office of Grant Services [OGS]) will provide or facilitate technical/capacity building assistance for program improvement. Consistent with applicable grant regulations and other relevant provisions, recipients who are not on track to achieve program objectives within stated time frames will be placed on a time-phased Programmatic Improvement Plan (PIP). The PIP will be developed by the CDC Project Officer/Project Consultant/Science Officer in collaboration with OGS, OGC, and the recipient. The PIP is a comprehensive tool used to assist recipients to improve program performance by identifying factors contributing to less than sufficient performance and developing specific action steps to address areas in need of improvement. If placed on a PIP, the recipient will have an opportunity to document a plan of action to improve the performance of program activities. In subsequent budget periods, funding may be affected based on performance.

f. CDC Program Support to Recipients

Across all components, CDC will provide substantial involvement beyond regular performance and financial monitoring during the period of performance. Substantial involvement means that recipients can expect federal programmatic partnership in carrying out the effort under the award. CDC's Division of Overdose Prevention (DOP), with support from the DOP Technical Assistance Center (TAC), will work in partnership with recipients to ensure the success of the cooperative agreement by:

- Assisting in advancing program activities to achieve project outcomes;
- Providing technical assistance on data management plans;
- Collaborating with recipients to develop evaluation plans that align with CDC evaluation activities;
- Providing technical assistance on recipient's Evaluation and Performance Measurement Plan;
- Providing technical assistance on recipient's Targeted Evaluation Projects;
- Providing technical assistance to define and operationalize performance measures;
- Facilitating the sharing of information among recipients;

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- Participating in relevant meetings, committees, conference calls, and working groups related to the cooperative agreement requirements;
- Coordinating communication and program linkages with other CDC programs and Federal agencies, such as Centers for Medicare and Medicaid Services (CMS), Food and Drug Administration (FDA), the National Institutes of Health (NIH), Substance Abuse and Mental Health Services Administration (SAMHSA), the Department of Justice (DOJ), and the HHS Office of the National Coordinator for Health Information Technology (ONC);
- Translating and disseminating lessons learned and best practices through publications, meetings, surveillance measures, and other means to expand the evidence base; and
- Identifying and awarding a partner organization to expand and strengthen recipients' capacity to implement surveillance and prevention activities through jurisdiction-level staffing support.

Additionally, technical assistance for Component A around the funding announcement's guiding principles will be available to ensure that all recipients are able to:

- Collect data around community characteristics, including racial and ethnic composition, and conduct analyses with a health equity focus;
- Use data to inform and tailor prevention programs, with emphasis on reaching groups disproportionately affected by the overdose epidemic; and
- Ensure implementation of culturally relevant interventions and equitable delivery of prevention services.

The Technical Assistance Center (TAC) will leverage various modes of technical assistance, including group trainings, webinars, communities of practice, individualized one-on-one assistance, peer-to-peer interactions, and asynchronous learning to increase recipient capacity to implement evidence-based interventions. DOP staff and DOP TAC subject matter experts will work with the recipients to provide scientific subject matter expertise and resources by:

- Providing guidance on using data to inform jurisdiction-level populations of focus, on selecting evidence-based overdose prevention interventions, and on implementation of best practices across all prevention strategies; and
- Providing support and technical assistance for implementation of all components (A, B & C)

Component B
The following additional support will be provided to Component B recipients:

- Guidance on the drugs that should be included in standard toxicologic testing. This guidance will be updated periodically or as needed in response to emerging trends. This will be done in consultations with recipients.
- Guidance for sharing toxicologic results with CDC in a standardized fashion to meet Component B reporting requirements.
- Provide support on collecting and analyzing the data through drug product and/or drug paraphernalia workgroup meetings that will be held at least quarterly. This may include presentations by CDC and external experts on topics of interest.

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Component C
The following additional support will be provided to Component C recipients:

- Guidance on the required and optional standardized indicators for linkage to and retention in care surveillance. This guidance may be updated periodically or as needed in consultations with recipients.
- Guidance for sharing linkage to and retention in care surveillance indicators with CDC in a standardized format to meet Component C reporting requirements, including providing a data submission template.
- Provide support on collecting and analyzing data through the linkage to and retention in care surveillance workgroup meetings that will be held at least quarterly. This may include presentations by CDC, external experts, and recipients on topics of interest.

B. Award Information

1. Funding Instrument Type:
CA (Cooperative Agreement)
CDC's substantial involvement in this program appears in the CDC Program Support to Recipients Section.

2. Award Mechanism:
H28

3. Fiscal Year:
2023
Estimated Total Funding:
$400,000,000

4. Approximate Total Fiscal Year Funding:
$80,000,000
This amount is subject to the availability of funds.

5. Approximate Period of Performance Funding:
$400,000,000
This amount is subject to availability of funding.

6. Total Period of Performance Length:
5 year(s)

7. Expected Number of Awards:
40
Up to 40 recipients will be funded to conduct activities under Component A. Among those 40, up to 20 will be funded for Component B and up to 20 will be funded for Component C.

8. Approximate Average Award:

$2,300,000

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Per Budget Period

Component A: $2,000,000
Component B: $250,000 - $325,000
Component C: $250,000 - $325,000

9. Award Ceiling:
$0
Per Budget Period

This NOFO does not have an award ceiling.

10. Award Floor:
$0
Per Budget Period

Although the NOFO does not have an award ceiling, award floor is as follows:

- Component A $400,000.00
- Component B $250,000.00
- Component C $250,000.00

11. Estimated Award Date:
August 01, 2023
Throughout the project period, CDC will continue the award based on the availability of funds, the evidence of satisfactory progress by the recipient (as documented in required reports), and the determination that continued funding is in the best interest of the federal government. The total number of years for which federal support has been approved (project period) will be shown in the "Notice of Award." This information does not constitute a commitment by the federal government to fund the entire period. The total period of performance comprises the initial competitive segment and any subsequent non-competitive continuation award(s).

12. Budget Period Length:
12 month(s)

13. Direct Assistance
Direct Assistance (DA) is not available through this NOFO.

If you are successful and receive a Notice of Award, in accepting the award, you agree that the award and any activities thereunder are subject to all provisions of 45 CFR Part 75, currently in effect or implemented during the period of the award, other Department regulations and policies in effect at the time of the award, and applicable statutory provisions.

C. Eligibility Information

1. Eligible Applicants

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Eligibility Category:
01 (County governments)

02 (City or township governments)

04 (Special district governments)

25 (Others (see text field entitled "Additional Information on Eligibility" for clarification))

Additional Eligibility Category:

Government Organizations:

Local governments or their bona fide agents

Territorial governments or their bona fide agents in the Commonwealth of Puerto Rico, the Virgin Islands, the Commonwealth of the Northern Marianna Islands, American Samoa, Guam, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau

State controlled institutions of higher education

2. Additional Information on Eligibility

Per the statutory language under Section 311 of the PHS Act, PHSA § 311 (c)(1) and the SUPPORT Act, eligible applicants for this NOFO are city or county local health departments or bona fide agents, special district health departments and territorial governments.

In addition to Overdose Data to Action: LOCAL NOFO, CDC is concurrently offering an opportunity tailored to state jurisdictions, called CDC-RFA-CE-23-0002, Overdose Data to Action in States. Funding is also being provided to tribes or tribal-serving organizations via the cooperative agreement “Strengthening Public Health Systems and Services in Indian Country (CDC-RFA-TO-23-0001)”, thereby meeting the statutory requirements.

Component A is required for all applicants. Components B and C are optional and competitive components. In the project abstract, applicants must identify the component(s) to which they are applying. If the applicant does not expressly state that they want to apply for Component B or Component C, their application will not be reviewed for the optional components.

CDC will not fund two applicants who serve the same county or city. Applicants who serve the same county or city are encouraged to apply together.

3. Justification for Less than Maximum Competition

N/A

4. Cost Sharing or Matching

Cost Sharing / Matching Requirement:
No
Cost sharing or matching funds are not required for this program. Although no statutory matching requirement for this NOFO exists, leveraging other resources and related ongoing efforts to promote sustainability is strongly encouraged.

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Consistent with the cited authority for this announcement and applicable grants regulations, sources for cost sharing or matching may include complementary foundation funding, other U.S. government funding sources including programs supported by HHS or other agencies (e.g., Department of Justice, Department of Agriculture, Department of Education, Department of Housing and Urban Development, Department of Transportation, Environmental Protection Agency, National Park Service) and other funding sources. Applicants should coordinate with multiple sectors such as public health, transportation, education, health care delivery, and agriculture.

5. Maintenance of Effort

Maintenance of effort is not required for this program.

D. Required Registrations

1. Required Registrations

An organization must be registered at the three following locations before it can submit an application for funding at www.grants.gov.

PLEASE NOTE: Effective April 4, 2022, applicants must have a Unique Entity Identifier (UEI) at the time of application submission (SF-424, field 8c). The UEI is generated as part of SAM.gov registration. Current SAM.gov registrants have already been assigned their UEI and can view it in SAM.gov and Grants.gov. Additional information is available on the GSA website, SAM.gov, and Grants.gov- Finding the UEI.

a. Unique Entity Identifier (UEI):

All applicant organizations must obtain a Unique Entity Identifier (UEI) number by registering in SAM.gov prior to submitting an application. A UEI number is a unique twelve-digit identification number assigned to the registering organization.

If funds are awarded to an applicant organization that includes sub-recipients, those sub-recipients must provide their UEI numbers before accepting any funds.

b. System for Award Management (SAM):

The SAM is the primary registrant database for the federal government and the repository into which an entity must submit information required to conduct business as a recipient. All applicant organizations must register with SAM, and will be assigned a SAM number and a Unique Entity Identifier (UEI). All information relevant to the SAM number must be current at all times during which the applicant has an application under consideration for funding by CDC. If an award is made, the SAM information must be maintained until a final financial report is submitted or the final payment is received, whichever is later. The SAM registration process can require 10 or more business days, and registration must be renewed annually. Additional information about registration procedures may be found at SAM.gov and the SAM.gov Knowledge Base.

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c. Grants.gov: The first step in submitting an application online is registering your organization atwww.grants.gov, the official HHS E-grant Web site. Registration information is located at the "Applicant Registration" option atwww.grants.gov.

All applicant organizations must register at www.grants.gov. The one-time registration process usually takes not more

than five days to complete. Applicants should start the registration process as early as possible.

Step	System	Requirements	Duration	Follow Up
1	System for Award Management (SAM)	1. Go to SAM.gov and designate an E-Biz POC (You will need to have an active SAM account before you can register on grants.gov). The UEI is generated as part of your registration.	3-5 Business Days but up to 2 weeks and must be renewed once a year	For SAM Customer Service Contact https://fsd.gov/ fsd-gov/ home.do Calls: 866-606-8220
2	Grants.gov	1. Set up an individual account in Grants.gov using organization's new UEI number to become an Authorized Organization Representative (AOR) 2. Once the account is set up the E-BIZ POC will be notified via email 3. Log into grants.gov using the password the E-BIZ POC received and create new password 4. This authorizes the AOR to submit applications on behalf of the organization	It takes one day (after you enter the EBiz POC name and EBiz POC email in SAM) to receive a UEI (SAM) which will allow you to register with Grants.gov and apply for federal funding.	Register early! Applicants can register within minutes.

2. Request Application Package

Applicants may access the application package at www.grants.gov.

3. Application Package

Applicants must download the SF-424, Application for Federal Assistance, package associated with this funding opportunity at www.grants.gov.

4. Submission Dates and Times

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If the application is not submitted by the deadline published in the NOFO, it will not be processed. Office of Grants Services (OGS) personnel will notify the applicant that their application did not meet the deadline. The applicant must receive pre-approval to submit a paper application (see Other Submission Requirements section for additional details). If the applicant is authorized to submit a paper application, it must be received by the deadline provided by OGS.

a. Letter of Intent Deadline (must be emailed)

Due Date for Letter Of Intent 04/06/2023

04/06/2023
An LOI is requested, but not required. LOIs should indicate the intention to apply and to which components. The purpose of an LOI is to allow CDC program staff to estimate the number of applications and plan for the review of submitted applications. The LOI should contain the following information:

- Name of jurisdiction intending to apply to this NOFO.
- A preliminary decision about whether the applicant intends to apply for either or both of the optional and competitive surveillance components (Component B and/or Component C). This preliminary decision should be clearly and succinctly stated, "Plan to apply to Component B, but not Component C". If the applicant does not plan to apply for either Component B or Component C, please write, "Will not apply for Component B or Component C".

When submitting the LOI, please follow these instructions to help CDC rapidly identify and process your LOI:

- Send LOI via email to **OD2A_LOCAL@cdc.gov.**
- The subject of the email should be *"LOI Overdose Data to Action: Limiting Overdose through Collaborative Actions in Localities (OD2A: LOCAL)"*.
- The email with the LOI should be addressed to *"OD2A: LOCAL Team, Division of Overdose Prevention, CDC"*.

b. Application Deadline

Due Date for Applications 05/08/2023

05/08/2023
11:59 pm U.S. Eastern Time, at www.grants.gov. If Grants.gov is inoperable and cannot receive applications, and circumstances preclude advance notification of an extension, then applications must be submitted by the first business day on which Grants.gov operations resume.

Due Date for Informational Conference Call
First Informational Call

When: March 13, 2023, 03:00 PM – 5: 00 PM Eastern Time (US and Canada)

Topic: OD2A: LOCAL First National Informational Call

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_OAipA2W9Th-m9kB2TeKiHw

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After registering, you will receive a confirmation email containing information about joining the webinar.

This two-hour call provides a comprehensive overview of the required strategies of the NOFO, presenting eligibility requirements, prevention strategies, a walk-through of the application and selection process, and a discussion of Component A, which is required for all applicants. Throughout the session, participants will have the opportunity to ask questions. All potential applicants are encouraged to attend this call. A recording will be posted here following the webinar.

Second Informational Call

When: March 14, 2023, 12:00 PM – 1:30 PM Eastern Time (US and Canada)

Topic: OD2A: LOCAL Second National Informational Call

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_H3rwiCStRQi3_ikTOVJdWA

After registering, you will receive a confirmation email containing information about joining the webinar.

This 90- minute call focuses on the optional and competitive NOFO strategies in Components B (Drug product and/or paraphernalia testing) and C (Linkage to and retention in care surveillance). Throughout the session, participants will have the opportunity to ask questions about both optional and competitive strategies. All potential applicants are encouraged to attend this call, although it will be of particular benefit to jurisdictions planning to apply for optional strategies. A recording will be posted here following the webinar.

5. Pre-Award Assessments

Risk Assessment Questionnaire Requirement

CDC is required to conduct pre-award risk assessments to determine the risk an applicant poses to meeting federal programmatic and administrative requirements by taking into account issues such as financial instability, insufficient management systems, non-compliance with award conditions, the charging of unallowable costs, and inexperience. The risk assessment will include an evaluation of the applicant's CDC Risk Questionnaire, located at https://www.cdc.gov/grants/documents/PPMR-G-CDC-Risk-Questionnaire.pdf, as well as a review of the applicant's history in all available systems; including OMB-designated repositories of government-wide eligibility and financial integrity systems (see 45 CFR 75.205(a)), and other sources of historical information. These systems include, but are not limited to: FAPIIS (https://www.fapiis.gov/), including past performance on federal contracts as per Duncan Hunter National Defense Authorization Act of 2009; Do Not Pay list; and System for Award Management (SAM) exclusions.

CDC requires all applicants to complete the Risk Questionnaire, OMB Control Number 0920-1132 annually. This questionnaire, which is located at https://www.cdc.gov/grants/documents/PPMR-G-CDC-Risk-Questionnaire.pdf, along with

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supporting documentation must be submitted with your application by the closing date of the Notice of Funding Opportunity Announcement. If your organization has completed CDC's Risk Questionnaire within the past 12 months of the closing date of this NOFO, then you must submit a copy of that questionnaire, or submit a letter signed by the authorized organization representative to include the original submission date, organization's EIN and UEI.

When uploading supporting documentation for the Risk Questionnaire into this application package, clearly label the documents for easy identification of the type of documentation. For example, a copy of Procurement policy submitted in response to the questionnaire may be labeled using the following format: Risk Questionnaire Supporting Documents _ Procurement Policy.

Duplication of Efforts

Applicants are responsible for reporting if this application will result in programmatic, budgetary, or commitment overlap with another application or award (i.e. grant, cooperative agreement, or contract) submitted to another funding source in the same fiscal year. Programmatic overlap occurs when (1) substantially the same project is proposed in more than one application or is submitted to two or more funding sources for review and funding consideration or (2) a specific objective and the project design for accomplishing the objective are the same or closely related in two or more applications or awards, regardless of the funding source. Budgetary overlap occurs when duplicate or equivalent budgetary items (e.g., equipment, salaries) are requested in an application but already are provided by another source. Commitment overlap occurs when an individual's time commitment exceeds 100 percent, whether or not salary support is requested in the application. Overlap, whether programmatic, budgetary, or commitment of an individual's effort greater than 100 percent, is not permitted. Any overlap will be resolved by the CDC with the applicant and the PD/PI prior to award.

Report Submission: The applicant must upload the report in Grants.gov under "Other Attachment Forms." The document should be labeled: "Report on Programmatic, Budgetary, and Commitment Overlap."

6. Content and Form of Application Submission

Applicants are required to include all of the following documents with their application package at www.grants.gov.

7. Letter of Intent

Is a LOI:
Recommended but not Required
Although a letter of intent (LOI) is not required and does not enter into the review of a subsequent application, the information that it contains allows CIO staff to estimate the potential review workload and plan the review. LOIs must include a descriptive title of the proposed project and the following application information:

- Name of jurisdiction intending to apply to this NOFO
- A preliminary decision about whether the applicant intends to apply for either or both of the optional and competitive surveillance components (Component B and/or Component

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C). This preliminary decision should be clearly and succinctly stated, “Plan to apply to Component B, but not Component C”. If the applicant does not plan to apply for either Component B or Component C, please write, “Will not apply for Component B or Component C”.

When submitting the LOI, please follow these instructions to help CDC rapidly identify and process your LOI:

- Send LOI via email to **OD2A_LOCAL@cdc.gov.**
- The subject of the email should be *“LOI Overdose Data to Action: Limiting Overdose through Collaborative Actions in Localities (OD2A: LOCAL)”*.
- The email with the LOI should be addressed to *“OD2A: LOCAL Team, Division of Overdose Prevention, CDC”*.

8. Table of Contents

(There is no page limit. The table of contents is not included in the project narrative page limit.): The applicant must provide, as a separate attachment, the “Table of Contents” for the entire submission package.

Provide a detailed table of contents for the entire submission package that includes all of the documents in the application and headings in the "Project Narrative" section. Name the file "Table of Contents" and upload it as a PDF file under "Other Attachment Forms" at www.grants.gov.

9. Project Abstract Summary

A project abstract is included on the mandatory documents list and must be submitted at www.grants.gov. The project abstract must be a self-contained, brief summary of the proposed project including the purpose and outcomes. This summary must not include any proprietary or confidential information. Applicants must enter the summary in the "Project Abstract Summary" text box at www.grants.gov.

10. Project Narrative

Multi-component NOFOs may have a maximum of 15 pages for the “base” (subsections of the Project Description that the components share with each other, which may include target population, inclusion, collaboration, etc.); and up to 4 additional pages per component for

Project Narrative subsections that are specific to each component.

Text should be single spaced, 12 point font, 1-inch margins, and number all pages. Page limits include work plan; content beyond specified limits may not be reviewed.

Applicants should use the federal plain language guidelines and Clear Communication Index to respond to this Notice of Funding Opportunity Announcement. Note that recipients should also use these tools when creating public communication materials supported by this NOFO. Failure to follow the guidance and format may negatively impact scoring of the application.

a. Background

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Applicants must provide a description of relevant background information that includes the context of the problem (See CDC Background).

b. Approach

i. Purpose

Applicants must describe in 2-3 sentences specifically how their application will address the problem as described in the CDC Background section.

ii. Outcomes

Applicants must clearly identify the outcomes they expect to achieve by the end of the period of performance. Outcomes are the results that the program intends to achieve. All outcomes must indicate the intended direction of change (e.g., increase, decrease, maintain). (See the logic model in the Approach section of the CDC Project Description.)

iii. Strategies and Activities

Applicants must provide a clear and concise description of the strategies and activities they will use to achieve the period of performance outcomes. Applicants must select existing evidence-based strategies that meet their needs, or describe in the Applicant Evaluation and Performance Measurement Plan how these strategies will be evaluated over the course of the period of performance. (See CDC Project Description: Strategies and Activities section.)

1. Collaborations

Applicants must describe how they will collaborate with programs and organizations either internal or external to CDC. Applicants must address the Collaboration requirements as described in the CDC Project Description.

2. Target Populations and Health Disparities

Applicants must describe the specific target population(s) in their jurisdiction and explain how such a target will achieve the goals of the award and/or alleviate health disparities. The applicants must also address how they will include specific populations that can benefit from the program that is described in the Approach section. Applicants must address the Target Populations and Health Disparities requirements as described in the CDC Project Description.

c. Applicant Evaluation and Performance Measurement Plan

Applicants must provide an evaluation and performance measurement plan that demonstrates how the recipient will fulfill the requirements described in the CDC Evaluation and Performance Measurement and Project Description sections of this NOFO. At a minimum, the plan must describe:

- How applicant will collect the performance measures, respond to the evaluation questions, and use evaluation findings for continuous program quality improvement. The Paperwork Reduction Act of 1995 (PRA): Applicants are advised that any activities involving information collections (e.g., surveys,

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questionnaires, applications, audits, data requests, reporting, recordkeeping and disclosure requirements) from 10 or more individuals or non-Federal entities, including State and local governmental agencies, and funded or sponsored by the Federal Government are subject to review and approval by the Office of Management and Budget. For further information about CDC's requirements under PRA see https://www.cdc.gov/od/science/integrity/reducePublicBurden/.

- How key program partners will participate in the evaluation and performance measurement planning processes.
- Available data sources, feasibility of collecting appropriate evaluation and performance data, data management plan (DMP), and other relevant data information (e.g., performance measures proposed by the applicant).

Where the applicant chooses to, or is expected to, take on specific evaluation studies, they should be directed to:

- Describe the type of evaluations (i.e., process, outcome, or both).
- Describe key evaluation questions to be addressed by these evaluations.
- Describe other information (e.g., measures, data sources).

Recipients will be required to submit a more detailed Evaluation and Performance Measurement plan (including the DMP elements) within the first 6 months of award, as described in the Reporting Section of this NOFO.

d. Organizational Capacity of Applicants to Implement the Approach

Applicants must address the organizational capacity requirements as described in the CDC Project Description.

11. Work Plan

(Included in the Project Narrative's page limit)

Applicants must prepare a work plan consistent with the CDC Project Description Work Plan section. The work plan integrates and delineates more specifically how the recipient plans to carry out achieving the period of performance outcomes, strategies and activities, evaluation and performance measurement.

12. Budget Narrative

Applicants must submit an itemized budget narrative. When developing the budget narrative,

applicants must consider whether the proposed budget is reasonable and consistent with the purpose, outcomes, and program strategy outlined in the project narrative. The budget must include:

- Salaries and wages
- Fringe benefits
- Consultant costs
- Equipment

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- Supplies
- Travel
- Other categories
- Contractual costs
- Total Direct costs
- Total Indirect costs

Indirect costs could include the cost of collecting, managing, sharing and preserving data.

Indirect costs on grants awarded to foreign organizations and foreign public entities and performed fully outside of the territorial limits of the U.S. may be paid to support the costs of compliance with federal requirements at a fixed rate of eight percent of MTDC exclusive of tuition and related fees, direct expenditures for equipment, and subawards in excess of $25,000. Negotiated indirect costs may be paid to the American University, Beirut, and the World Health Organization.

If applicable and consistent with the cited statutory authority for this announcement, applicant entities may use funds for activities as they relate to the intent of this NOFO to meet national standards or seek health department accreditation through the Public Health Accreditation Board (see: http://www.phaboard.org). Applicant entities to whom this provision applies include state, local, territorial governments (including the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, the Commonwealth of the Northern Marianna Islands, American Samoa, Guam, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau), or their bona fide agents, political subdivisions of states (in consultation with states), federally recognized or state-recognized American Indian or Alaska Native tribal governments, and American Indian or Alaska Native tribally designated organizations. Activities include those that enable a public health organization to deliver public health services such as activities that ensure a capable and qualified workforce, up-to-date information systems, and the capability to assess and respond to public health needs. Use of these funds must focus on achieving a minimum of one national standard that supports the intent of the NOFO. Proposed activities must be included in the budget narrative and must indicate which standards will be addressed.

Vital records data, including births and deaths, are used to inform public health program and policy decisions. If applicable and consistent with the cited statutory authority for this NOFO, applicant entities are encouraged to collaborate with and support their jurisdiction's vital records office (VRO) to improve vital records data timeliness, quality and access, and to advance public health goals. Recipients may, for example, use funds to support efforts to build VRO capacity through partnerships; provide technical and/or financial assistance to improve vital records timeliness, quality or access; or support vital records improvement efforts, as approved by CDC.

Applicants must name this file "Budget Narrative" and upload it as a PDF file

at www.grants.gov. If requesting indirect costs in the budget, a copy of the indirect cost-rate agreement is required. If the indirect costs are requested, include a copy of the current negotiated federal indirect cost rate agreement or a cost allocation plan approval letter for those Recipients

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under such a plan. Applicants must name this file “Indirect Cost Rate” and upload it at www.grants.gov.

Component A, B, C
Budget narratives should justify all described budget items and explain how line items contribute to the NOFO's overall goals. Applicants must submit a separate budget for each component. The budget narrative(s) should be uploaded in grants.gov and named <Applicant_Name>_OD2A_LOCAL_Budget Narrative Component <X>. Applicants must include travel for at least two staff members in their proposed budget. If applying for optional components, budget for a minimum of four people to attend a two-day kickoff meeting at the CDC's National Center for Injury Prevention and Control in Atlanta, GA, at the beginning of the first year of the project. This meeting is required for all recipients. All recipient budgets for the remaining years of the performance period should include funding for annual reverse site visits for a minimum of two to four program staff.

Component A
In Year 1, recipients may not propose a budget for surveillance infrastructure (strategy 6) that exceeds $150,000 if recipient’s population is less than 800,000 people and $200,000 if the recipient’s population is 800,000 or more people. This restriction ensures that most Component A funding will support drug overdose prevention activities, the primary focus of this NOFO.

Funding for prevention activities in component A will not be prescribed but must be reasonable and adequate to implement the described activities.

13. Pilot Program for Enhancement of Employee Whistleblowers Protections

Pilot Program for Enhancement of Employee Whistleblower Protections: All applicants will be subject to a term and condition that applies the terms of 48 Code of Federal Regulations

(CFR) section 3.908 to the award and requires that recipients inform their employees in writing (in the predominant native language of the workforce) of employee whistleblower rights and protections under 41 U.S.C. 4712.

13a. Funds Tracking
Proper fiscal oversight is critical to maintaining public trust in the stewardship of federal funds. Effective October 1, 2013, a new HHS policy on subaccounts requires the CDC to set up payment subaccounts within the Payment Management System (PMS) for all new grant awards. Funds awarded in support of approved activities and drawdown instructions will be identified on the Notice of Award in a newly established PMS subaccount (P subaccount). Recipients will be required to draw down funds from award-specific accounts in the PMS. Ultimately, the subaccounts will provide recipients and CDC a more detailed and precise understanding of financial transactions. The successful applicant will be required to track funds by P-accounts/sub accounts for each project/cooperative agreement awarded.

Applicants are encouraged to demonstrate a record of fiscal responsibility and the ability to provide sufficient and effective oversight. Financial management systems must meet the requirements as described 45 CFR 75 which include, but are not limited to, the following:

- Records that identify adequately the source and application of funds for federally-funded activities.

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- Effective control over, and accountability for, all funds, property, and other assets.
- Comparison of expenditures with budget amounts for each Federal award.
- Written procedures to implement payment requirements.
- Written procedures for determining cost allowability.
- Written procedures for financial reporting and monitoring.

13b. Copyright Interests Provisions

This provision is intended to ensure that the public has access to the results and accomplishments of public health activities funded by CDC. Pursuant to applicable grant regulations and CDC's Public Access Policy, Recipient agrees to submit into the National Institutes of Health (NIH) Manuscript Submission (NIHMS) system an electronic version of the final, peer-reviewed manuscript of any such work developed under this award upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication. Also at the time of submission, Recipient and/or the Recipient's submitting author must specify the date the final manuscript will be publicly accessible through PubMed Central (PMC). Recipient and/or Recipient's submitting author must also post the manuscript through PMC within twelve (12) months of the publisher's official date of final publication; however the author is strongly encouraged to make the subject manuscript available as soon as possible. The recipient must obtain prior approval from the CDC for any exception to this provision.

The author's final, peer-reviewed manuscript is defined as the final version accepted for journal publication, and includes all modifications from the publishing peer review process, and all graphics and supplemental material associated with the article. Recipient and its submitting authors working under this award are responsible for ensuring that any publishing or copyright agreements concerning submitted articles reserve adequate right to fully comply with this provision and the license reserved by CDC. The manuscript will be hosted in both PMC and the CDC Stacks institutional repository system. In progress reports for this award, recipient must identify publications subject to the CDC Public Access Policy by using the applicable NIHMS identification number for up to three (3) months after the publication date and the PubMed Central identification number (PMCID) thereafter.

13c. Data Management Plan

As identified in the Evaluation and Performance Measurement section, applications involving data collection or generation must include a Data Management Plan (DMP) as part of their evaluation and performance measurement plan unless CDC has stated that CDC will take on the responsibility of creating the DMP. The DMP describes plans for assurance of the quality of the public health data through the data's lifecycle and plans to deposit the data in a repository to preserve and to make the data accessible in a timely manner. See web link for additional information: https://www.cdc.gov/grants/additional-requirements/ar-25.html.

14. Funding Restrictions

Restrictions that must be considered while planning the programs and writing the budget are:

- Recipients may not use funds for research.
- Recipients may not use funds for clinical care except as allowed by law.
- Recipients may use funds only for reasonable program purposes, including personnel, travel, supplies, and services.

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- Generally, recipients may not use funds to purchase furniture or equipment. Any such proposed spending must be clearly identified in the budget.
- Reimbursement of pre-award costs generally is not allowed, unless the CDC provides written approval to the recipient.
- Other than for normal and recognized executive-legislative relationships, no funds may be used for:
    - publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
    - the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body
- See Additional Requirement (AR) 12 for detailed guidance on this prohibition andadditional guidance on lobbying for CDC recipients.
- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project outcomes and not merely serve as a conduit for an award to another party or provider who is ineligible.

This is not a complete list of all unallowable activities. A more detailed list is provided in Appendix 11. Program funds cannot be used for certain strategy activities which includes the purchase of naloxone, contingency management, specific harm reduction activities such as provision of equipment to use drugs, provision of clinical care and the operation/management of programs in community-based linkage to care settings. Such activities are outside the scope of this NOFO. Funding must also not duplicate or overlap with resources provided under other federal funding sources or CDC mechanisms.

15. Other Submission Requirements

a. Electronic Submission: Applications must be submitted electronically by using the forms and instructions posted for this notice of funding opportunity atwww.grants.gov. Applicants can complete the application package using Workspace, which allows forms to be filled out online or offline. All application attachments must be submitted using a PDF file format. Instructions and training for using Workspace can be found at www.grants.gov under the "Workspace Overview" option.

b. Tracking Number: Applications submitted through www.grants.gov are time/date stamped electronically and assigned a tracking number. The applicant's Authorized Organization Representative (AOR) will be sent an e-mail notice of receipt whenwww.grants.gov receives the application. The tracking number documents that the application has been submitted and initiates the required electronic validation process before the application is made available to CDC.

c. Validation Process: Application submission is not concluded until the validation process is completed successfully. After the application package is submitted, the applicant will receive a "submission receipt" e-mail generated by www.grants.gov. A second e-mail message to applicants will then be generated bywww.grants.gov that will either validate or reject the submitted application package. This validation process may take as long as two business days.

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Applicants are strongly encouraged to check the status of their application to ensure that submission of their package has been completed and no submission errors have occurred. Applicants also are strongly encouraged to allocate ample time for filing to guarantee that their application can be submitted and validated by the deadline published in the NOFO. Non- validated applications will not be accepted after the published application deadline date.

If you do not receive a "validation" e-mail within two business days of application submission, please contact www.grants.gov. For instructions on how to track your application, refer to the e-mail message generated at the time of application submission or the Grants.gov Online User Guide.
https://www.grants.gov/help/html/help/index.htm?callingApp=custom#t=GetStarted%2FGetStarted.htm

d. Technical Difficulties: If technical difficulties are encountered at www.grants.gov, applicants should contact Customer Service atwww.grants.gov. The www.grants.gov Contact Center is available 24 hours a day, 7 days a week, except federal holidays. The Contact Center is available by phone at 1-800-518-4726 or by e-mail at support@grants.gov. Application submissions sent by e-mail or fax, or on CDs or thumb drives will not be accepted. Please note thatwww.grants.gov is managed by HHS.

e. Paper Submission: If technical difficulties are encountered at www.grants.gov, applicants should call thewww.grants.gov Contact Center at 1-800-518-4726 or e-mail them

at support@grants.gov for assistance. After consulting with the Contact Center, if the technical difficulties remain unresolved and electronic submission is not possible, applicants may e-mail CDC GMO/GMS, before the deadline, and request permission to submit a paper application.

Such requests are handled on a case-by-case basis.

An applicant's request for permission to submit a paper application must:

1. Include the www.grants.gov case number assigned to the inquiry
2. Describe the difficulties that prevent electronic submission and the efforts taken with the www.grants.gov Contact Center to submit electronically; and
3. Be received via e-mail to the GMS/GMO listed below at least three calendar days before the application deadline. Paper applications submitted without prior approval will not be considered. If a paper application is authorized, OGS will advise the applicant of specific instructions for submitting the application via email.

E. Review and Selection Process

1. Review and Selection Process: Applications will be reviewed in three phases

a. Phase 1 Review

All applications will be initially reviewed for eligibility and completeness by the Office of Grants Services. Complete applications will be reviewed for responsiveness by Grants Management Officials and Program Officials. Non-responsive applications will not advance to Phase II review. Applicants will be notified that their applications did not meet eligibility and/or published submission requirements.

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b. Phase II Review
A review panel will evaluate complete, eligible applications in accordance with the criteria below.

i. Approach

ii. Evaluation and Performance Measurement

iii. Applicant's Organizational Capacity to Implement the Approach

Not more than thirty days after the Phase II review is completed, applicants will be notified electronically if their application does not meet eligibility or published submission requirements.

i. Approach **Maximum Points:** 0
Component A: 30 points
Component B: 30 points
Component C: 30 points

ii. Evaluation and Performance Measurement **Maximum Points:** 0
Component A: 30 points
Component B: 25 points
Component C: 25 points

iii. Applicant's Organizational Capacity to Implement the Approach **Maximum Points:** 0
Component A: 40 points
Component B: 45 points
Component C: 45 points

Budget **Maximum Points:** 0
Reviewed but not scored - all components

Details on how points may be allocated are provided below.

Component A	
i. Approach	Max Points: *30*
• The extent to which the approach is well-organized, realistic, evidence-based and feasible; clearly describes approach to all required strategies and how proposed prevention activities address overdose morbidity and mortality, resulting in a measurable impact within 5 years. **(8 Points)** • The extent to which the application clearly describes how proposed prevention activities address overdose-related health disparities and reaches those who have been historically underserved or disproportionately impacted by overdose. **(4 Points)** • The extent to which there is a clear description of how data will be used to inform action, including the role of partners. **(4 Points)**	

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- The extent to which outcomes are presented consistent with the period of performance outcomes described in the CDC Project Description and logic model. **(4 Points)**
- The extent to which applications describe use of data, including social determinants of health data, measures of disparities, and planned or completed community needs assessment to identify communities within their jurisdictions that are disproportionately affected by overdose and historically underserved by prevention and treatment programs (i.e., persons with SUDs, persons recently released from incarceration, people experiencing homelessness, anyone who has experienced a non-fatal overdose, and people in certain ethnic and racial groups) **(5 Points).**
- The extent to which applications clearly articulate how activities will address health inequities, be culturally relevant, and be tailored in collaboration with relevant partners to help eliminate health disparities in overdose and increase equitable access to OUD and StUD treatment and services **(5 Points).**

ii. Evaluation	Max Points: *30*

- The extent to which there is a clear evaluation plan that accounts for conducting evaluation of all required prevention activities across the period of performance, focusing on short-, intermediate-, and long-term outcomes, in concert with descriptions of key evaluation questions. **(5 Points)**
- The extent to which there is a detailed plan and description for reporting performance measures, including descriptions of available baseline measures, data sources required for reporting, utility of measures, feasibility of reporting measures to CDC every 6 months, and anticipated barriers to obtaining data and calculating performance measures. **(5 Points)**
- The extent to which the application clearly describes the prior completion (within the past 2 years) of a community needs assessment focused on health equity and the needs of priority populations and people with lived experience or clearly describes a plan to complete a needs assessment during the first 6 months of the cooperative agreement. **(5 Points)**
- The extent to which the application clearly describes how evaluation data from multiple data sources (e.g., surveillance, evaluation, community partners) will be used for program improvement and how evaluation data will be disseminated. Clearly describes plans for creating a translational product by the end of the period of performance that will relate to evaluation of prevention activities. **(5 Points)**
- The extent to which the plans for completing a targeted evaluation project focused on navigation activities are clearly described. **(5 Points)**
- Provides a clear evaluation plan that will measure impact on groups disproportionately affected by overdose and underserved by overdose prevention initiatives. **(5 Points)**

iii. Organizational Capacity	Max Points: *40*

- The extent to which the application provides evidence of support from local community, public safety and health systems partners through LOS, MOUs or data sharing agreements and provides clear plan to implement data to action activities. Shows prior experience with populations of focus. Demonstrates buy in and support from populations of focus with letters of support. **(4 Points)**

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- The extent to which the application has the staffing or partnerships to implement activities upon receipt of funding, including a letter of commitment, that ensures access to naloxone for distribution activities, and access to populations disproportionately affected by overdose and/or historically underserved by prevention and treatment programs. **(4 Points)**
- Extent to which there is demonstrated capacity or partnerships to ensure low-barrier access to evidence-based treatment for OUD and StUD, and capacity to engage and support a cadre of navigators familiar with the local public health infrastructure. **(4 Points)**
- The extent to which the applicant has experience analyzing nonfatal and fatal drug overdose data, including using the data to support strategic planning, to enhance public health interventions or to inform the public. To get 4 points, applicant must provide specific examples. **(4 Points)**

Burden (24 Points)
Applicants must calculate their unintentional or undetermined drug overdose (UUDO) death burden and population size. Applicants must include this information in a document named <Applicant_Name>_OD2A_LOCAL_Overdose_Burden_and_Funding_Form.

Based on the total UUDO death count and population size reported by the applicant, points will be assigned to the applicant using the criteria below.

Population as of July 1, 2021

- <400,000 residents = 0 points
- 400,000 – 599,999 residents = 3 points
- 600,000 – 799,999 residents = 6 points
- 800,000 – 999,999 residents = 9 points
- ≥1,000,000 residents = 12 points

Number of resident UUDO Deaths during January 1, 2021 – December 31, 2021

- <100 deaths = 0 points
- 100 – 299 deaths = 3 points
- 300 – 499 deaths = 6 points
- 500 – 749 deaths = 9 points
- ≥750 deaths = 12 points

iv. Budget	
Budget will be reviewed but not scored.	
Component B	
i. Approach	Max Points: 30
The extent to which the applicant describes a feasible plan to:	

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- Collect and test ≥500 samples over a 12-month period, including describing who will provide samples and the type of samples (e.g., drug products, syringes, cookers or plastic bags). **(6 Points)**
- Collaborate with a laboratory that can **(5 Points):**
  - Conduct drug testing that meets CDC Component B requirements.
  - Test ≥500 samples over a 12-month period.
  - Test samples ≤3 months of sample receipt.
- Disseminate toxicology findings (e.g., dashboards, alerts, or reports) to support OD2A: LOCAL interventions and inform people misusing drugs or organizations directly serving them of drug exposures. **(5 Points)**
- Gain support of governmental and community partners to conduct testing. **(6 Points)**
- Implement one to five preferred, but optional, program elements (listed below). Applicants implementing no elements should receive 0 points, 1 element up to 2 points, 2 to 3 elements up to 6 points, and 4 to 5 elements up to 8 points. **(8 Points)**
  - Obtain samples from multiple locations/sources.
  - Report toxicologic results to CDC by June 2024 instead of April 2025.
  - Match toxicologic results to the drugs the person intended to use.
  - Complete toxicologic testing ≤1 month of sample receipt.
  - Test ≥750 samples during a 12-month period.

ii. Evaluation	Max Points: 25

The extent to which the applicant describes an evaluation plan that will:

- Monitor and improve the quality and timeliness of data collected on drug products and/or drug paraphernalia. **(6 Points)**
- Support ongoing improvements in drug product and/or drug paraphernalia surveillance by identifying implementation, analysis, and dissemination challenges and communicating these challenges to applicant staff**. (7 Points)**
- Document the dissemination of drug product and/or drug paraphernalia surveillance data through data products such as web reports, publications, dashboards, presentations, or strategic plans. To receive three or more points, applicant must commit to share an updated list and brief description of all data products annually to CDC. **(5 Points)**
- Evaluate if and how key partners (e.g., OD2A: LOCAL prevention staff, harm reduction organizations, or treatment organizations) use findings from drug product and/or drug paraphernalia surveillance to support efforts to reduce fatal drug overdoses. To receive five or more points, applicants must include a feasible plan to identify data needs of key partners. **(7 Points)**

iii. Organizational Capacity	Max Points: 45

Experience (16 Points)
The extent to which an applicant describes substantial experience:

- Conducting nonfatal and fatal overdose surveillance. **(4 Points)**
- Conducting surveillance of drug products and/or paraphernalia. To receive three or more points, applicants must have tested >100 samples and disseminated findings. **(6 Points)**

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- Collaborating with groups providing samples and people who misuse drugs. **(6 Points)**

Staffing (5 Points)
The extent to which the staffing plan:

- Clearly defines staff roles and responsibilities.
- Demonstrates sufficient staff experience to implement drug product and/or drug paraphernalia surveillance that meets Component B requirements.

Burden (24 Points)
Applicants must calculate their unintentional or undetermined drug overdose (UUDO) death burden and population size. Applicants must include this information in a document named <Applicant_Name>_OD2A_LOCAL_Overdose_Burden_and_Funding_Form.

Based on the total UUDO death count and population size reported by the applicant, points will be assigned to the applicant using the criteria below.

Population as of July 1, 2021

- <400,000 residents = 0 points
- 400,000 – 599,999 residents = 3 points
- 600,000 – 799,999 residents = 6 points
- 800,000 – 999,999 residents = 9 points
- ≥1,000,000 residents = 12 points

Number of resident UUDO Deaths during January 1, 2021 – December 31, 2021

- <100 deaths = 0 points
- 100 – 299 deaths = 3 points
- 300 – 499 deaths = 6 points
- 500 – 749 deaths = 9 points
- ≥750 deaths = 12 points

v. Budget
Budget will be reviewed but not scored.

Component C	
i. Approach	Max Points: 30
CDC will evaluate the extent to which the applicant describes a feasible plan for collecting required linkage to and retention in care (LTC) surveillance data including: **(25 Points)** • Describes the data sources that will be used to collect required LTC surveillance indicators and confirms they have access to these data sources. Data sources should include substance use disorder treatment data. • Specifying whether required LTC indicators will be measured using individual-level data (e.g., case management system) and/or by conducting individual-level data linkages across multiple data sources.	

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- Describing how data will be collected on nonfatal overdoses, a required LTC surveillance entry point.
- Identifying at least one other entry point on which LTC data will be collected.
- Planning to collect, analyze, and submit required indicators to CDC on a 6-month basis.

Applicants will also be evaluated on: **(5 Points)**

- The number, type, and quality of letters of support, data sharing agreements, and/or memorandums of understanding obtained from key data owners and partners.
- The extent to which they describe plans to conduct LTC *prevention* activities in Component A that focus on the 2 entry points identified for LTC surveillance.
- The extent to which they describe a feasible and impactful plan for disseminating data to key partners working to improve linkage to and retention in care for substance use disorder, including key goals and the ability to share data with partners by Year 2.

ii. Evaluation	Max Points: 25

The extent to which the applicant describes an evaluation plan that will:

- Monitor and improve the quality and timeliness of data collected on linkage to and retention in care.
- Document the dissemination of linkage to and retention in care surveillance data through data products such as web reports, publications, dashboards, presentations, or strategic plans.
- Evaluate if and how key partners (e.g., OD2A: LOCAL prevention staff, harm reduction organizations, or treatment organizations) use findings from linkage to and retention in care surveillance to support efforts to reduce fatal drug overdoses.

iii. Organizational Capacity	Max Points: 45

Experience (16 Points)
CDC will evaluate the extent to which the applicant describes:

- Experience conducting surveillance of nonfatal drug overdoses.
- Experience conducting individual-level data linkages using any surveillance data.
- Experience collecting, managing, and analyzing data to measure linkage to care (LTC) for substance use disorder. This may include monitoring the following among individuals with substance use disorder: engagement with LTC program staff, referrals to treatment, treatment initiation, and/or retention in treatment.
- Experience accessing and analyzing SUD treatment data (e.g., MOUD, behavioral treatment), including experience linking treatment data with other data sources.
- Ability to submit required LTC surveillance indicators to CDC by December 2024. Applicants demonstrating the ability to submit required indicators earlier than December 2024 should receive more points.
- Experience disseminating surveillance data to key partners.

Staffing (5 Points)
The extent to which the staffing plan:

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- Clearly defines staff roles and responsibilities.
- Demonstrates sufficient staff experience to implement linkage to and retention in care surveillance that meets Component C requirements.

Burden (24 Points)
Applicants must calculate their unintentional or undetermined drug overdose (UUDO) death burden and population size. Applicants must include this information in a document named <Applicant_Name>_OD2A_LOCAL_Overdose_Burden_and_Funding_Form.

Based on the total UUDO death count and population size reported by the applicant, points will be assigned to the applicant using the criteria below.

Population as of July 1, 2021

- <400,000 residents = 0 points
- 400,000 – 599,999 residents = 3 points
- 600,000 – 799,999 residents = 6 points
- 800,000 – 999,999 residents = 9 points
- ≥1,000,000 residents = 12 points

Number of resident UUDO Deaths during January 1, 2021 – December 31, 2021

- <100 deaths = 0 points
- 100 – 299 deaths = 3 points
- 300 – 499 deaths = 6 points
- 500 – 749 deaths = 9 points
- ≥750 deaths = 12 points

v. Budget

Budget will be reviewed but not scored.

c. Phase III Review
Applications will be reviewed and scored using the following criteria:

- Applications for each of the components will be reviewed and scored separately in accordance with the Phase II review criteria. CDC will fund up to 40 applicants for Component A, up to 20 for Component B, and up to 20 for Component C. For each component, a separate rank-order list will be used.
- Only applicants approved and funded for Component A will be considered for Component B or C funding.
- CDC will not fund two applicants who serve the same county or city. Applicants who serve the same county or city are encouraged to apply together.
- CDC program officials will validate the information provided in the overdose burden and funding form, <Applicant_Name>_OD2A_LOCAL_Overdose_Burden_and_Funding_Form, submitted by the applicants using the data definitions and data sources described in **Appendix 1.**

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Applications may be funded out of rank order for Components A, B, and C**.** The following factors may affect the funding decisions**:**

- *Geographic diversity:* To ensure funding is provided across the country, CDC may use the following criteria to fund out of rank order.
    - Ensure there is not substantially disproportionate funding of applicants in any of the four United States census regions (Midwest, Northeast, South, and West). For instance, having more than half of the recipients in any one census region would be considered problematic.
    - Ensure there is at least one recipient in each of the nine United States census divisions (New England Division, Middle Atlantic Division, East North Central Division, West North Central Division, South Atlantic Division, East South Central Division, West South Central Division, Mountain Division, and Pacific Division).

- *Population and drug overdose burden*: Applicants may be funded out of rank order to select applicants with the highest burden. For the purposes of this NOFO, CDC considers the highest burden as 300 or more unintentional or undetermined drug overdose deaths in 2021 and population size of 600,000 or more persons in 2021.
- CDC will provide justification for any application scored out of rank order.

Review of risk posed by applicants.
Prior to making a Federal award, CDC is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information as appropriate. See also suspension and debarment requirements at 2 CFR parts 180 and 376.

In accordance 41 U.S.C. 2313, CDC is required to review the non-public segment of the OMB-designated integrity and performance system accessible through SAM (currently the Federal Recipient Performance and Integrity Information System (FAPIIS)) prior to making a Federal award where the Federal share is expected to exceed the simplified acquisition threshold, defined in 41 U.S.C. 134, over the period of performance. At a minimum, the information in the system for a prior Federal award recipient must demonstrate a satisfactory record of executing programs or activities under Federal grants, cooperative agreements, or procurement awards; and integrity and business ethics. CDC may make a Federal award to a recipient who does not fully meet these standards, if it is determined that the information is not relevant to the current Federal award under consideration or there are specific conditions that can appropriately mitigate the effects of the non-Federal entity's risk in accordance with 45 CFR §75.207.

CDC’s framework for evaluating the risks posed by an applicant may incorporate results of the evaluation of the applicant's eligibility or the quality of its application. If it is determined that a Federal award will be made, special conditions that correspond to the degree of risk assessed may be applied to the Federal award. The evaluation criteria is described in this Notice of Funding Opportunity.

In evaluating risks posed by applicants, CDC will use a risk-based approach and may consider any items such as the following:

(1) Financial stability;

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(2) Quality of management systems and ability to meet the management standards prescribed in this part;

(3) History of performance. The applicant's record in managing Federal awards, if it is a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;

(4) Reports and findings from audits performed under subpart F 45 CFR 75 or the reports and findings of any other available audits; and

(5) The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

CDC must comply with the guidelines on government-wide suspension and debarment in 2 CFR part 180, and require non-Federal entities to comply with these provisions. These provisions restrict Federal awards, subawards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in Federal programs or activities.

2. Announcement and Anticipated Award Dates

08/01/2023

F. Award Administration Information

1. Award Notices

Recipients will receive an electronic copy of the Notice of Award (NOA) from CDC OGS. The NOA shall be the only binding, authorizing document between the recipient and CDC. The NOA will be signed by an authorized GMO and emailed to the Recipient Business Officer listed in application and the Program Director.

Any applicant awarded funds in response to this Notice of Funding Opportunity will be subject to annual SAM Registration and Federal Funding Accountability And Transparency Act Of 2006 (FFATA) requirements.

Unsuccessful applicants will receive notification of these results by e-mail with delivery receipt.

2. Administrative and National Policy Requirements

Recipients must comply with the administrative and public policy requirements outlined in 45 CFR Part 75 and the HHS Grants Policy Statement, as appropriate.

Brief descriptions of relevant provisions are available at https://www.cdc.gov/grants/additional-requirements/index.html.

The HHS Grants Policy Statement is available at http://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf.

- *[AR-25: Data Management and Access*

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- *AR-37: Prohibition on certain telecommunications and video surveillance services or equipment for all awards issued on or after August 13, 2020*

The full text of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, 45 CFR 75, can be found at: https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75

Should you successfully compete for an award, recipients of federal financial assistance (FFA) from HHS will be required to complete an HHS Assurance of Compliance form (HHS 690) in which you agree, as a condition of receiving the grant, to administer your programs in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, age, sex and disability, and agreeing to comply with federal conscience laws, where applicable. This includes ensuring that entities take meaningful steps to provide meaningful access to persons with limited English proficiency; and ensuring effective communication with persons with disabilities. Where applicable, Title XI and Section 1557 prohibit discrimination on the basis of sexual orientation, and gender identity. The HHS Office for Civil Rights provides guidance on complying with civil rights laws enforced by HHS. See https://www.hhs.gov/civil-rights/for-providers/provider- obligations/index.html and https://www.hhs.gov/civil-rights/for- individuals/nondiscrimination/index.html.

- For guidance on meeting your legal obligation to take reasonable steps to ensure meaningful access to your programs or activities by limited English proficient individuals, see https://www.hhs.gov/civil-rights/for-individuals/special-topics/limited-english-proficiency/fact-sheet-guidance/index.html and https://www.lep.gov.
- For information on your specific legal obligations for serving qualified individuals with disabilities, including providing program access, reasonable modifications, and to provide effective communication, see http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html.
- HHS funded health and education programs must be administered in an environment free of sexual harassment, see https://www.hhs.gov/civil-rights/for-individuals/sex-discrimination/index.html.
- For guidance on administering your project in compliance with applicable federal religious nondiscrimination laws and applicable federal conscience protection and associated anti-discrimination laws, see https://www.hhs.gov/conscience/conscience-protections/index.html and https://www.hhs.gov/conscience/religious-freedom/index.html.

3. Reporting

Reporting provides continuous program monitoring and identifies successes and challenges that recipients encounter throughout the project period. Also, reporting is a requirement for recipients who want to apply for yearly continuation of funding. Reporting helps CDC and recipients because it:

- Helps target support to recipients;
- Provides CDC with periodic data to monitor recipient progress toward meeting the Notice of Funding Opportunity outcomes and overall performance;

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- Allows CDC to track performance measures and evaluation findings for continuous quality and program improvement throughout the period of performance and to determine applicability of evidence-based approaches to different populations, settings, and contexts; and
- Enables CDC to assess the overall effectiveness and influence of the NOFO.

The table below summarizes required and optional reports. All required reports must be sent electronically to GMS listed in the "Agency Contacts" section of the NOFO copying the CDC Project Officer.

Report	When?	Required?
Recipient Evaluation and Performance Measurement Plan	6 months into award	Yes
Recipient Data Management Plan (DMP)	6 months into award	Yes
Annual Performance Report (APR)	No later than 120 days before end of the budget period. Serves as yearly continuation application.	Yes
Community Needs Assessment	6 months into award*	Yes
Data on Performance Measures	Annual/Semi-annual reporting beginning in Year 2 of the cooperative agreement†	Yes
Targeted Evaluation Project (TEP)	TEP submitted by Year 4 of the cooperative agreement	Yes
Evaluation translational product	The final year of the cooperative agreement	Yes
Federal Financial Reporting Forms	90 days after the end of the budget period	Yes

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Final Performance and Financial Report	90 days after end of period of performance	Yes

†Specific performance measures for required activities, such as naloxone distribution and linkage to care, will be prioritized for semi-annual reporting to inform CDC about these critical efforts in reducing overdose deaths. CDC will confirm the frequency of all performance measure reporting based on reporting needs and the feasibility of reporting more frequently than annually.

*Recipients will be required to conduct a needs assessment focused on addressing health equity and the needs of priority populations and people with lived experience within the first 6 months of the new NOFO. For recipients who have already conducted a recent comprehensive needs assessment within the last 2 years, a 3- to 5-page summary of results should be submitted with applications, and additional gaps can be discussed with CDC, if any. Once CDC reviews the assessment, and if it determines that it does not meet the requirements, CDC will work with funded recipients to revise their workplan to include an activity around the assessment. See Appendix 9 for description of community assessment requirements.

a. Recipient Evaluation and Performance Measurement Plan (required)

With support from CDC, recipients must elaborate on their initial applicant evaluation and performance measurement plan. This plan must be no more than 20 pages; recipients must submit the plan 6 months into the award. HHS/CDC will review and approve the recipient's monitoring and evaluation plan to ensure that it is appropriate for the activities to be undertaken as part of the agreement, for compliance with the monitoring and evaluation guidance established by HHS/CDC, or other guidance otherwise applicable to this Agreement.

Recipient Evaluation and Performance Measurement Plan (required): This plan should provide additional detail on the following:

Performance Measurement

• Performance measures and targets

• The frequency that performance data are to be collected.

• How performance data will be reported.

• How quality of performance data will be assured.

• How performance measurement will yield findings to demonstrate progress towards achieving NOFO goals (e.g., reaching target populations or achieving expected outcomes).

• Dissemination channels and audiences.

• Other information requested as determined by the CDC program.

Evaluation

• The types of evaluations to be conducted (e.g. process or outcome evaluations).

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• The frequency that evaluations will be conducted.

• How evaluation reports will be published on a publicly available website.

• How evaluation findings will be used to ensure continuous quality and program improvement.

• How evaluation will yield findings to demonstrate the value of the NOFO (e.g., effect on improving public health outcomes, effectiveness of NOFO, cost-effectiveness or cost-benefit).

• Dissemination channels and audiences.

HHS/CDC or its designee will also undertake monitoring and evaluation of the defined activities within the agreement. The recipient must ensure reasonable access by HHS/CDC or its designee to all necessary sites, documentation, individuals and information to monitor, evaluate and verify the appropriate implementation the activities and use of HHS/CDC funding under this Agreement.

b. Annual Performance Report (APR) (required)
The recipient must submit the APR via www.Grantsolutions.gov no later than120 days prior to the end of the budget period. This report must not exceed 45 pages excluding administrative reporting. Attachments are not allowed, but web links are allowed.

This report must include the following:

- **Performance Measures:** Recipients must report on performance measures for each budget period and update measures, if needed.
- **Evaluation Results:** Recipients must report evaluation results for the work completed to date (including findings from process or outcome evaluations).
- **Work Plan:** Recipients must update work plan each budget period to reflect any changes in period of performance outcomes, activities, timeline, etc.
- **Successes**
    - Recipients must report progress on completing activities and progress towards achieving the period of performance outcomes described in the logic model and work plan.
    - Recipients must describe any additional successes (e.g. identified through evaluation results or lessons learned) achieved in the past year.
    - Recipients must describe success stories.
- **Challenges**
    - Recipients must describe any challenges that hindered or might hinder their ability to complete the work plan activities and achieve the period of performance outcomes.
    - Recipients must describe any additional challenges (e.g., identified through evaluation results or lessons learned) encountered in the past year.
- **CDC Program Support to Recipients**

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- Recipients must describe how CDC could help them overcome challenges to complete activities in the work plan and achieving period of performance outcomes.

- **Administrative Reporting** (No page limit)
  - SF-424A Budget Information-Non-Construction Programs.
  - Budget Narrative – Must use the format outlined in "Content and Form of Application Submission, Budget Narrative" section.
  - Indirect Cost Rate Agreement.

The recipient must submit the Annual Performance Report via https://www.grantsolutions.gov 120 days prior to the end of the budget period.

c. Performance Measure Reporting (optional)
CDC programs may require more frequent reporting of performance measures than annually in the APR. If this is the case, CDC programs must specify reporting frequency, data fields, and format for recipients at the beginning of the award period.

CDC expects semi-annual reporting of performance measures. This may change over the period of award. The program will provide the format, platform, and data fields for reporting at the beginning of the award.

d. Federal Financial Reporting (FFR) (required)
The annual FFR form (SF-425) is required and must be submitted 90 days after the end of the budget period through the Payment Management System (PMS). The report must include only those funds authorized and disbursed during the timeframe covered by the report. The final FFR must indicate the exact balance of unobligated funds, and may not reflect any unliquidated obligations. There must be no discrepancies between the final FFR expenditure data and the Payment Management System's (PMS) cash transaction data. Failure to submit the required information by the due date may adversely affect the future funding of the project. If the information cannot be provided by the due date, recipients are required to submit a letter of explanation to OGS and include the date by which the Grants Officer will receive information.

e. Final Performance and Financial Report (required)
The Final Performance Report is due 90 days after the end of the period of performance. The Final FFR is due 90 days after the end of the period of performance and must be submitted through the Payment Management System (PMS). CDC programs must indicate that this report should not exceed 40 pages. This report covers the entire period of performance and can include information previously reported in APRs. At a minimum, this report must include the following:

- Performance Measures – Recipients must report final performance data for all process and outcome performance measures.
- Evaluation Results – Recipients must report final evaluation results for the period of performance for any evaluations conducted.
- Impact/Results/Success Stories – Recipients must use their performance measure results and their evaluation findings to describe the effects or results of the work completed over the period of performance, and can include some success stories.

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- A final Data Management Plan that includes the location of the data collected during the funded period, for example, repository name and link data set(s)
- Additional forms as described in the Notice of Award (e.g., Equipment Inventory Report, Final Invention Statement).

CDC will require recipients to update and report their performance and evaluation measures utilizing program approved data platforms and templates

4. Federal Funding Accountability and Transparency Act of 2006 (FFATA)

Federal Funding Accountability and Transparency Act of 2006 (FFATA), P.L. 109–282, as amended by section 6202 of P.L. 110–252 requires full disclosure of all entities and organizations receiving Federal funds including awards, contracts, loans, other assistance, and payments through a single publicly accessible Web site, http://www.USASpending.gov.

Compliance with this law is primarily the responsibility of the Federal agency. However, two elements of the law require information to be collected and reported by applicants: 1) information on executive compensation when not already reported through the SAM, and 2) similar information on all sub-awards/subcontracts/consortiums over $25,000.

For the full text of the requirements under the FFATA and HHS guidelines, go to:

- https://www.gpo.gov/fdsys/pkg/PLAW-109publ282/pdf/PLAW-109publ282.pdf,
- https://www. fsrs.gov/documents /ffata_legislation_ 110_252.pdf
- http://www.hhs.gov/grants/grants/grants-policies-regulations/index.html#FFATA.

5. Reporting of Foreign Taxes (International/Foreign projects only)

A. Valued Added Tax (VAT) and Customs Duties – Customs and import duties, consular fees, customs surtax, valued added taxes, and other related charges are hereby authorized as an allowable cost for costs incurred for non-host governmental entities operating where no applicable tax exemption exists. This waiver does not apply to countries where a bilateral agreement (or similar legal document) is already in place providing applicable tax exemptions and it is not applicable to Ministries of Health. Successful applicants will receive information on VAT requirements via their Notice of Award.

B. The U.S. Department of State requires that agencies collect and report information on the amount of taxes assessed, reimbursed and not reimbursed by a foreign government against commodities financed with funds appropriated by the U.S. Department of State, Foreign Operations and Related Programs Appropriations Act (SFOAA) (“United States foreign assistance funds”). Outlined below are the specifics of this requirement:

1) Annual Report: The recipient must submit a report on or before November 16 for each foreign country on the amount of foreign taxes charged, as of September 30 of the same year, by a foreign government on commodity purchase transactions valued at 500 USD or more financed with United States foreign assistance funds under this grant during the prior United States fiscal year (October 1 – September 30), and the amount reimbursed and unreimbursed by the foreign government. [Reports are required even if the recipient did not pay any taxes during the reporting

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period.]

2) Quarterly Report: The recipient must quarterly submit a report on the amount of foreign taxes charged by a foreign government on commodity purchase transactions valued at 500 USD or more financed with United States foreign assistance funds under this grant. This report shall be submitted no later than two weeks following the end of each quarter: April 15, July 15, October 15 and January 15.

3) Terms: For purposes of this clause:
“Commodity” means any material, article, supplies, goods, or equipment;
“Foreign government” includes any foreign government entity;
“Foreign taxes” means value-added taxes and custom duties assessed by a foreign government on a commodity. It does not include foreign sales taxes.

4) Where: Submit the reports to the Director and Deputy Director of the CDC office in the country(ies) in which you are carrying out the activities associated with this cooperative agreement. In countries where there is no CDC office, send reports to VATreporting@cdc.gov.

5) Contents of Reports: The reports must contain:

a. recipient name;
b. contact name with phone, fax, and e-mail;
c. agreement number(s) if reporting by agreement(s);
d. reporting period;
e. amount of foreign taxes assessed by each foreign government;
f. amount of any foreign taxes reimbursed by each foreign government;
g. amount of foreign taxes unreimbursed by each foreign government.

6) Subagreements. The recipient must include this reporting requirement in all applicable subgrants and other subagreements.

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6. Termination

CDC may impose other enforcement actions in accordance with 45 CFR 75.371- Remedies for Noncompliance, as appropriate.

The Federal award may be terminated in whole or in part as follows:

(1) By the HHS awarding agency or pass-through entity, if the non-Federal entity fails to comply with the terms and conditions of the award;

(2) By the HHS awarding agency or pass-through entity for cause;

(3) By the HHS awarding agency or pass-through entity with the consent of the non-Federal entity, in which case the two parties must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated; or

(4) By the non-Federal entity upon sending to the HHS awarding agency or pass-through entity written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if the HHS awarding agency or pass-through entity determines in the case of partial termination that the reduced or modified portion of the Federal award or subaward will not accomplish the purposes for which the Federal award was made, the HHS awarding agency or pass-through entity may terminate the Federal award in its entirety.

G. Agency Contacts

CDC encourages inquiries concerning this NOFO.

Program Office Contact

For programmatic technical assistance, contact:

First Name:
Yarkasah
Last Name:
Paye
Project Officer
Department of Health and Human Services
Centers for Disease Control and Prevention

Address:
4770 Buford Highway NE
MS S106-8
Atlanta, GA 30341

Telephone:

Email:
od2a_local@cdc.gov

Grants Management Office Information

For **financial, awards management, or budget assistance,** contact:

First Name:
Darryl
Last Name:
Mitchell
Grants Management Specialist
Department of Health and Human Services
Office of Grants Services

Address:

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Centers for Disease Control and Prevention
2939 Brandywine Road
MS TV-2
Atlanta, GA 30341

Telephone:

Email:
dvm1@cdc.gov
For assistance with **submission difficulties related to** www.grants.gov, contact the Contact Center by phone at 1-800-518-4726.

Hours of Operation: 24 hours a day, 7 days a week, except on federal holidays.

CDC Telecommunications for persons with hearing loss is available at: TTY 1-888-232-6348

H. Other Information

Following is a list of acceptable attachments **applicants** can upload as PDF files as part of their application at www.grants.gov. Applicants may not attach documents other than those listed; if other documents are attached, applications will not be reviewed.

- Project Abstract
- Project Narrative
- Budget Narrative
- Report on Programmatic, Budgetary and Commitment Overlap
- Table of Contents for Entire Submission

For international NOFOs:

- SF424
- SF424A
- Funding Preference Deliverables

Optional attachments, as determined by CDC programs:
Resumes / CVs

Position descriptions

Letters of Support

Organization Charts

Indirect Cost Rate, if applicable

Memorandum of Agreement (MOA)

Memorandum of Understanding (MOU)

Bona Fide Agent status documentation, if applicable

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- Project Narrative (maximum 25 pages for Component A; 10 pages for Component B and 10 pages for Component C)
- Budget Narrative (maximum 5 pages for Component A; 3 pages for Component B and 3 pages for Component C)
- Data Use Agreement
- Applicants are required to calculate their unintentional or undetermined drug overdose (UUDO) death burden and population size. Upload this information to grants.gov under the title "<Applicant Name> OD2A_ LOCAL_ Overdose_ Burden and Funding Form". Please keep in mind that if an Excel file is used, it should not be converted to PDF and should be uploaded in its original format.

I. Glossary

Activities: The actual events or actions that take place as a part of the program.

Administrative and National Policy Requirements, Additional Requirements**(ARs):** Administrative requirements found in 45 CFR Part 75 and other requirements mandated by statute or CDC policy. All ARs are listed in the Template for CDC programs. CDC programs must indicate which ARs are relevant to the NOFO; recipients must comply with the ARs listed in the NOFO. To view brief descriptions of relevant provisions, see https://www.cdc.gov/grants/additional-requirements/index.html. Note that 2 CFR 200 supersedes the administrative requirements (A-110 & A-102), cost principles (A-21, A-87 & A-122) and audit requirements (A-50, A-89 & A-133).

Approved but Unfunded: Approved but unfunded refers to applications recommended for approval during the objective review process; however, they were not recommended for funding by the program office and/or the grants management office.

Assistance Listings: A government-wide collection of federal programs, projects, services, and activities that provide assistance or benefits to the American public.

Assistance Listings Number: A unique number assigned to each program and NOFO throughout its lifecycle that enables data and funding tracking and transparency.

Award: Financial assistance that provides support or stimulation to accomplish a public purpose. Awards include grants and other agreements (e.g., cooperative agreements) in the form of money, or property in lieu of money, by the federal government to an eligible applicant.

Budget Period or Budget Year: The duration of each individual funding period within the period of performance. Traditionally, budget periods are 12 months or 1 year.

Carryover: Unobligated federal funds remaining at the end of any budget period that, with the approval of the GMO or under an automatic authority, may be carried over to another budget period to cover allowable costs of that budget period either as an offset or additional authorization. Obligated but liquidated funds are not considered carryover.

Continuous Quality Improvement: A system that seeks to improve the provision of services with an emphasis on future results.

Contracts: An award instrument used to acquire (by purchase, lease, or barter) property or services for the direct benefit or use of the Federal Government.

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Cooperative Agreement: A financial assistance award with the same kind of interagency relationship as a grant except that it provides for substantial involvement by the federal agency funding the award. Substantial involvement means that the recipient can expect federal programmatic collaboration or participation in carrying out the effort under the award.

Cost Sharing or Matching: Refers to program costs not borne by the Federal Government but by the recipients. It may include the value of allowable third-party, in-kind contributions, as well as expenditures by the recipient.

Direct Assistance: A financial assistance mechanism, which must be specifically authorized by statute, whereby goods or services are provided to recipients in lieu of cash. DA generally involves the assignment of federal personnel or the provision of equipment or supplies, such as vaccines. DA is primarily used to support payroll and travel expenses of CDC employees assigned to state, tribal, local, and territorial (STLT) health agencies that are recipients of grants and cooperative agreements. Most legislative authorities that provide financial assistance to STLT health agencies allow for the use of DA. https://www.cdc.gov/grants/additional-requirements/index.html.

Evaluation (program evaluation): The systematic collection of information about the activities, characteristics, and outcomes of programs (which may include interventions, policies, and specific projects) to make judgments about that program, improve program effectiveness, and/or inform decisions about future program development.

Evaluation Plan: A written document describing the overall approach that will be used to guide an evaluation, including why the evaluation is being conducted, how the findings will likely be used, and the design and data collection sources and methods. The plan specifies what will be done, how it will be done, who will do it, and when it will be done. The NOFO evaluation plan is used to describe how the recipient and/or CDC will determine whether activities are implemented appropriately and outcomes are achieved.

Federal Funding Accountability and Transparency Act of 2006 (FFATA): Requires that information about federal awards, including awards, contracts, loans, and other assistance and payments, be available to the public on a single website at www.USAspending.gov.

Fiscal Year: The year for which budget dollars are allocated annually. The federal fiscal year starts October 1 and ends September 30.

Grant: A legal instrument used by the federal government to transfer anything of value to a recipient for public support or stimulation authorized by statute. Financial assistance may be money or property. The definition does not include a federal procurement subject to the Federal Acquisition Regulation; technical assistance (which provides services instead of money); or assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct payments of any kind to a person or persons. The main difference between a grant and a cooperative agreement is that in a grant there is no anticipated substantial programmatic involvement by the federal government under the award.

Grants.gov: A "storefront" web portal for electronic data collection (forms and reports) for federal grant-making agencies at www.grants.gov.

Grants Management Officer (GMO): The individual designated to serve as the HHS official responsible for the business management aspects of a particular grant(s) or

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cooperative agreement(s). The GMO serves as the counterpart to the business officer of the recipient organization. In this capacity, the GMO is responsible for all business management matters associated with the review, negotiation, award, and administration of grants and interprets grants administration policies and provisions. The GMO works closely with the program or project officer who is responsible for the scientific, technical, and programmatic aspects of the grant.

Grants Management Specialist (GMS): A federal staff member who oversees the business and other non-programmatic aspects of one or more grants and/or cooperative agreements. These activities include, but are not limited to, evaluating grant applications for administrative content and compliance with regulations and guidelines, negotiating grants, providing consultation and technical assistance to recipients, post-award administration and closing out grants.

Health Disparities: Differences in health outcomes and their determinants among segments of the population as defined by social, demographic, environmental, or geographic category.

Health Equity: Striving for the highest possible standard of health for all people and giving special attention to the needs of those at greatest risk of poor health, based on social conditions.
Health Inequities: Systematic, unfair, and avoidable differences in health outcomes and their determinants between segments of the population, such as by socioeconomic status (SES), demographics, or geography.

Healthy People 2030: National health objectives aimed at improving the health of all Americans by encouraging collaboration across sectors, guiding people toward making informed health decisions, and measuring the effects of prevention activities.

Inclusion: Both the meaningful involvement of a community's members in all stages of the program process and the maximum involvement of the target population that the intervention will benefit. Inclusion ensures that the views, perspectives, and needs of affected communities, care providers, and key partners are considered.

Indirect Costs: Costs that are incurred for common or joint objectives and not readily and specifically identifiable with a particular sponsored project, program, or activity; nevertheless, these costs are necessary to the operations of the organization. For example, the costs of operating and maintaining facilities, depreciation, and administrative salaries generally are considered indirect costs.

Letter of Intent (LOI): A preliminary, non-binding indication of an organization's intent to submit an application.

Lobbying: Direct lobbying includes any attempt to influence legislation, appropriations, regulations, administrative actions, executive orders (legislation or other orders), or other similar deliberations at any level of government through communication that directly expresses a view on proposed or pending legislation or other orders, and which is directed to staff members or other employees of a legislative body, government officials, or employees who participate in formulating legislation or other orders. Grass roots lobbying includes efforts directed at inducing or encouraging members of the public to contact their elected representatives at the federal, state, or local levels to urge support of, or opposition to, proposed or pending legislative proposals.

Logic Model: A visual representation showing the sequence of related events connecting the activities of a program with the programs' desired outcomes and results.

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Maintenance of Effort: A requirement contained in authorizing legislation, or applicable regulations that a recipient must agree to contribute and maintain a specified level of financial effort from its own resources or other non-government sources to be eligible to receive federal grant funds. This requirement is typically given in terms of meeting a previous base-year dollar amount. Memorandum of Understanding (MOU) or Memorandum of Agreement**(MOA):** Document that describes a bilateral or multilateral agreement between parties expressing a convergence of will between the parties, indicating an intended common line of action. It is often used in cases where the parties either do not imply a legal commitment or cannot create a legally enforceable agreement.

Nonprofit Organization: Any corporation, trust, association, cooperative, or other organization that is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; is not organized for profit; and uses net proceeds to maintain, improve, or expand the operations of the organization. Nonprofit organizations include institutions of higher educations, hospitals, and tribal organizations (that is, Indian entities other than federally recognized Indian tribal governments).

Notice of Award (NoA): The official document, signed (or the electronic equivalent of signature) by a Grants Management Officer that: (1) notifies the recipient of the award of a grant; (2) contains or references all the terms and conditions of the grant and Federal funding limits and obligations; and (3) provides the documentary basis for recording the obligation of Federal funds in the HHS accounting system.

Objective Review: A process that involves the thorough and consistent examination of applications based on an unbiased evaluation of scientific or technical merit or other relevant aspects of the proposal. The review is intended to provide advice to the persons responsible for making award decisions.

Outcome: The results of program operations or activities; the effects triggered by the program. For example, increased knowledge, changed attitudes or beliefs, reduced tobacco use, reduced morbidity and mortality.

Performance Measurement: The ongoing monitoring and reporting of program accomplishments, particularly progress toward pre-established goals, typically conducted by program or agency management. Performance measurement may address the type or level of program activities conducted (process), the direct products and services delivered by a program (outputs), or the results of those products and services (outcomes). A “program” may be any activity, project, function, or policy that has an identifiable purpose or set of objectives.

Period of performance –formerly known as the project period - : The time during which the recipient may incur obligations to carry out the work authorized under the Federal award. The start and end dates of the period of performance must be included in the Federal award.

Period of Performance Outcome: An outcome that will occur by the end of the NOFO’s funding period

Plain Writing Act of 2010: The Plain Writing Act of 2010 requires that federal agencies use clear communication that the public can understand and use. NOFOs must be written in clear, consistent language so that any reader can understand expectations and intended outcomes of the funded program. CDC programs should use NOFO plain writing tips when writing

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NOFOs. **Program Strategies:** Strategies are groupings of related activities, usually expressed as general headers (e.g., Partnerships, Assessment, Policy) or as brief statements (e.g., Form partnerships, Conduct assessments, Formulate policies).

Program Official: Person responsible for developing the NOFO; can be either a project officer, program manager, branch chief, division leader, policy official, center leader, or similar staff member.

Public Health Accreditation Board (PHAB): A nonprofit organization that works to promote and protect the health of the public by advancing the quality and performance of public health departments in the U.S. through national public health department accreditation http://www.phaboard.org.

Social Determinants of Health: Conditions in the environments in which people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, and quality-of-life outcomes and risks.

Statute: An act of the legislature; a particular law enacted and established by the will of the legislative department of government, expressed with the requisite formalities. In foreign or civil law any particular municipal law or usage, though resting for its authority on judicial decisions, or the practice of nations.

Statutory Authority: Authority provided by legal statute that establishes a federal financial assistance program or award.

System for Award Management (SAM): The primary vendor database for the U.S. federal government. SAM validates applicant information and electronically shares secure and encrypted data with federal agencies' finance offices to facilitate paperless payments through Electronic Funds Transfer (EFT). SAM stores organizational information, allowing www.grants.gov to verify identity and pre-fill organizational information on grant applications.

Technical Assistance: Advice, assistance, or training pertaining to program development, implementation, maintenance, or evaluation that is provided by the funding agency.

UEI: The Unique Entity Identifier (UEI) number is a twelve-digit number assigned by SAM.gov. When applying for Federal awards or cooperative agreements, all applicant organizations must obtain a UEI number as the Universal Identifier. UEI number assignment is free. If an organization does not know its UEI number or needs to register for one, visit www.sam.gov.

Work Plan: The summary of period of performance outcomes, strategies and activities, personnel and/or partners who will complete the activities, and the timeline for completion. The work plan will outline the details of all necessary activities that will be supported through the approved budget.

CDS – Clinical decision support
DOSE – Drug Overdose Surveillance and Epidemiology
DMP – Data Management Plan
DUA – Data Use Agreement
EHR – Electronic health record
FTS – Fentanyl test strips
Health IT – Health information technology

Attachment: CDCgrant (13360 : RCHD Request to Apply)

LTC – Linkage to Care
LOS – Letter of Support
MOU – Memorandum of Understanding
MOUD – medications for opioid use disorder
Navigators – includes peer navigators, certified peer recovery specialists, peer support specialists, case managers, patient navigators, community health workers, persons with lived experience, and other individuals who link PWUD to care and harm reduction resources. These are individuals familiar with the local public health landscape and who work directly with individuals with OUD and/or StUD to ensure they have the tools to address barriers to seeking care and who support people accessing treatment and supporting their retention (and reengagement if necessary) in SUD treatment and care, as well as support access to other services, such as harm reduction and social supports. CDC defines linkage using navigators as: 1) linkage to evidence-based treatment for substance use disorders- to include MOUD and other treatment (e.g., cognitive behavioral therapy [CBT], contingency management) and 2) linkage to harm reduction services.
Partners: Individuals and entities with a vested interest in the program, who participate in the program, and could be affected by the program, and that collaborate as supporters and partners for the operation of the program
OD2A: LOCAL – Overdose Data to Action: Limiting Overdose through Collaborative Actions in Localities
OD2A-S – Overdose Data to Action in States
OUD – Opioid use disorder
PDMP – Prescription drug monitoring program
PWUD – Persons who use drugs
SDOH – Social determinants of health
SSPs - Syringe services programs
StUD – Stimulant use disorder
SUD – Substance use disorder
SUDORS – State Unintentional Drug Overdose Reporting System
TEPs – Targeted evaluation projects
UUDO – Unintentional or undetermined drug overdoses

Appendices:
1. Calculating resident population and drug overdose deaths for an applicant's service catchment area
2a. Detailed instructions for calculating resident population, drug overdose deaths, and maximum funding
2b. OD2A: LOCAL Overdose Burden and Funding Form
3. Harm Reduction Resource Guide
4. Example activities to be conducted in the community setting (note this is not a comprehensive list)
5. Example of activities to be conducted in the public safety/criminal justice setting (note this is not a comprehensive list)
6. Example of activities to be conducted in healthcare settings
7. Data dissemination and data sharing requirements for recipients
8. Comprehensive Toxicology Guidance

Attachment: CDCgrant (13360 : RCHD Request to Apply)

9. Community Needs Assessment Guidance
10. Targeted Evaluation Project (TEP)
11. Unallowable Activities and Expenditures
12. Figure 1: Map of foundational activities, key settings, strategies, and goals for the NOFO
13. Figure 2: OD2A Data to Action Framework

Attachment: CDCgrant (13360 : RCHD Request to Apply)

Julie Gibbs
Health Department
Director
2030 Tecumseh Rd
Manhattan, KS 66502
Phone: 785-776-4779

HEALTH DEPARTMENT
Grant

COMMISSION AGENDA REPORT

FROM: **Julie Gibbs**

MEETING: **May 1, 2023**

SUBJECT: **RCHD Request to Apply for grant through KDHE**

PRESENTER: **Julie Gibbs**

BACKGROUND

The purpose of this project is to develop and implement a comprehensive, replicable, statewide program which addresses substance use and misuse; promotes public safety; reduces overdoes deaths; and supports access to prevention, harm-reduction, treatment and recovery services in Kansas communities and throughout multiple systems. All Hands of DECK will prevent and mitigate adverse childhood experiences, specifically targeting drug endangered children (DEC), who are those found in environments where illegal drugs are manufactured, sold, distributed, used or where there is other significant evidence of illegal drugs.

DISCUSSION

Riley County and Wabaunsee County will apply jointly for these funds. Our goals include increasing awareness of DEC, improving identification of, reduce stigma of, and respond to DEC in our area, strengthen our capacity to identify DEC in our area and increase collaboration, and work with community providers, health systems, and payers to increase capacity, aareness, and response to DEC and their families. The max amount is $65,000 per year for 2 years (October 2023 - September 30, 2025). No more than 50% can be spent on personnel.

FISCAL IMPACT

I am requesting funding to hire a part time coordinator to conduct an assessment, organize and manage a coalition, and work with our PIO on a campaign. This coordinator will also assist with any education to assist with linking clients to services and will collaborate with the Community Care Team. No fiscal impact as we will request everything from the grant and the employee will work remotely.

RECOMMENDATION(S)

I recommend the BOH approve RCHD's request to apply for the All Hands on DEC grant through KDHE.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- All Hands On Deck RFP 3-28-23 (PDF)



Funding Opportunity
All Hands On DECK (Drug Endangered Children in Kansas)
(Bureau of Justice Assistance Comprehensive Opioid, Stimulant, and Substance Abuse Programs (COSSAP))

Kansas Alliance for Drug Endangered Children
in partnership with
Kansas Department of Health and Environment

Release Date: March 28, 2023
Submission Deadline: May 9, 2023

Kansas
Department of Health and Environment

Attachment: All Hands On Deck RFP 3-28-23 (13361 : RCHD Request to Apply)

Overview of the All Hands On DECK Funding Opportunity

Purpose

The purpose of this project is to develop and implement a comprehensive, replicable statewide program which addresses substance use and misuse; promotes public safety; reduces overdose deaths; and supports access to prevention, harm-reduction, treatment, and recovery services in Kansas communities and throughout multiple systems (e.g. law enforcement, schools, justice system, social services, healthcare, public health, local leaders). All Hands On DECK will prevent and mitigate adverse childhood experiences, specifically targeting drug endangered children (DEC), who are those found in environments where illegal drugs are manufactured, sold, distributed, used or where there is other significant evidence of illegal drugs. Targeted populations served will include those that have been historically underserved, marginalized, and/or adversely affected by inequality including tribal populations.

Goals

- Increase awareness of DEC in six regions of Kansas and statewide
- Improve identification of, reduce stigma of, and respond to DEC in Kansas.
- Strengthen state, local, and tribal capacity to identify DEC in Kansas and increase collaboration at all levels.
- Work with community providers, health systems, and payers to increase capacity, awareness, and response to DEC and their families.

Project Overview

Is your community interested in helping children who are impacted by their parent's or other caregiver's substance misuse or related activity? The Kansas Alliance for Drug Endangered Children is seeking proposals from eligible applicants that align with the project requirements and allowable activities that are listed below. Additionally, the Kansas Alliance for Drug Endangered Children (KADEC) and the National Alliance for Drug Endangered Children resources may be used to guide community initiatives.

Eligible Applicants (must be based in Kansas)

- Public or private non-profit community-based organizations including community coalitions
- Local health departments and other units of city and/or county government
- Tribes/tribal organizations

Attachment: All Hands On Deck RFP 3-28-23 (13361 : RCHD Request to Apply)

- Schools

  Organizations are encouraged to collaborate with other communities in their region. Only one applicant per city/county will be considered. Existing drug endangered children alliances are eligible to apply.

Availability of Funds

- Applicants may request up to $65,000 per year for the two-year project period of October 1, 2023 – September 30, 2025.
- Six to ten applicants will be awarded amounts ranging from $50,000 to $65,000 per annual budget period.
- All Hands On DECK (DECK) grants are one-time, non-renewable funds.
- Funding will be allocated through a competitive process. No more than 50% of awarded allocation can be applied to the personnel category.

Required Activities

- A benefit of being part of this funding cohort is that you will receive training and technical assistance from the National Alliance for Drug Endangered Children that will be tailored to your community. This training and technical assistance package is required but has been pre-paid for the grantees. [Note: Do not include training and technical assistance from National DEC in your budget.]
- Projects must include a multidisciplinary coordinating body. Some examples of types of organizations to include are as follows:
  - Kansas Alliance for Drug Endangered Children (KADEC)
  - Public safety
  - Public health (strongly encourage engaging local health department)
  - Tribes/tribal organizations
  - Behavioral health
  - Education
  - Department for Children and Families
  - Family services
  - Local government
  - Nonprofit agencies
  - Legal services
  - Criminal justice coordinating councils
  - Prevention coalitions
  - Corrections/juvenile services/community corrections
- Obtain two letters of support (one each from key organizations)

Attachment: All Hands On Deck RFP 3-28-23 (13361 : RCHD Request to Apply)

- Provide training for community members/professionals (including coalition members) focused on adverse childhood experiences/trauma informed systems of care
- Participate in All Hands On DECK community of practice activities
- Submit logic model of project within the first six months of award. Technical assistance will be provided
- Develop and implement a sustainability plan to continue projects post funding
- Submit individualized local Sequential Intercept Model by the end of the project period. Technical assistance will be provided
- Provide guidance for All Hands On DECK Kansas specific project manual at the conclusion of the project period

Required Travel

- At least two staff participate in Bureau of Justice Assistance in-person meetings in Washington, D.C. at least twice during the project.
- One to two staff attend the 2023 National DEC Conference in Kansas City, MO in August 2023.

All required travel may be submitted within your budget.

Other activities to be considered

- Target key professionals in the community for training/collaboration to increase identification, improve response and increase awareness. These could include law enforcement, first responders, health care professionals, child welfare, courts, prosecutors, schools and other organizations.
- Collect community specific data related to DEC
- Conduct a brief community assessment
- Develop and implement community level DEC protocols
- Develop and implement community level substance exposed newborn protocols
- Form committee to work specifically on substance exposed newborns in conjunction with larger community collaboration
- Target Kansas tribes/other underserved communities to provide DEC training and/or assist with developing community collaborations
- Develop community specific awareness campaign (including participation in Drug Endangered Children Awareness Day)
- Implement initiatives to reduce stigma for substance use disorder/mental health issues
- Provide naloxone training and distribution initiative with DEC education component
- Utilize National DEC's already developed Drug Endangered Children Roadmap and Toolkit (RMTK) as a resource

Attachment: All Hands On Deck RFP 3-28-23 (13361 : RCHD Request to Apply)

- Work with court systems to identify court-involved families and engage in wraparound services
- Target community mental health center(s) for involvement (e.g. peer recovery)
- Target corrections and community corrections for involvement
- Target community health worker initiatives for involvement
- Drug take back programs (including Deterra drug disposal bags and medication lockboxes)
- Naloxone implementation for law enforcement and first responders (including training, ordering, etc.)
- Evidence-based prevention programs to connect law enforcement agencies with K-12 students
- Care bags for drug endangered children that could include toothbrush, toothpaste, comb, appropriate sized clothing, book, blanket and a comfort item
- Provide resources to professionals working with drug endangered children (e.g. Timbi Talks About Addiction set)
- Provide trainings to professionals including Mental Health First Aid, Psychological First Aid, Crisis Intervention Team
- Implement Handle with Care, a program that provides school staff a notification if the child has been exposed to a traumatic event
- Promote CheckDEC, a free mobile app that immediately connects children, families and professionals to substance abuse-related information, crisis helplines, drug and treatment information, supportive resources and services within their local area.

Attachment: All Hands On Deck RFP 3-28-23 (13361 : RCHD Request to Apply)

Unallowable Expenditures

- Monetary incentives such as prizes, rewards, or gift cards
- Client stipends
- Vehicles
- Food and beverages
- Bonuses and/or commissions
- Lobbying and/or political activities
- Fundraising activities
- Any activities that violate the Controlled Substances Act

Application Requirements

Applications and reports will be completed using the Kansas Grant Management System (KGMS). For more information and to apply for this opportunity, go to https://kgms.ks.gov/ and click on the “Aid to Local KDHE” tab, then choose “All Hands On DECK”. If you have never used this system before, follow the instructions on the “All

Hands On DECK" webpage. You may also consider partnering with your local health department whose staff use KGMS regularly.

Selection Criteria

A scoring guide will be used for reviewing proposals. The scoring guide has a 100-point total scoring system, composed of:

- Applicant Information Form (0 points)
- Personnel (5 points)-- *List the staff who will be involved with this project and briefly describe their credentials and relevant experience.*
- Organizational Background, Qualifications and Capacity (5 points)-- *Please describe your organization and its qualifications for funding, including past experience leading successful community collaborations. Include any history of work addressing child welfare, opioid use disorder, substance use disorder, SUD prevention/treatment/recovery, and/or overdose prevention. Please include links to your website and social media platforms. (500-word limit)*
- Assessment of Need (15 points)-- *Include a description of community needs related to drug endangered children, substance use disorder, harm reduction, and overdose prevention. Provide an overview of community-level data and include any other pertinent information as it relates to the need for implementing this project in your community. (500-word limit)*
- Collaboration and Community Support (20 points)-- *Please list community partners collaborating on this project and describe how the proposed project will improve collaboration between local stakeholders and/or engage new stakeholders. Describe steps that will be taken to ensure that efforts are not duplicated among organizations within the community, especially any BJA-funded projects. (500-word limit)*
- Project Description (30 points) including 10 points for describing a process for reaching high risk families-- *Describe your proposed project. Detail how this project will address the community's needs. Identify which activities from the list of "Other activities to be considered" are included in the project, as well as other innovative efforts.*
- Project Evaluation and Action Plan (10 points)-- *Describe how you will evaluate your project. What is/are the outputs and the short-term outcome(s) of the project (e.g., products developed and disseminated)? How will you measure progress?*
- Sustainability (10 points)-- *Describe how the project will be financially sustained in the long-term, including leveraging funding from other sources. How will you continue to measure impact beyond the end of the grant? (300-word limit) Applicants that demonstrate a commitment to sustain projects beyond contractual requirements will be scored at a higher level.*
- Budget (5 points)-- *Please follow the instructions for the budget and budget justification in the Kansas Grant Management System. The maximum allowable budget for the first annual budget period is $85,000 ($170,000 for the total multi-year grant period).*

The deadline to apply is Tuesday, May 9, 2023 by 12:00 pm central time.

Attachment: All Hands On Deck RFP 3-28-23 (13361 : RCHD Request to Apply)

Review Panel

Eligible applications will be evaluated and scored by a team of reviewers who will evaluate applications to ensure that the information included is clear, reasonable, achievable, and consistent with program requirements. Points will be allocated as indicated in the Selection Criteria section.

KDHE will notify selected applicants via email. Funding agreements are anticipated to be effective starting on October 1, 2023 through September 30, 2025.

Post-Award Requirements

Contractual Agreements and Reporting Requirements

In addition to the contents within this funding opportunity, selected applicants shall adhere to the following requirements:

- Perform process evaluations of implemented activities and participate in evaluation activities coordinated by KDHE staff, Wichita State University, and/or as requested from BJA.
- Participate in regular meetings with KDHE staff
- Work closely with National DEC for training and technical assistance.
- Complete quarterly and final financial and progress reports. These reports are due January 15, April 15, July 15, and October 15 of each project year.

Questions? Contact Aften Gardner at aften.gardner@ks.gov, Cristi Cain at cristi.cain@ks.gov, or Shelly Schneider at shelly.schneider@ks.gov.

Attachment: All Hands On Deck RFP 3-28-23 (13361 : RCHD Request to Apply)

Helpful Resources

1. National Alliance for Drug Endangered Children https://nationaldec.org/
2. Kansas Alliance for Drug Endangered Children http://www.kansas-dec.org/about
3. Kansas Prescription Drug and Opioid Misuse and Overdose Strategic Plan
4. KDHE's Prescription Drug Overdose/Misuse Prevention Website: http://www.preventoverdoseks.org/
5. Kansas Data Dashboards: http://www.preventoverdoseks.org/kpdo_data.htm
6. Centers for Disease Control and Prevention (CDC) Opioid Overdose information: https://www.cdc.gov/drugoverdose/index.html
7. CDC Rx Awareness Campaign: https://www.cdc.gov/rxawareness/index.html
8. CDC Guideline for Prescribing Opioids for Chronic Pain: https://www.cdc.gov/mmwr/volumes/65/rr/rr6501e1.htm
9. K-TRACS information https://pharmacy.ks.gov/k-tracs-responsive/home
10. Adverse Childhood Experiences (ACEs): https://www.cdc.gov/violenceprevention/acestudy/index.html
11. Substance Abuse and Mental Health Services Administration (SAMHSA) Opioid Overdose Prevention Toolkit: https://store.samhsa.gov/product/Opioid-Overdose-Prevention-Toolkit/SMA18-4742
12. SAMHSA Behavioral Health Treatment Services Locator: https://findtreatment.samhsa.gov/
13. Operation Prevention classroom resources: https://www.operationprevention.com/
14. Overdose Detection Mapping Application Program
15. Mental Health First Aid: https://www.mentalhealthfirstaid.org/
16. Kansas Substance Use Disorder Treatment Referral Line: 1-866-645-8216
17. SAMHSA's National Helpline 1-800-662-HELP (4357), 1-800-487-4889 (TTY) https://www.samhsa.gov/find-help/national-helpline

Attachment: All Hands On Deck RFP 3-28-23 (13361 : RCHD Request to Apply)

PLANNING & DEVELOPMENT
Public Hearing

Amanda Webb
Planning/Special Projects Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6332

RESOLUTION

FROM: **Lisa Daily, Administrative Asst II**

MEETING: **May 1, 2023**

SUBJECT: **Rezone an unplatted tract of land from I-1 (Light Industrial) to C-2 (Highway Business) and plat the tract into three commercial lots.**

PRESENTER: **Bob Isaac, Planner**

BACKGROUND

See staff report.

DISCUSSION

See staff report.

FISCAL IMPACT

None is anticipated

ALTERNATIVES

- Approve the measure
- Deny the measure
- Modify or develop alternatives if other concerns or factors arise
- Schedule work session to discuss issue further

RECOMMENDATION(S)

On April 13, 2023, the Manhattan Urban Area Planning Board forwarded a recommendation of approval to the Board of County Commissioners of the request to rezone a tract of land from I-1 (Light Industrial) to C-2 (Highway Business) for the reasons listed in the staff report.

The Board also approved the Concurrent Plat of Stagg Hill Business Community Addition, as it was determined that all the requirements of the Riley County Land Development Regulations and the Sanitary Code have been met.

Staff recommends that the Board approve the request to rezone the subject property from I-1 (Light Industrial) to C-2 (Highway Business).

Staff also recommends that the Board of County Commissioners acknowledge the approved Final Plat of Stagg Hill Business Community Addition, accepting any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

POSSIBLE MOTION(S)

ACTION NEEDED FOR REZONING:

. Motion to sign Resolution 050123-_____ approving the request to rezone a tract of land from I-1 Light Industrial to C-2 Highway Business, as it was determined that the request is in general conformance with the goals and objectives of the Manhattan Urban Area Comprehensive Plan and all the requirements of the Riley County Land Development Regulations and Sanitary Code have been met.

Or

. Motion to sign Resolution 050123-_____ denying the request to rezone a tract of land from I-1 (Light Industrial) to C-2 (Highway Business), as it was determined that the request does not conform with the goals and objectives of the Manhattan Urban Area Comprehensive Plan and/or all the requirements of the Riley County Land Development Regulations and Sanitary Code have not been met.

ACTION NEEDED FOR PLAT:

A. Motion to approve Resolution 050123-_____ acknowledging the approved Final Plat of Stagg Hill Business Community Addition and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat, as it was determined that all the requirements of Articles 26-5, 26-8, and 26-9 of the Manhattan Development Code, Riley County Land Development Regulations and Sanitary Code have been met.

Or

B. Motion to sign Resolution 050123-_____ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Stagg Hill Business Community Addition, as it was determined that all the requirements of Articles 26-5, 26-8, and 26-9 of the Manhattan Development Code, Riley County Land Development Regulations and/or Sanitary Code have not been met.

ATTACHMENT(S):

- Staff report
- Maps
- Excerpt of Planning Board minutes

Enclosures:

- Staff Report (PDF)
- MUAPB Minutes (PDF)
- Resolution Rezone Approve (PDF)
- Resolution Rezone Deny (PDF)
- Resolution Plat (PDF)

PLANNING & DEVELOPMENT

STAFF REPORT

Plat & Rezone

PETITION: #23-014 and #23-015

APPLICANT: Joseph D. McGraw
4701 Stagg Hill Rd.
Manhattan, KS 66502

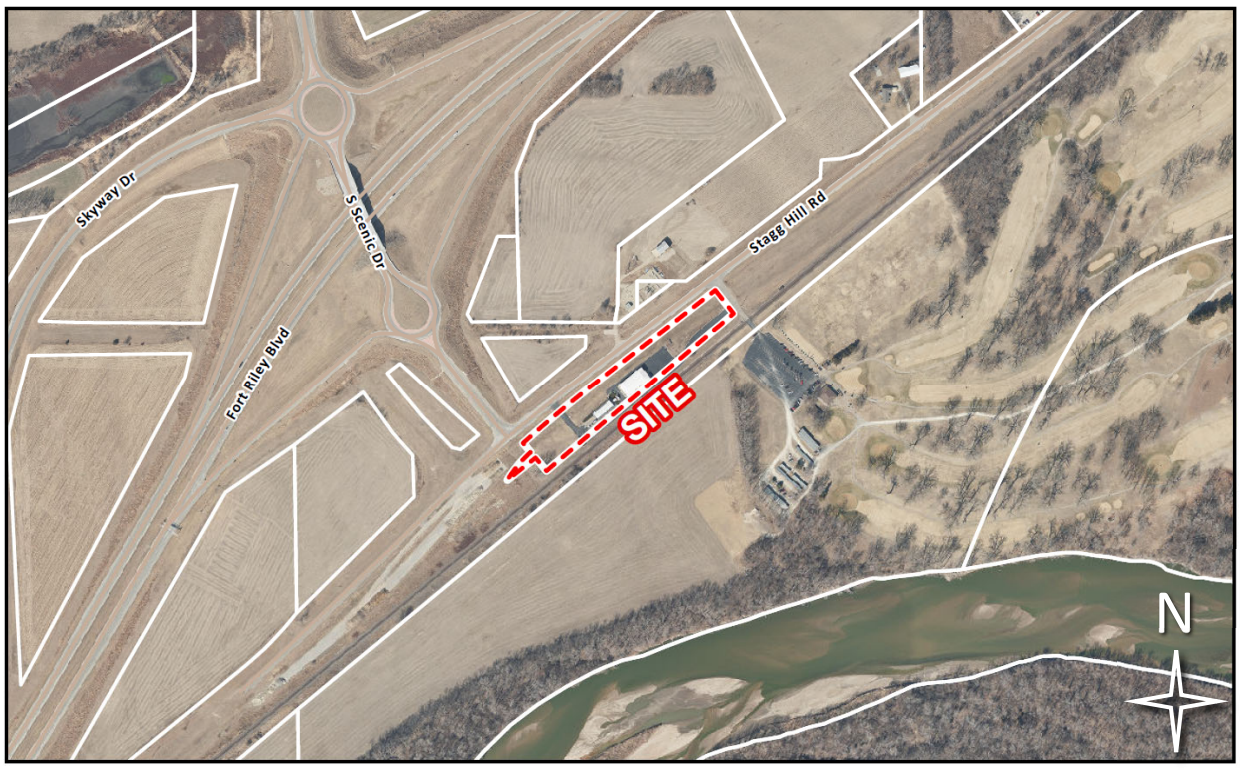
PROPERTY OWNER: Joseph and Darlene R McGraw
1004 Oaktree Pl.
Manhattan, KS 66503-9842

REQUEST: Rezone an unplatted tract of land from I-1 (Light Industrial) to C-2 (Highway Business) and plat the tract into three commercial lots.

SIZE OF TRACT: The subject site is approximately 3.24 acres.

LOCATION: Generally located approximately 250 feet northeast of the intersection of S. Scenic Drive and Stagg Hill Road, on the south side of Stagg Hill Road; Section 27, Township 10 South, Range 7 East; Manhattan Township.

JURISDICTION: This application is subject to the requirements of the Riley County Land Development Regulations and articles 26-5, 26-8, and 26-9 of the Manhattan Development Code.



Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

BACKGROUND: The site has been developed with a warehouse/storage structure (built 1948) for decades. The Bubble Wash carwash has been in existence since December 2005, when the applicant converted an existing Quonset hut storage warehouse into an automated car wash. The applicant is received approval for a variance to construct/locate a carwash attendant's booth near the entrance of the car wash, as the lowest floor of the inhabitable structure was situated below the required "one foot above base flood elevation". Currently, the applicant wishes to rezone the property from an industrial to a commercial zoning designation and plat the tract into three commercial lots, in order to accommodate existing and future commercial uses on the property.

DESCRIPTION:

Physical site characteristics: The site is currently developed with two commercial structures; an automated carwash facility and a storage warehouse. The subject site is situated between the right-of-way of Stagg Hill Road and the right-of-way of the Union Pacific Railroad. The entire site is located within the 1% annual chance floodplain and is relatively flat topographically. New construction will require an elevation certificate and a floodplain development permit.

General character of the area: The general character of the area is typical commercial development near a highway interchange.

ZONING:

Zoning History: The site was zoned "D-2" (Light Industrial) during the 1974 zoning conversion process (Pet.#6), due to the existing use of the tract at that time. The use of the site remains consistent with the current zoning. The "D-2" (Light Industrial) zoning district name was renamed to "I-1" (Light Industrial) with the adoption of the Riley County Land Development Regulations January 1, 2022. The subject property benefited in 2022 from the vacation of a portion of Stagg Hill Road right-of-way, along the north boundary line of the subject property.

Current Zoning: The subject property is currently zoned I-1 (Light Industrial). In December 2007, the Riley County Board of Zoning Appeals granted approval for a variance to allow an accessory structure to be constructed 1.7 feet below the required 1-foot above base flood elevation. This structure is part of the Bubble Wash structure on the site. There are conditional uses, special uses or other variances associated with the site.

The entire property lies within the Airport Overlay District, as of January 1, 2022. Further development of the site will be subject to the use limitations, specifically height, as per Section 4.21-Airport Overlay District of the Riley County Land Development Regulations.

SURROUNDING ZONING/LAND USE		
	ADJACENT ZONING	**LAND USE**
NORTH	AG (Agricultural District) and I-1 (Light Industrial)	Crops/storage warehouse
SOUTH	AG (Agricultural District)	Golf course/crops
EAST	Right-of-way (not zoned)	Road and railroad r.o.w.
WEST	AG (Agricultural District) and C-2 (Highway Business)	vacant

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

POTENTIAL IMPACT:

Public facilities and services:

Streets and bridges: The subject site directly abuts and has direct access to Stagg Hill Road, a paved two-lane, minor collector, maintained by the County. No new entrances are being proposed at this time.

Water and sewer: The site is served by City water and City sewer.

Fire: Riley County Fire District #1 will serve the site. The nearest county fire station is the Ogden Fire Station, located at 500 E. Riley Avenue. However, City of Manhattan Fire Station 4 is located within two miles of the subject site.

Effect on public facilities and services: It is not anticipated that platting and rezoning the subject property will have a detrimental impact on public facilities or services.

Stormwater Drainage: A Stormwater Drainage Study was completed by Schwab Eaton (see attached) and reviewed by the County Engineer. The study provided the following conclusions:

> *"The proposed development increases runoff rates slightly in the 10 and 25-Year storms. The maximum water surface elevation in the north-bound Stagg Hill Road ditch generated by the 25-Year storm increases approximately 0.10 feet in post-development conditions compared to that of pre-development. However, said post-development peak water elevation stays within the road ditch and does not impact adjacent roadways, vehicular drives, or structures within the site. Stormwater will not overtop Stagg Hill Rd., the Golf Club entrance, or the north entrance of the project site in the 25-Year storm. It is recommended that both 24" culvert pipes remain as is in post-development conditions and that no improvements be made to them."*

Traffic: A Traffic Impact Study was completed by Schwab Eaton (see attached) and reviewed by the County Engineer. The traffic impacts of the proposed Stagg Hill Business Community development were evaluated based on Manhattan Area Transportation Strategy (MATS) requirements. Study conclusions and recommendations are given below.

Conclusions:

The general findings of note for this traffic impact study include the following:

1. *Existing and proposed access points meet the connection geometry requirements shown in the MATS.*
2. *The existing western access point onto the site does not meet spacing guidelines in the MATS. This access point will be unchanged in the proposed condition.*
3. *The MATS specifically exempts existing access points in redevelopment applications.*
4. *Proposed traffic generation from the site is relatively low at 39 additional trips during the peak hour. The effect on the adjacent road system is minimal.*

Recommendations:

No action is necessary to mitigate the effects of the proposed development on the adjacent roads.

CONFORMANCE TO THE LAND USE PLAN:

The request was reviewed with the goals and objectives and Future Land Use Map of the 2013 Eureka Valley/Highway K-18 Corridor Plan.

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

Goal 1: ***Establish land uses that leverage economic opportunities provided by the K-18 expressway, airport and rail access in the Eureka Valley.***

Objective A: Promote land uses that are compatible with and do not encroach upon the Airport and Fort Riley.

Objective B: Prohibit noise sensitive land uses that could negatively impact the Airport and Fort Riley.



Figure 1. Future Land Use Map (Eureka Valley/Highway K-18 Corridor

and…

Goal 5: ***Preserve environmentally sensitive features including floodways, wetlands, steep slopes and riparian areas.***

Objective A: Identify sensitive areas, establish appropriate policies and secure easements to protect sensitive areas from potential development.

Objective B: Manage and reduce flood risks within identified growth areas.

Although the Future Land Use map (see Figure 1) specifically projects the site for agricultural use, the site hasn't been used for agricultural purposes for decades. The Plan projects all property north of the subject site as Community Commercial, including a Community Commercial Node, and despite the fact the subject site has been used predominantly for commercial/light industrial uses for decades, the Plan did not project the subject site for commercial use. It is uncertain as to why the site wasn't accounted for (commercially) in the creation of the Future Land Use map for the Plan. Nonetheless, the request to downzone the site to a commercial designation appears to conform to projected uses of the surrounding area, according to the Plan.

The request was also reviewed with the 2015 Manhattan Urban Area Comprehensive Plan. The subject site is located within the Southwest planning area (see Figure 3 - Land Use Map (southwest).

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

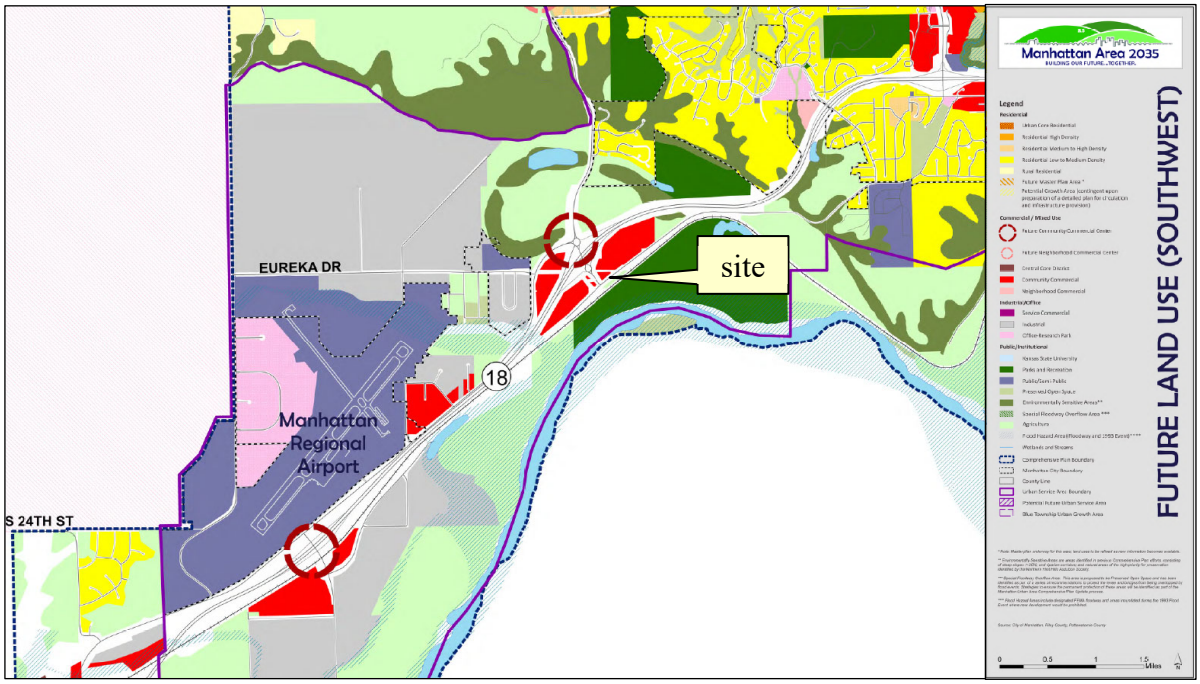


Figure 2. Land Use Map (southwest)

According to the Manhattan Urban Area Comprehensive Plan, the subject site is located within a Special Planning Area, as per Chapter 11: Special Planning Area Policies, specifically the Eureka Valley/Highway K-18 Corridor.

Policies:

> *EV 3: Industrial and Commercial Development Growth Area - Expand the Valley's capacity to include additional industrial and employment uses and promote development that takes advantage of the unique opportunities offered by the presence of Fort Riley, Kansas State University and NBAF to attract new capital and job creation. Promote commercial uses that are scaled to serve the needs of local and regional commuters, recreational users, and employment areas within the Eureka Valley. While individual businesses may have a regional draw, promote commercial retail centers of a neighborhood or community scale.*

Similar to the Future Land Use map found in the Eureka Valley/Highway K-18 Corridor Plan, the Future Land Use map (southwest) in the Manhattan Urban Area Plan projects the entire site for agricultural use area.

The subject site, in its entirety, is within the 1% annual chance floodplain; however, The applicant intends to re-engineer (elevate) those portions of the site to be developed above the required "2-ft. above base flood elevation".

Staff analysis: The request to plat and rezone the subject property is consistent with goals and objectives of the Plans.

RILEY COUNTY LAND DEVELOPMENT REGULATIONS:

Agricultural Buffer: n/a

Riparian Buffer: n/a

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

MANHATTAN DEVELOPMENT CODE:

Section 26-5C-4 of the Manhattan Development Code requires:

"Sidewalks are required with street improvements in all subdivisions and on all building sites within the Manhattan Urban Service Area."

The applicant has submitted a deviation request from the requirements of the sidewalk standards for the following reasons:

1. Public Interest: The subject property is located in an area consisting historically of commercial and industrial uses. The property has not had any sidewalk construction in the past. The property is located in an area that has no pedestrian connectivity and there is currently no immediate proposed improvements planned to provide the ability to connect. The property also fronts a highway network system with heavy traffic that is typically not desirable for pedestrian traffic.
2. Unique Characteristics: A sidewalk in this location will not provide any public benefit as the *Continuity and Connectivity* does not exist in this area of the community. As a former state highway, there are no sidewalks along the entirety of Stagg Hill Road.

COMMENTS AND CONCERNS:

ENVIRONMENTAL HEALTH: The subject property currently is connected to City water and City sewer. All new development of the subject property will connect to the City of Manhattan.

COUNTY ENGINEER: The County Engineer and Public Works have reviewed the request and reported that he has no concerns. He also stated that he has reviewed the Traffic Impact Study and Stormwater Drainage Study and concurs with the results.

EMERGENCY MANAGEMENT: Riley County Emergency Management has reviewed the request and reported no concerns.

TOWNSHIP TRUSTEE: The Manhattan Township Trustee has reviewed the request and reported no concerns.

MANHATTAN URBAN AREA PLANNING BOARD

On April 13, 2023, the Manhattan Urban Area Planning Board forwarded a recommendation of approval of the request to rezone the subject property to the Board of County Commissioners, as it was determined to be in general conformance with the Manhattan Urban Area Comprehensive Plan and meets the minimum requirements of the Riley County Land Development Regulations, Articles 26-5, 26-8, and 26-9 of the Manhattan Development Code and the Riley County Sanitary Code. The Board also approved the Concurrent Plat of Stagg Hill Business Community Addition, as it was determined to meet the minimum requirements of Articles 26-5, 26-8, and 26-9 of the Manhattan Development Code and the Riley County Sanitary Code. The Board also unanimously approved the request for a "deviation" from Section 26-5C-4 of the Manhattan Development Code, specifically, waiving the requirement to provide a sidewalk.

STAFF RECOMMENDATIONS:

Staff recommends the Board of County Commissioners approve the request to rezone the subject property from I-1 (Light Industrial) to C-2 (Highway Business), as it has been determined that the request is in general conformance with the comprehensive plan and meets the requirements of the Riley County Land Development Regulations and Sanitary Code.

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

Staff also recommends that the Board of County Commissioners acknowledge the approved Final Plat of Stagg Hill Business Community Addition, accepting any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

POSSIBLE MOTION(S)

ACTION NEEDED FOR REZONING (I-1 to C-2):

A. **Move** to sign Resolution 050123- _____ approving the request to rezone an unplatted tract from I-1 (Light Industrial) to C-2 (Highway Business).

B. **Move** to sign Resolution 050123-_____ denying the request to rezone an unplatted tract from I-1 (Light Industrial) to C-2 (Highway Business).

C. **Move** to table the request to rezone the described property to a specific date, indicating the reasons for tabling.

REASONS TO CONSIDER WHEN DECIDING A REZONING PETITION:

- Is the rezoning compatible with the character of the neighborhood?
- Is the rezoning compatible with the zoning and uses of properties nearby?
- Is the subject property not suitable for the uses allowed by the current zoning?
- Will the removal of the current restrictions by rezoning detrimentally affect nearby property?
- Has the subject property remained vacant as zoned for a substantial time period?
- Is the gain to the public health, safety and welfare by denying rezoning not as great as the hardship imposed upon the individual landowner?
- Is the rezoning consistent with the recommendations of permanent or professional staff?
- Does the rezoning conform to the adopted comprehensive plan?
- Will the rezoning detrimentally affect the conservation of the natural resources of the County?
- Will the rezoning result in the efficient expenditure of public funds?
- Will the rezoning promote the health, safety, convenience, prosperity and general welfare of the inhabitants of the County?

ACTION NEEDED FOR PLAT:

A. **Move** to approve Resolution 050123- _____ acknowledging the approved Final Plat of Stagg Hill Business Community Addition and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

Or

B. **Move** to sign Resolution 050123- _____ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Stagg Hill Business Community Addition, as it has been determined that it does not meet the requirements of the Riley County Land Development Regulations.

ATTACHMENTS:

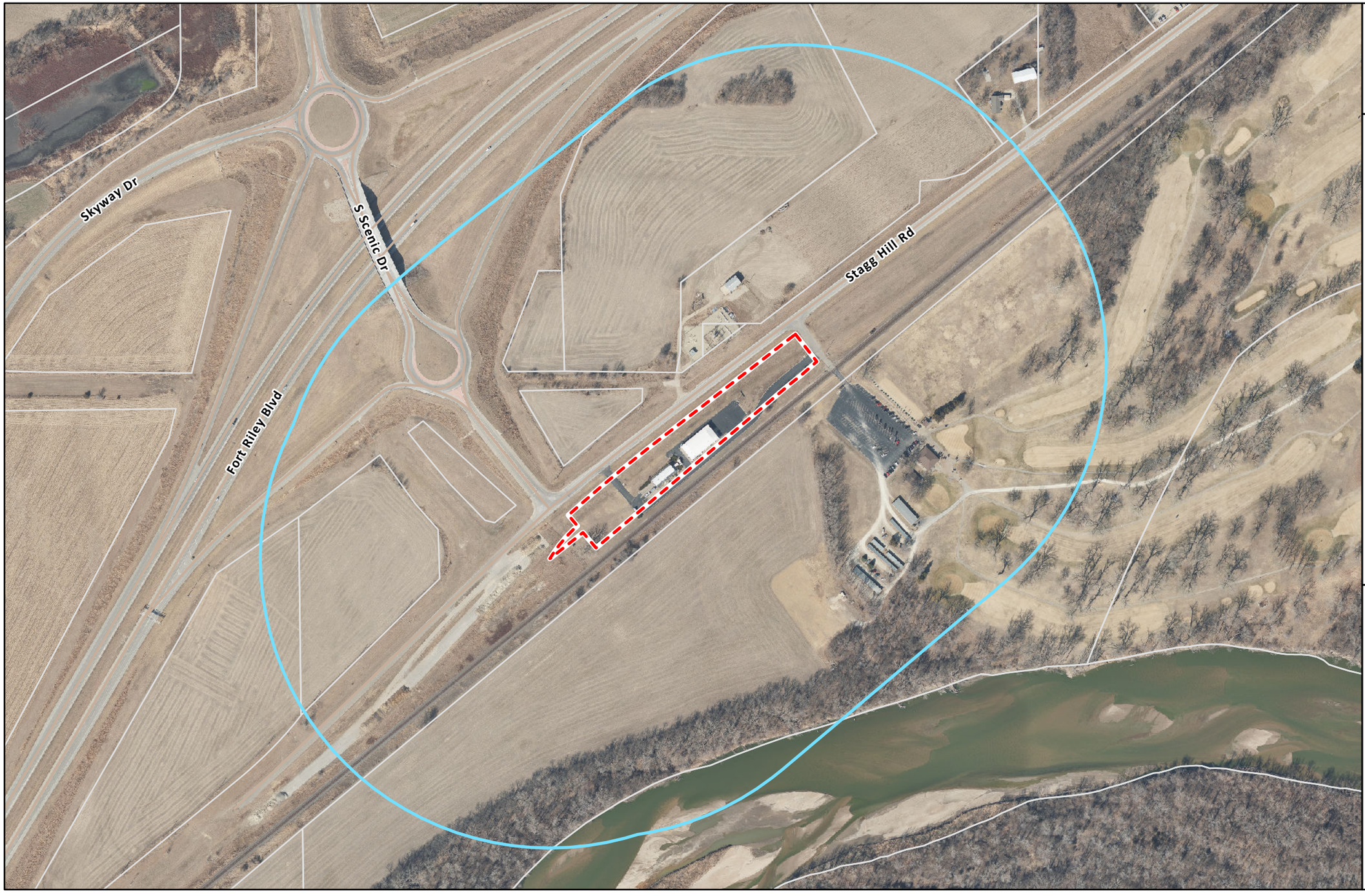
- Vicinity/site map
- Surrounding zoning map
- Airport Overlay District map
- Fire station map
- Ft. Riley Noise Contour map

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

- Floodplain map
- Preliminary Plat
- Final Plat
- Traffic Impact Study
- Stormwater Drainage Study
- Deviation Request
- Floodplain Permit (Department of Water Resources)

Prepared by: Bob Isaac, Planner
April 19, 2023

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)



VICINITY AND SITE

McGraw

#23-014

Plat
Stagg Hill Business
Community Addition

Rezone
I-1 to C-2

27-10-7

1000' Buffer
Site



Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

SURROUNDING ZONING

McGraw

#23-014

Plat
Stagg Hill Business
Community Addition

Rezone
I-1 to C-2

27-10-7

1000' Buffer
Site

- AG Agricultural
- AG-R AG/Residential
- C-1 General Business
- C-2 Highway Business
- Fort Riley
- I-1 Light Industrial
- I-2 Heavy Industrial
- MF Multi-Family
- MHP Manufactured Home Park
- PUD Planned Unit Development
- SF-1 Single Family
- SF-2 Single Family
- SF-3 Single Family
- TF Two-Family
- U University
- Special Zoning

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)



AIRPORT OVERLAY DISTRICT

McGraw

#23-014

Plat
Stagg Hill Business
Community Addition

Rezone
I-1 to C-2

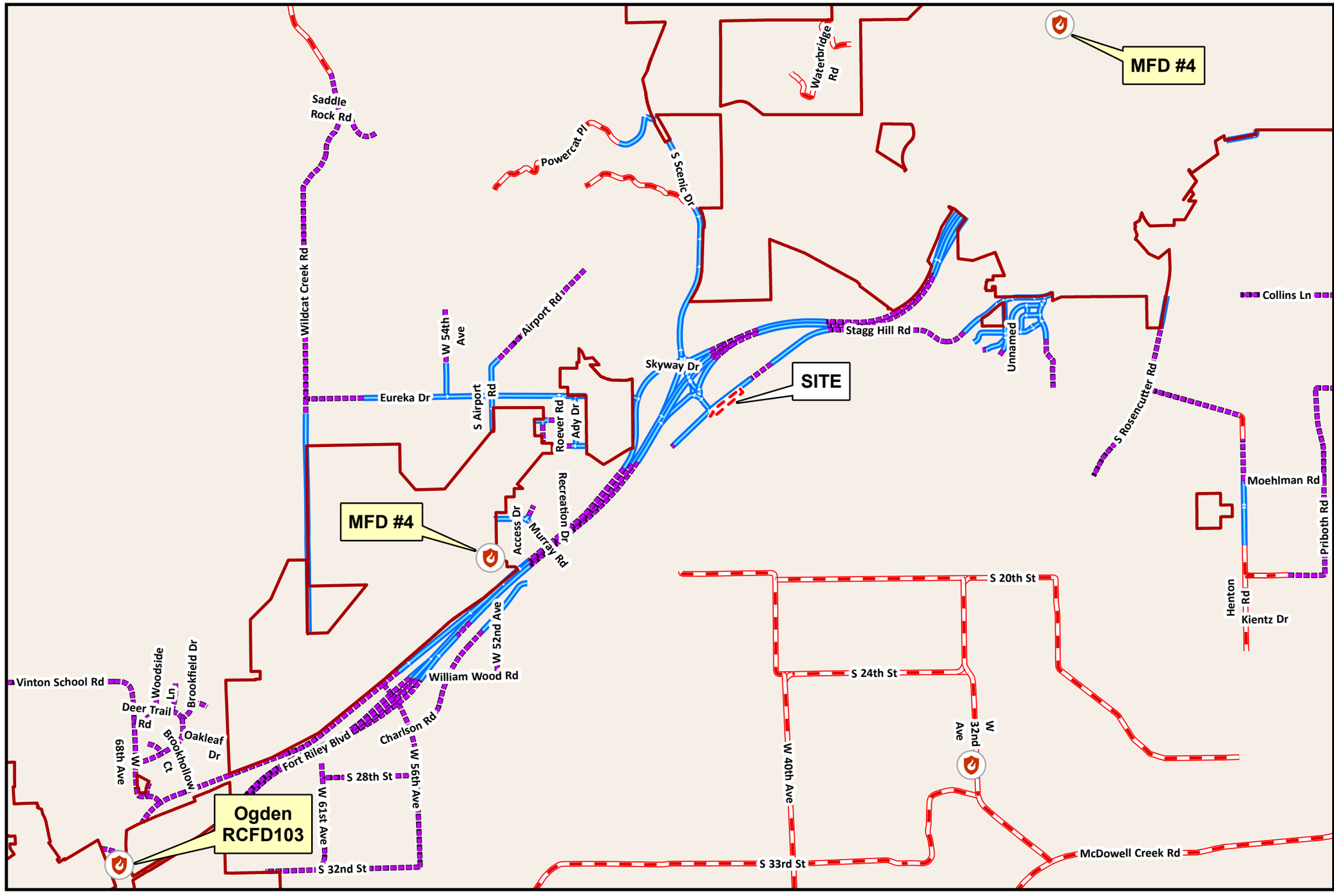
27-10-7

Site

Airport Overlay District

- Airport Overlay District (AOD)
- Conical Surface Zone
- Horizontal Surface Zone
- Precision Instrument Runway Approach Zc
- Primary Surface Zone
- Runway
- Transitional Surface Zone

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)



FIRE STATIONS

McGraw

#23-014

Plat
Stagg Hill Business
Community Addition

Rezone
I-1 to C-2

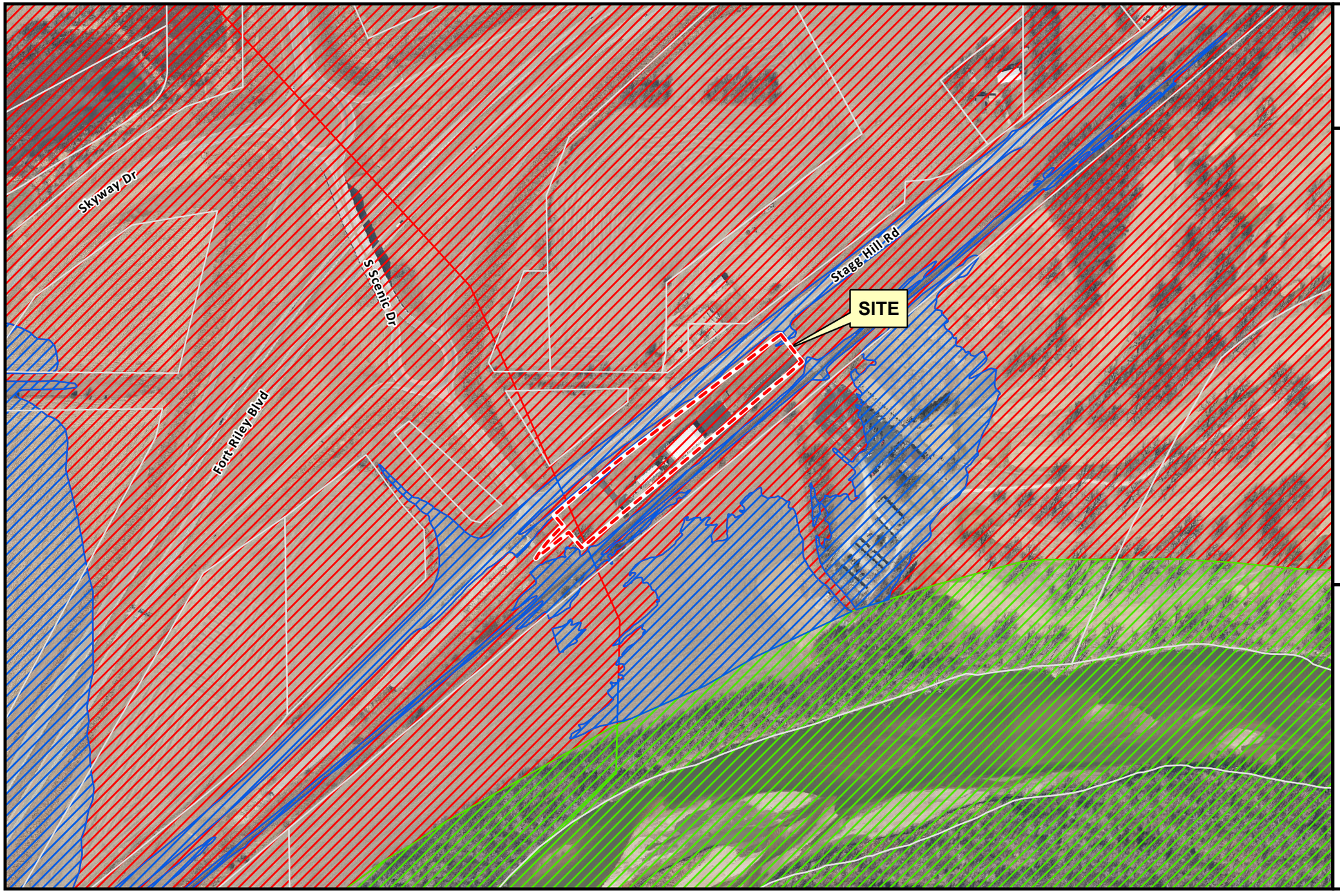
27-10-7

Fire Stations

ISO Rating

- 5 (within 1000' of a hydrant)
- 6 (within 5 road miles of 6 fire station)
- 10 (outside 5 road miles OR road is not paved/ gravel)

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)



Information Technology
RILEY COUNTY
Geographic Information Systems

N
W E
S

FLOODPLAIN

McGraw

#23-014

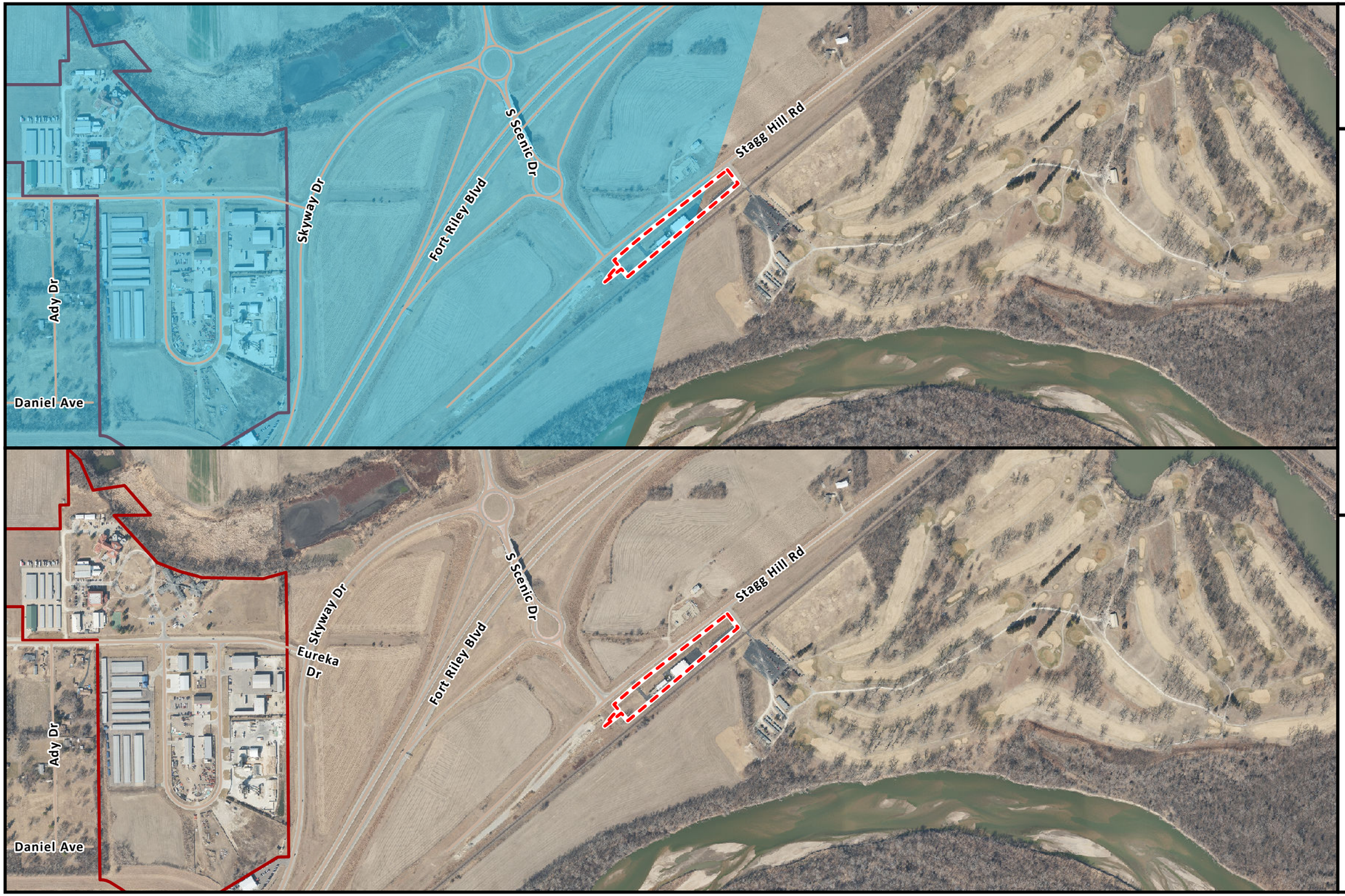
Plat
Stagg Hill Business
Community Addition

Rezone
I-1 to C-2

27-10-7

Floodplain
- 1% Annual Chance Flood (Unnumbered)
- 1% Annual Chance Flood (Numbered)
- Floodway
- 1% Annual Chance Flood (1'-3' Depth)
- 0.2% Annual Chance Flood

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)



FORT RILEY NOISE CONTOURS AVERAGE AND PEAK

McGraw

#23-014

Plat
Stagg Hill Business
Community Addition

Rezone
I-1 to C-2

27-10-7

Site

Legend

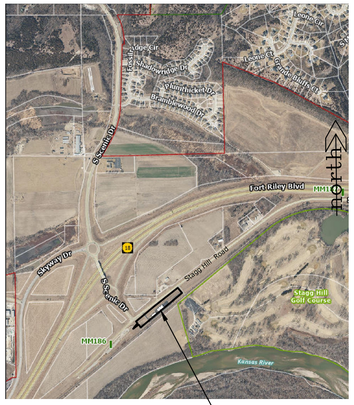
Average Noise Levels

- CDNL 57 (LUPZ)
- CDNL 62 (Zone II)
- CDNL 70 (Zone III)

Peak Noise Levels Large Caliber

- Large Caliber 115
- Large Caliber 130

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)



SITE MAP — PROJECT LOCATION

BENCH MARKS:

B.M. 3 = *Spike in East Power Pole, 440'± N.E. of int. Amherst Ave. & Miller Pkwy.*
N. 11439.38, E. 28837.37
Elev. = 1207.86

B.M. 14 = *"M" in "Mueller" on Fire Hydrant near Water Tower.*
N. 10086.86, E. 27936.22
Elev. = 1231.57

UTILITY NOTE

Any utility company that locates facilities in any easement shall have the right to prune, remove, eradicate, cut and clear away any trees, limbs, vines and brush on the utility easement now or at any future time and prune and clear away any trees, limbs, vines, and brush on lands adjacent to the utility easement whenever in the utility companies judgment such may interfere with or endanger the construction, operation, or maintenance of its facilities, together with the right of ingress to and egress from the the utility easement and contiguous land subject to this plat for the purpose of surveying, erecting, constructing, maintaining, inspecting, rebuilding, replacing, and with or endangering the construction, operation or maintenance of said facilities.

NOTICE OF POTENTIAL IMPACT DUE TO MILITARY TRAINING:
The lots within this subdivision are situated in an area that may be subject to conditions resulting from military training at Fort Riley. Such conditions may include the firing of small and large caliber weapons, the over flight of both fixed-wing and rotary-wing aircraft, the movement of vehicles, the use of generators and other accepted and customary military training activities. These activities ordinary and necessarily produce, noise, dust, smoke and other conditions that may not be compatible with permitted land uses intended to be located in this subdivision according to established federal guidelines, state guidelines or both. Therefore, this Subdivision is subject to the "Notice of Potential Noise Impacts from Fort Riley, Kansas Military Installation and Recommended Noise Attenuation Building Methods" recorded on August 17th 2020. in Book 881, Page 7017.

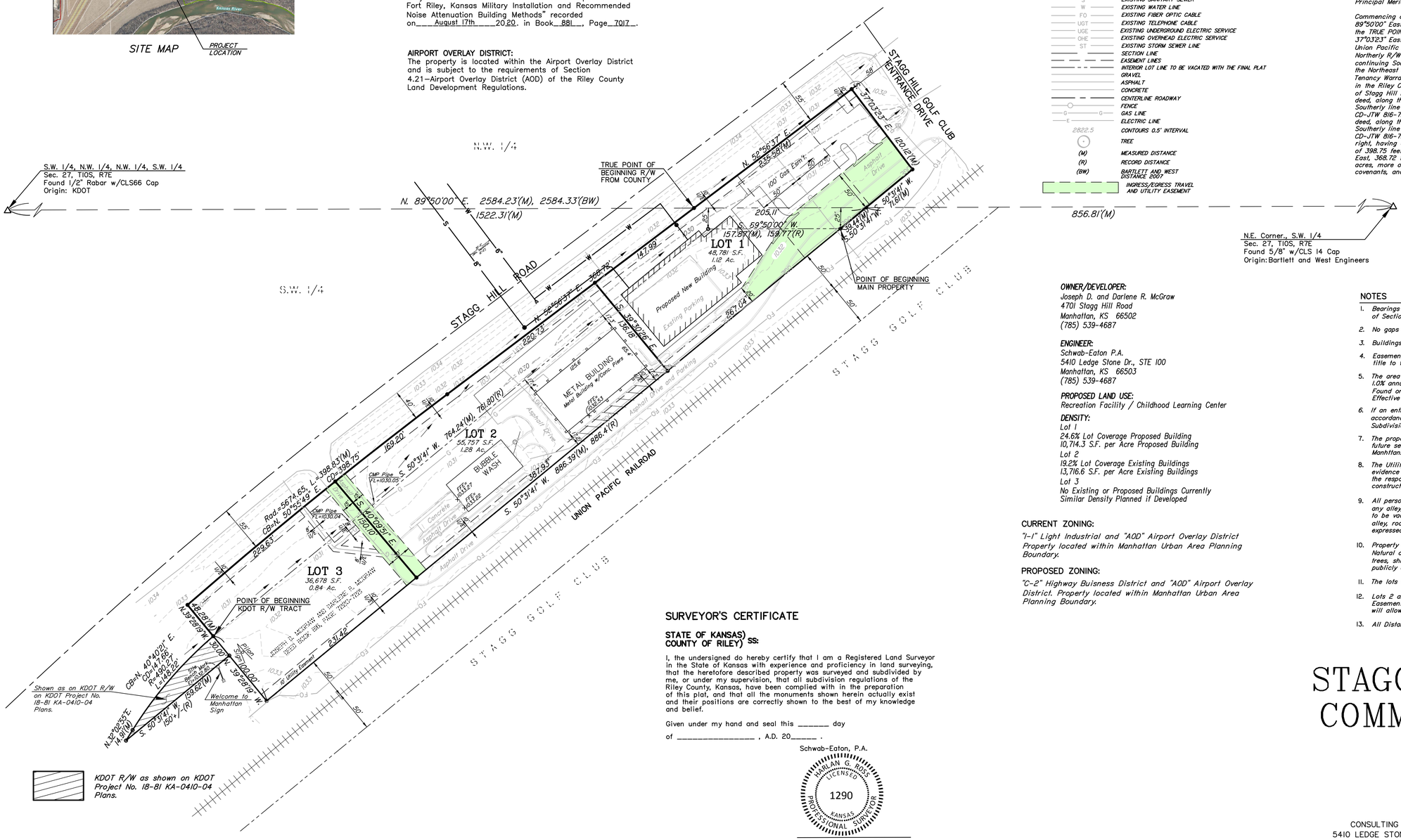
AIRPORT OVERLAY DISTRICT:
The property is located within the Airport Overlay District and is subject to the requirements of Section 4.21-Airport Overlay District (AOD) of the Riley County Land Development Regulations.

SCALE 1" = 60'
60' 0 60' 120'

north

LEGEND

- 1/2" BAR FOUND FROM PREVIOUS SE SURVEY
- 1/2"x24" BAR SET W/CLS59 CAP
- SECTION CORNER AS LABELED
- SPRINKLER BOX
- ROOF DRAIN
- STORM SEWER MANHOLE OR INLET
- WATER VALVE
- SANITARY SEWER MANHOLE
- TELEPHONE PEDESTAL
- ELECTRIC POWER PEDESTAL
- TRAFFIC SIGNAL POLE
- WATER METER
- ELECTRIC METER
- GAS METER
- SANITARY SEWER CLEANOUT
- BALLARD
- LARGE LANDSCAPE ROCK
- SIGN / BB GOAL
- LIGHT POLE
- GUY WIRE
- WATER HYDRANT
- POWER POLE
- FIRE HYDRANT
- YH — YARD HYDRANT
- WV — WATER VALVE
- FLAG POLE
- S — EXISTING SANITARY SEWER
- W — EXISTING WATER LINE
- FO — EXISTING FIBER OPTIC CABLE
- UGT — EXISTING TELEPHONE CABLE
- UGE — EXISTING UNDERGROUND ELECTRIC SERVICE
- OHE — EXISTING OVERHEAD ELECTRIC SERVICE
- ST — EXISTING STORM SEWER LINE
- SECTION LINE
- EASEMENT LINES
- INTERIOR LOT LINE TO BE VACATED WITH THE FINAL PLAT
- GRAVEL
- ASPHALT
- CONCRETE
- CENTERLINE ROADWAY
- G — FENCE
- GAS LINE
- E — ELECTRIC LINE
- 2822.5 — CONTOURS 0.5' INTERVAL
- TREE
- (M) — MEASURED DISTANCE
- (R) — RECORD DISTANCE
- (BW) — BARTLETT AND WEST DISTANCE 2007
- INGRESS/EGRESS TRAVEL AND UTILITY EASEMENT



OWNER/DEVELOPER:
Joseph D. and Darlene R. McGraw
4701 Stagg Hill Road
Manhattan, KS 66502
(785) 539-4687

ENGINEER:
Schwab-Eaton P.A.
5410 Ledge Stone Dr., STE 100
Manhattan, KS 66503
(785) 539-4687

PROPOSED LAND USE:
Recreation Facility / Childhood Learning Center

DENSITY:
Lot 1
24.6% Lot Coverage Proposed Building
10,714.3 S.F. per Acre Proposed Building
Lot 2
19.2% Lot Coverage Existing Buildings
13,716.6 S.F. per Acre Existing Buildings
Lot 3
No Existing or Proposed Buildings Currently
Similar Density Planned if Developed

CURRENT ZONING:
"I-1" Light Industrial and "AOD" Airport Overlay District Property located within Manhattan Urban Area Planning Boundary.

PROPOSED ZONING:
"C-2" Highway Buisness District and "AOD" Airport Overlay District. Property located within Manhattan Urban Area Planning Boundary.

SURVEYOR'S CERTIFICATE

STATE OF KANSAS) SS:
COUNTY OF RILEY)

I, the undersigned do hereby certify that I am a Registered Land Surveyor in the State of Kansas with experience and proficiency in land surveying, that the heretofore described property was surveyed and subdivided by me, or under my supervision, that all subdivision regulations of the Riley County, Kansas, have been complied with in the preparation of this plat, and that all the monuments shown herein actually exist and their positions are correctly shown to the best of my knowledge and belief.

Given under my hand and seal this _____ day

of _____ , A.D. 20_____ .

Schwab-Eaton, P.A.

HARLAN G. ROSS LICENSED 1290 KANSAS PROFESSIONAL SURVEYOR

Harlan G. Ross, PS 1290

LAND BOUNDARY DESCRIPTION: (Warranty Deed Book 816, Page 7220 and Quitclaim Deed Book 817, Page 2814)

An irregular shaped parcel of land situate in the SW 1/4 of Section 27, Township 10 South, Range 7 East of the 6th Principal Meridian within the City of Eureka Lake, Riley County, Kansas, said parcel being more particularly described as follows:

BEGINNING at a point 25.00 feet distant southerly, as measured normally, from the north line of said SW 1/4 at the point of intersection of the south line of the public road, and following along said quarter section line with a line 50.00 feet distant northwesterly, as measured normally, from the centerline of the main track of the Salina Branch of Union Pacific Railroad Company, as originally constructed;

Thence southwesterly parallel with and 50.00 feet distant northwesterly, as measured normally, from said centerline of said main track, a distance of 886.40 feet;
Thence northwesterly at right angles to last described line, a distance of 100.00 feet;
Thence northeasterly parallel with and 150.00 feet distant northwesterly, as measured normally, from said centerline of said main track, a distance of 761.80 feet to a point in the south line of aforesaid public road;
Thence east along said south line, a distance of 159.77 feet to the point of BEGINNING. Containing an area of 82,410 square feet or 1.892 acres, more or less.

AND:

From the Northwest corner of the Southwest Quarter of Section 27, Township 10 South, Range 7 East of the 6th P.M., run East 1,650 feet to the center line of present U.S. 40 S. Highway thence Southwesterly along said highway along a curve to left 115 feet, thence run at right angles to center line of said highway for 30 feet to North property line of Union Pacific Eureka Lake depot grounds, thence Southwesterly along said property line 654 feet to point of beginning, thence South 38 degrees 30 minutes East for 30 feet, thence South 51 degrees 30 minutes West for 150 feet, more or less to Southerly right of way line of present U.S. 40 S. Highway, thence Easterly along said Southerly right of way line 160 feet, more or less, to point of beginning, containing in all .052 of an acre, more or less, in Riley County, Kansas.

AND:

(Resolution to vacate road rights-of-way filed in Book 892, Page 5071)
A tract of land located in the Northwest One-Quarter (NW 1/4) and Southwest One-Quarter (SW 1/4) of Section 27, Township 10 South, Range 7 East of the Sixth Principal Meridian, Riley County, Kansas, more particularly described as follows:

Commencing at the Southwest Corner of said NW 1/4 of said Section 27; Thence North 89°50'00" East (assumed bearing), 1522.31 feet along the South line of said NW 1/4 to the TRUE POINT OF BEGINNING; Thence North 52°56'37" East, 235.58 feet; Thence South 37°03'23" East, 120.12 feet to a point on the Northerly Right-of-Way (R/W) line of the Union Pacific Railroad (UPRR); Thence South 50°31'41" West, 71.61 feet along said Northerly R/W line of the UPRR to a point on the North Line of said SW 1/4; Thence continuing South 50°31'41" West, 39.44 feet along said Northerly R/W line of the UPRR to the Northeast corner of a tract of land as described in a Corporation Deed - Joint Tenancy Warranty recorded in Deed Book 816, Page 7220 and 7221 (CD-JTW 816-7220) in the Riley County Register of Deeds Office, said point being on the Southerly R/W line of Stagg Hill Road; Thence South 89°50'00" West, 157.87 feet measured vs. 159.77 feet deed, along the North line of said tract described in CD-JTW 816-7220 and said Southerly line of Stagg Hill Road to the Northwest Corner of said tract described in CD-JTW 816-7220; Thence South 50°31'41" West, 764.24 feet measured vs. 761.80 feet deed, along the Northwesterly line of said tract described in CD-JTW 816-7220 and said Southerly line of Stagg Hill Road to the Southwest Corner of said tract described in CD-JTW 816-7220; Thence North 39°28'19" West, 48.28 feet; Thence on a curve to the right, having a radius of 5674.65 feet an arc length of 398.83 feet, a chord distance of 398.75 feet, and a chord bearing of North 50°55'49" East; Thence North 52°56'37" East, 368.72 feet to the POINT AND PLACE OF BEGINNING. Said tract contains 1.30 acres, more or less. Subject to all public roods, easements, reservations, restrictions, covenants, and conditions, if any, now of record.

NOTES

1. *Bearings used on this survey are based on the North line of the Southwest Quarter of Section 27-T10S-R7E assumed to bear N. 89°50'00" E.*
2. *No gaps or overlaps exists on the property shown heron.*
3. *Buildings exist on the property as shown heron.*
4. *Easements, setbacks, restrictions or encumbrances of record if any, affecting the title to this tract are shown to the best of our knowledge.*
5. *The area shown hereon is in Flood Zone AE, an area determined to be within the 1.0% annual chance floodplain with Base Flood Elevation determined to be 1033. Found on FIRM (Flood Insurance Rate Map) Community Panel Number 20161C0344G, Effective Date March 15th, 2015.*
6. *If an entrance pipe is required, the minimum size shall be calculated in accordance with the Riley County Standards for Roadway Design in Platted Subdivisions. In no case shall the diameter of the pipe be less than 15 inches.*
7. *The property shown hereon is currently served by City Sewer and Water. If any future sewer improvements occur type and size to be determined by the City of Manhttan.*
8. *The Utility information shown hereon was gathered from utility locates, physical evidence found in the field and information provided by the City of Manhattan. It is the responsibility of the owner or their agent to field verify utility locations before construction.*
9. *All persons, entities and/or utility companies, having property rights or interests in any alley, road/street, easement, access control or other public reservation proposed to be vacated by this plat, have affirmed no existing use or future interest in such alley, road/street, easement, access control or other public reservation, and expressed no objections to such vacation.*
10. *Property owner(s) is/are required to maintain all public granted drainage easements. Natural or non-natural structures or vegetative barriers (including but not limited to trees, shrubbery, berms, fences and walls) are prohibited within publicly granted or publicly dedicated drainage easements.*
11. *The lots shall be in compliance with the Riley County Sanitary Code.*
12. *Lots 2 and 3 will share an access drive. An Ingress/Egress Travel and Utility Easement will be created with the filing of the Final Plat for this Subdivision and will allow the travelling public cross access traffic between the two lots.*
13. *All Distances shown are measured unless otherwise noted.*

PRELIMINARY PLAT

STAGG HILL BUSINESS COMMUNITY ADDITION

A SUBDIVISION IN
IN RILEY COUNTY, KANSAS

PREPARED BY

Schwab Eaton

CONSULTING ENGINEERS - LAND SURVEYORS - LANDSCAPE ARCHITECTS
5410 LEDGE STONE DR., STE 100 - MANHATTAN, KANSAS - PH 785-539-4687

APRIL 2023

M:\Projects\22060-Restore of the Heartland-PUD SW4 Sec 23-10-7\CAD Files\PRELIM AND FINAL PLATS\MCGRAW-PELIM PLAT.dwg, 4/4/2023 11:19:46 AM, DWG To PDF.pc3

Attachments: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

UTILITY NOTE

Any utility company that locates facilities in any easement shall have the right to prune, remove, eradicate, cut and clear away any trees, limbs, vines and brush on the utility easement now or at any future time and prune and clear away any trees, limbs, vines, and brush on lands adjacent to the utility easement whenever in the utility companies judgment such may interfere with or endanger the construction, operation, or maintenance of its facilities, together with the right of ingress to and egress from the utility easement and contiguous land subject to this plat for the purpose of surveying, erecting, constructing, maintaining, inspecting, rebuilding, replacing, and with or endangering the construction, operation or maintenance of said facilities.

OWNER'S CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS:

This is to certify that the undersigned is the owner or corporation of record of the land hereon described on this plat, and that he/she has caused the same to be surveyed and subdivided as indicated for the uses and purposes herein set forth, and hereby acknowledge and adopt the same under the style and title indicated.

All street rights-of-way as shown on this plat are hereby dedicated to the public. An easement or license to the public to locate, construct and maintain or authorize the location, construction and maintenance of poles, wires, conduits, water, gas and sewer pipes or required drainage channels or structures upon the area marked for easements on this plat is hereby granted.

Given under my hand at _____ , Kansas, this

_____ day of _____ , A.D. 20_____ .

_____ _____
Joseph D. McGraw *Darlene R. McGraw*

NOTARY CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS:

I, _____ , a Notary Public in and for said county, in the state aforesaid, do hereby certify that Joseph D. McGraw and Darlene R. McGraw, Husband and Wife

personally known to me to be the same person(s) whose name(s) is (are) subscribed to the foregoing instrument as such owner(s), appeared before me this day in person and acknowledged the execution and delivery of this plat as a free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal this _____ day of _____ , A.D. 20_____ .

My commission expires _____ .

_____
Notary Public

_____
Print Name

MANHATTAN URBAN AREA PLANNING BOARD CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS:

Approved this _____ day of _____ , 2023.
Manhattan Urban Area Planning Board
Manhattan, Kansas

_____ Attest: _____
by Phil Anderson, Chairperson Barry Beagle

APPROVAL OF COUNTY OFFICERS

_____ _____
County Engineer County Counselor

_____
Environmental Health Specialist

CERTIFICATE OF COUNTY COMMISSION

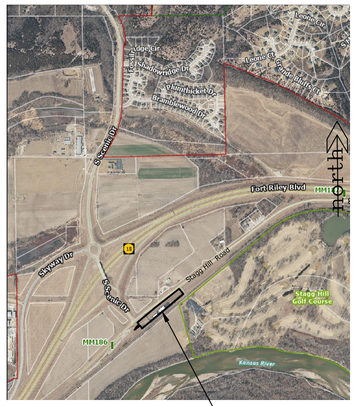
STATE OF KANSAS)
COUNTY OF RILEY) SS:

Approved this _____ day of _____,
A.D. 20_____.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY

_____ _____
Commissioner, Chairman Commissioner

_____ _____
Commissioner Attest: County Clerk



SITE MAP — *PROJECT LOCATION*

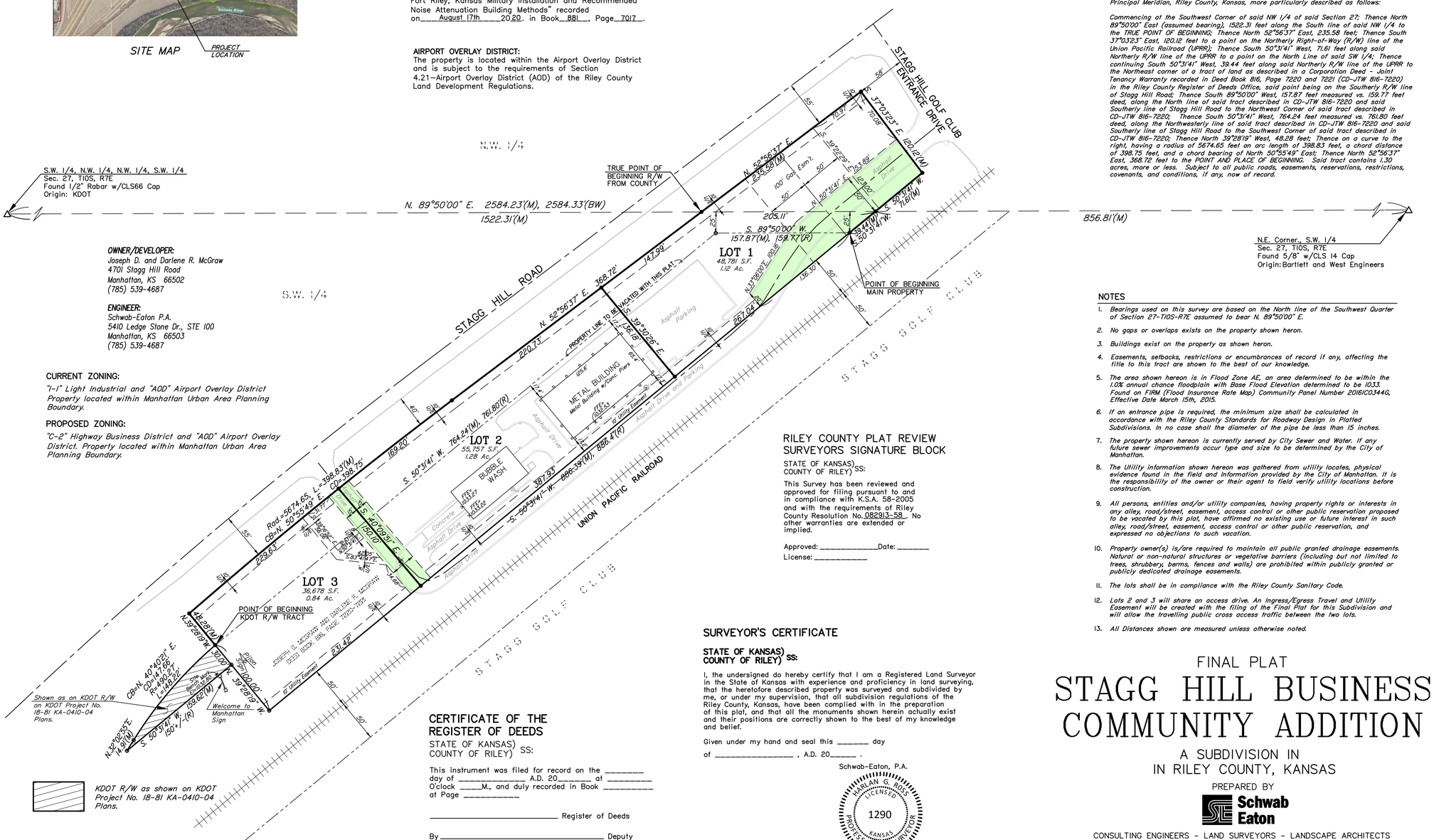
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N. 1143938. E. 28837.37
Elev. = 1207.86

B.M. 14 = "M" in "Mueller" on Fire Hydrant near Water Tower.
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Elev. = 1231.57

NOTICE OF POTENTIAL IMPACT DUE TO MILITARY TRAINING:
The lots within this subdivision are situated in an area that may be subject to conditions resulting from military training at Fort Riley. Such conditions may include the firing of small and large caliber weapons, the over flight of both fixed-wing and rotary-wing aircraft, the movement of vehicles, the use of generators and other accepted and customary military training activities. These activities ordinary and necessarily produce, noise, dust, smoke and other conditions that may not be compatible with permitted land uses intended to be located in this subdivision according to established federal guidelines, state guidelines or both. Therefore, this Subdivision is subject to the "Notice of Potential Noise Impacts from Fort Riley, Kansas Military Installation and Recommended Noise Attenuation Building Methods" recorded on August 17th 2020. in Book 881 , Page 7017 .

AIRPORT OVERLAY DISTRICT:
The property is located within the Airport Overlay District and is subject to the requirements of Section 4.21–Airport Overlay District (AOD) of the Riley County Land Development Regulations.



OWNER/DEVELOPER:
Joseph D. and Darlene R. McGraw
4701 Stagg Hill Road
Manhattan, KS 66502
(785) 539-4687

ENGINEER:
Schwab-Eaton P.A.
5410 Ledge Stone Dr., STE 100
Manhattan, KS 66503
(785) 539-4687

CURRENT ZONING:
"I-1" Light Industrial and "AOD" Airport Overlay District Property located within Manhattan Urban Area Planning Boundary.

PROPOSED ZONING:
"C-2" Highway Business District and "AOD" Airport Overlay District. Property located within Manhattan Urban Area Planning Boundary.

CERTIFICATE OF THE REGISTER OF DEEDS

STATE OF KANSAS)
COUNTY OF RILEY) SS:

This instrument was filed for record on the _____ day of _____ A.D. 20_____ at _____ O'clock _____M., and duly recorded in Book _____ at Page _____

_____ Register of Deeds

By _____ Deputy

SCALE 1" = 60'
60' 0 60' 120'

north

LEGEND

- ● 1/2"x 24" BAR W/CLS 59 CAP SET THIS SURVEY
- ○ 1/2"X 24" BAR FOUND, FROM PREVIOUS S-E SURVEYS OF PROPERTY
- △ SECTION CORNER FOUND AS LABELLED
- EASEMENT LINE
- SECTION LINE
- PROPERTY LINE
- PROPERTY LINE TO BE VACATED WITH THIS PLAT
- CENTERLINE ROAD RIGHTS-OF-WAY
- (M) MEASURED DISTANCE
- (R) RECORD DISTANCE
- (GLO) GOVERNMENT LAND OFFICE DISTANCE
- INGRESS/EGRESS TRAVEL AND UTILITY EASEMENT

LAND BOUNDARY DESCRIPTION: (Warranty Deed Book 816, Page 7220 and Quitclaim Deed Book 817, Page 2814)

An Irregular shaped parcel of land situate in the SW 1/4 of Section 27, Township 10 South, Range 7 East of the 6th Principal Meridian within the City of Eureka Lake, Riley County, Kansas, said parcel being more particularly described as follows:

BEGINNING at a point 25.00 feet distant southerly, as measured normally, from the north line of said SW 1/4 at the point of intersection of the south line of the public road, and following along said quarter section line with a line 50.00 feet distant northwesterly, as measured normally, from the centerline of the main track of the Salina Branch of Union Pacific Railroad Company, as originally constructed;

Thence southwesterly parallel with and 50.00 feet distant northwesterly, as measured normally, from said centerline of said main track, a distance of 886.40 feet;
Thence northwesterly at right angles to last described line, a distance of 100.00 feet;
Thence northeasterly parallel with and 150.00 feet distant northwesterly, as measured normally, from said centerline of said main track, a distance of 761.80 feet to a point in the south line of aforesaid public road;
Thence east along said south line, a distance of 159.77 feet to the point of BEGINNING. Containing an area of 82,410 square feet or 1.892 acres, more or less.

AND:

From the Northwest corner of the Southwest Quarter of Section 27, Township 10 South, Range 7 East of the 6th P.M., run East 1,650 feet to the center line of present U.S. 40 S. Highway thence Southwesterly along said highway along a curve to left 115 feet, thence run at right angles to center line of said highway for 30 feet to North property line of Union Pacific Eureka Lake depot grounds, thence Southwesterly along said property line 654 feet to point of beginning, thence South 38 degrees 30 minutes East for 30 feet, thence South 51 degrees 30 minutes West for 150 feet, more or less to Southerly right of way line of present U.S. 40 S. Highway, thence Easterly along said Southerly right of way line 160 feet; more or less, to point of beginning, containing in all .052 of an acre, more or less, in Riley County, Kansas.

AND:

(Resolution to vacate road rights-of-way filed in Book 892, Page 5071)
A tract of land located in the Northwest One-Quarter (NW 1/4) and Southwest One-Quarter (SW 1/4) of Section 27, Township 10 South, Range 7 East of the Sixth Principal Meridian, Riley County, Kansas, more particularly described as follows:

Commencing at the Southwest Corner of said NW 1/4 of said Section 27; Thence North 89°50'00" East (assumed bearing), 1522.31 feet along the South line of said NW 1/4 to the TRUE POINT OF BEGINNING; Thence North 52°56'37" East, 235.38 feet; Thence South 37°03'23" East, 120.12 feet to a point on the Northerly Right-of-Way (R/W) line of the Union Pacific Railroad (UPRR); Thence South 50°31'41" West, 71.61 feet along said Northerly R/W line of the UPRR to a point on the North Line of said SW 1/4; Thence continuing South 50°31'41" West, 39.44 feet along said Northerly R/W line of the UPRR to the Northeast corner of a tract of land as described in a Corporation Deed - Joint Tenancy Warranty recorded in Deed Book 816, Page 7220 and 7221 (CD-JTW 816-7220) in the Riley County Register of Deeds Office, said point being on the Southerly R/W line of Stagg Hill Road; Thence South 89°50'00" West, 157.87 feet measured vs. 159.77 feet deed, along the North line of said tract described in CD-JTW 816-7220 and said Southerly line of Stagg Hill Road to the Northwest Corner of said tract described in CD-JTW 816-7220; Thence South 50°31'41" West, 764.24 feet measured vs. 761.80 feet deed, along the Northwesterly line of said tract described in CD-JTW 816-7220 and said Southerly line of Stagg Hill Road to the Southwest Corner of said tract described in CD-JTW 816-7220; Thence North 39°28'19" West, 48.28 feet; Thence on a curve to the right, having a radius of 5674.65 feet an arc length of 398.83 feet, a chord distance of 398.75 feet, and a chord bearing of North 50°55'49" East; Thence North 52°56'37" East, 368.72 feet to the POINT AND PLACE OF BEGINNING. Said tract contains 1.30 acres, more or less. Subject to all public roads, easements, reservations, restrictions, covenants, and conditions, if any, now of record.

RILEY COUNTY PLAT REVIEW SURVEYORS SIGNATURE BLOCK

STATE OF KANSAS)
COUNTY OF RILEY) SS:

This Survey has been reviewed and approved for filing pursuant to and in compliance with K.S.A. 58-2005 and with the requirements of Riley County Resolution No. 082913-58 . No other warranties are extended or implied.

Approved: _____ Date: _____
License: _____

SURVEYOR'S CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS:

I, the undersigned do hereby certify that I am a Registered Land Surveyor in the State of Kansas with experience and proficiency in land surveying, that the heretofore described property was surveyed and subdivided by me, or under my supervision, that all subdivision regulations of the Riley County, Kansas, have been complied with in the preparation of this plat, and that all the monuments shown herein actually exist and their positions are correctly shown to the best of my knowledge and belief.

Given under my hand and seal this _____ day of _____ , A.D. 20_____ .

Schwab-Eaton, P.A.

HARLAN G. ROSS LICENSED 1290 KANSAS PROFESSIONAL SURVEYOR

Harlan G. Ross, PS 1290

NOTES

1. *Bearings used on this survey are based on the North line of the Southwest Quarter of Section 27-T10S-R7E assumed to bear N. 89°50'00" E.*
2. *No gaps or overlaps exists on the property shown heron.*
3. *Buildings exist on the property as shown heron.*
4. *Easements, setbacks, restrictions or encumbrances of record if any, affecting the title to this tract are shown to the best of our knowledge.*
5. *The area shown hereon is in Flood Zone AE, an area determined to be within the 1.0% annual chance floodplain with Base Flood Elevation determined to be 1033. Found on FIRM (Flood Insurance Rate Map) Community Panel Number 20161C0344G, Effective Date March 15th, 2015.*
6. *If an entrance pipe is required, the minimum size shall be calculated in accordance with the Riley County Standards for Roadway Design in Platted Subdivisions. In no case shall the diameter of the pipe be less than 15 inches.*
7. *The property shown hereon is currently served by City Sewer and Water. If any future sewer improvements occur type and size to be determined by the City of Manhattan.*
8. *The Utility information shown hereon was gathered from utility locates, physical evidence found in the field and information provided by the City of Manhattan. It is the responsibility of the owner or their agent to field verify utility locations before construction.*
9. *All persons, entities and/or utility companies, having property rights or interests in any alley, road/street, easement, access control or other public reservation proposed to be vacated by this plat, have affirmed no existing use or future interest in such alley, road/street, easement, access control or other public reservation, and expressed no objections to such vacation.*
10. *Property owner(s) is/are required to maintain all public granted drainage easements. Natural or non-natural structures or vegetative barriers (including but not limited to trees, shrubbery, berms, fences and walls) are prohibited within publicly granted or publicly dedicated drainage easements.*
11. *The lots shall be in compliance with the Riley County Sanitary Code.*
12. *Lots 2 and 3 will share an access drive. An Ingress/Egress Travel and Utility Easement will be created with the filing of the Final Plat for this Subdivision and will allow the travelling public cross access traffic between the two lots.*
13. *All Distances shown are measured unless otherwise noted.*

FINAL PLAT

STAGG HILL BUSINESS COMMUNITY ADDITION

A SUBDIVISION IN
IN RILEY COUNTY, KANSAS

PREPARED BY

Schwab Eaton

CONSULTING ENGINEERS - LAND SURVEYORS - LANDSCAPE ARCHITECTS
5410 LEDGE STONE DR., STE 100 - MANHATTAN, KANSAS - PH 785-539-4687

APRIL 2023

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

TRAFFIC IMPACT STUDY

STAGG HILL BUSINESS COMMUNITY

Riley County, Kansas

March 1, 2023

Prepared By: Ian Reekie, P.E., PTOE

Schwab Eaton



Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

I. INTRODUCTION

The following is a traffic impact study to determine the effect of the proposed Stagg Hill Business Community development on adjacent roadways. While the location of this development is outside the City of Manhattan, it is within the comprehensive planning boundary, therefore this study was done in accordance with the requirements of the *Manhattan Area Transportation Strategy (March 2015)* (MATS). Based on initial estimates of net new peak hour trips less than 100, this is a Level 1 Traffic Impact Study. The Study reviews connectivity, circulation, and access management of the site, and provides trip generation estimates for the proposed development.

A. PROPOSED DEVELOPMENT

The Stagg Hill Business Community development is a proposed new construction of an 11,200 s.f. health and fitness building constructed on the former bubble-wash site southeast of the intersection of Scenic Drive and Stagg Hill Road. Existing access points at the east end and northwest corner of the site will be maintained.

B. STUDY METHODOLOGY

This study was performed in accordance with the requirements of the *Manhattan Area Transportation Strategy (March 2015).* Trip generation was performed using guidance from the *Institute of Transportation Engineers* (ITE) and information in the *Trip Generation Manual, 10th Edition.*

II. EXISTING CONDITIONS

The existing land use, adjacent street classifications and circulation patterns are given below. A site layout map of the proposed Stagg Hill Business Community development is shown in Appendix A.

A. STUDY AREA

The proposed project lies at the southeast corner of the intersection of S. Scenic Drive and Stagg Hill Road and is currently used as a health and fitness center. This site was formerly a bubble wash (car wash) location. The existing site is currently zoned I-1. Adjacent property to the south and north of the site is zoned for agriculture. Southeast of the site is the Stagg Hill golf course. The project site is bounded by the Union Pacific Railroad to the south and Stagg Hill Road to the north, both running parallel to each other from southwest to northeast (see site layout). Scenic Drive intersects Stagg Hill Road just at the west edge of the project site.

Stagg Hill Road is classified as a minor collector by the MATS (Figure A-2) and has a posted speed limit of 40 mph. It is a 2-lane, 24 foot wide asphalt surface with 3 foot asphalt shoulders and open ditches on both sides.

The south end of Scenic Drive intersects Stagg Hill Road at a T-intersection at the west end of the project site, with a stop sign controlling southbound traffic on Scenic Drive. 500 feet north of this intersection is the roundabout interchange with K-18. The portion of Scenic Drive between K-18 and Stagg Hill Road is also classified as a minor collector. This section of Scenic Drive is a 2-lane concrete surface with 12 foot lanes, 10 foot shoulders, a raised median island and open ditches.

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

There are no sidewalks, pedestrian, or bike facilities along Stagg Hill Road or Scenic Drive, nor are there any transit routes in the area. Autos and trucks are the only existing modes of public transportation in the vicinity of the project site.

B. EXISTING CONNECTIVITY

There are two access points to the project site. The west access is a 24 foot wide entrance from Stagg Hill Road 235 feet east of the intersection of Stagg Hill Road and Scenic Drive. The east access point is a 30 foot wide entrance 1,070 feet east of the Stagg Hill/Scenic intersection and is a shared entrance with the Stagg Hill golf course. A gravel field entrance 595 feet east of the Stagg Hill/Scenic intersection provides access to the agricultural ground on the north side of Stagg Hill Road.

C. EXISTING CIRCULATION

Existing site circulation is primarily from the east access point to the west, though some traffic enters from the west access point and parks near the west end of the existing building. Either access point is available for entering and exiting vehicles.

D. EXISTING ACCESS MANAGEMENT

The existing east and west access points are outside the intersection functional area of the Stagg Hill/Scenic intersection based on MATS Figure A-5. The downstream functional length of the intersection of two collector streets is 200 feet, and the west site access point is 235 feet away from the intersection. The east access point is over 1,000 feet from the intersection.

The MATS also lists connection spacing requirements for Minor Collector streets in Table A-1. The western access point to the site does not meet the 330' spacing requirement listed in the table, as it is only 235 feet from the intersection of Stagg Hill Road and Scenic Drive. The eastern access point and the field entrance on the north side of Stagg Hill Road both meet the spacing requirements in Table A-1.

III. PROPOSED CONDITIONS

In this section, we evaluate proposed changes to the site and compare them to the requirements in the MATS.

A. PROPOSED CONNECTIVITY

Existing access points would not change in the proposed condition. The two entrances will remain at the east end and west end of the site with no modifications to their width, surfacing or location. Each access point intersects Stagg Hill Road at 90 degrees and each has a driveway throat length of 50 feet or more, per MATS guidelines on page A-15. Corner radii of the entrances are 20 feet or greater, which is adequate for local street radius returns. There are no local pedestrian or bicycle facilities that require accommodation. Existing intersection sight distance exceeds that required for the posted speed limits.

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

B. PROPOSED CIRCULATION

Site circulation would not change significantly in the proposed condition, with both access points allowing entering and exiting traffic. Internally, vehicles will circulate in one direction from the east end of the site to the west end. Traffic entering either access point, however, will be able to exit by the same access point it used to enter the site.

C. PROPOSED ACCESS MANAGEMENT

Since the access points will not change, the observations from section II.D, above are still valid for the proposed condition. The western access point does not meet the access spacing guidelines in Table A-1 of the MATS. It should be noted, however, that the MATS specifically states on page A-14 under the section on Redevelopment Application that "These access management guidelines are not directed at existing access along existing roadways. Existing access connections are 'grandfathered' in based on the requirements in place when they were constructed."

D. PROPOSED TRIP GENERATION

Trips from the proposed building were generated using Land Use 492, Health/Fitness Club, from the *Trip Generation Manual, 10th Edition*. For the A.M. Peak Hour of adjacent street traffic, the 11,200 s.f. building generates 15 trips (8 into the site and 7 exiting the site). The P.M. Peak Hour of adjacent street traffic generates 39 trips (22 in and 17 out). The P.M. peak of 39 trips falls within the Level 1 Traffic Impact Study requirements of the MATS Table B-1, and well below the 100-trip threshold for additional study.

IV. SUMMARY

The traffic impacts of the proposed Stagg Hill Business Community development were evaluated based on *Manhattan Area Transportation Strategy* requirements. Study conclusions and recommendations are given below.

A. CONCLUSIONS

The general findings of note for this traffic impact study include the following:

1) Existing and proposed access points meet the connection geometry requirements shown in the MATS.
2) The existing western access point onto the site does not meet spacing guidelines in the MATS. This access point will be unchanged in the proposed condition.
3) The MATS specifically exempts existing access points in redevelopment applications.
4) Proposed traffic generation from the site is relatively low at 39 additional trips during the peak hour. The effect on the adjacent road system is minimal.

B. RECOMMENDATIONS

Based on the results of this Traffic Impact Study, we offer the following recommendations:

1) No action is necessary to mitigate the effects of the proposed development on the adjacent roads.

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

V. SOURCES CITED

1. City of Manhattan, KS. *Manhattan Area Transportation Strategy*. 2015
2. Institute of Transportation Engineers. *Trip Generation Manual*. 10th Ed. 2017.
3. Institute of Transportation Engineers. *Trip Generation Handbook*. 3rd Ed. 2017.

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

APPENDIX A - SITE LAYOUT

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)



Schwab Eaton

JOE MCGRAW SITE IMPROVEMENTS

Manhattan, Kansas

Revisions:

Date:
February 2023

Schwab-Eaton Project Number:
22.060

Drawn By:
WTM

Checked By:
GEF

Sheet Name:
PRELIMINARY SITE PLAN

Sheet No.:
1

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

DRAINAGE STUDY

STAGG HILL BUSINESS COMMUNITY

Riley County, Kansas

March 2, 2023

Prepared By: William Mann, P.L.A.



Schwab Eaton

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

I. INTRODUCTION

Joe McGraw is planning to build a new metal building on a track of land located near the intersection of Stagg Hill Rd and Scenic Drive in Riley County, Kansas. The project will involve the construction of a 12,000 SF building, concrete ADA parking, gravel parking, and regrading of the existing north bound Stagg Hill road ditch. The project also involves platting the existing track into three lots and rezoning from I-1 Industrial to C-2 Commercial.

Because of the proposed increase in impervious area, it is likely that peak runoff rates will increase at the downstream end of the site (northeast end). The site drains to two existing culvert pipes that convey stormwater under the existing Stagg Hill Golf Club entrance. The impact on the receiving culvert pipes due to the proposed development was studied to determine whether any improvements to said culverts will be required.

II. METHODOLOGY

The SCS Curve Number Method was used to determine peak storm water discharge rates. This study analyzed the 10-Year and the 25-Year storm events. Terminology related to the SCS Curve Number Method is as follows:

"Q" represents the peak discharge rate at a given point in the watershed for the respective design storm and is measured in cubic feet per second (cfs).

The Type II, 24-hour storm represents the SCS hydrograph type selected in this study for the region in which the project site is located. This storm type is recommended by the Proposed Stormwater Management Criteria for Manhattan, KS (PSMC).

Rainfall Depth: total rainfall depths were determined from the 2014 KDOT rainfall depth table for Riley County, Kansas for a 24-hour storm. The total 24-hour rainfall depths from the table for the 10 and 25-Year design storms are 4.9 and 5.9 inches respectively.

"CN" represents the SCS Curve Number. CN values were chosen based on the weighted average of CN values per hydrologic soil group and ground cover from Table 5.1 of the PSMC.

"Tc" represents the time of concentration of a given watershed. The Tc values in this study were determined per Section 5.4 of the PSMC.

"A" represents the watershed area in acres. Watershed areas were mapped out and measured on topographic drawings created in AutoCAD Civil 3D 2023. Existing topographic information within the property boundary was obtained from a topographic survey performed in April, 2022 by Schwab Eaton. Topography for the surrounding areas outside the property was obtained from Lidar data provided by the Kansas Data Access and Support Center. Watershed Maps for existing and proposed conditions are included in the Appendix.

PondPack Connect Edition, a Bentley software, was used to model the watersheds and the runoff from the site in both the pre-development and post-development conditions.

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

III. PRE-DEVELOPMENT

In pre-development conditions, runoff to and through the site is defined by one watershed composed of both lawn, tallgrass prairie, buildings, parking and roadways. Runoff flows to and through the site from southwest to northeast and exits the site through two 24" CMP culvert pipes under the Stagg Hill Golf Club Entrance.

The hydrologic soil groups were mapped for the watershed (data collected from the NRCS Web Soil Survey). Soil Group "B" is predominant throughout the watershed. A composite CN value for the watershed was calculated to reflect both the soil group and ground cover type.

A Map of pre-development conditions is included in the Appendix. The data associated with the pre-development watershed are show below:

A = 10.73 acres
CN = 77.9
Tc = 0.889 hrs
Q_{10} = 16.1 cfs
Q_{25} = 21.7 cfs

Culvert Pipe Analysis
The two existing 24" dia. CMP culverts at the north end of the property were added to the Pondpack model. The upstream flowline of the north pipe is 1030.30 with a pipe length of 43.9 feet, and a pipe slope of 0.55%. The upstream flowline of the south pipe is 1028.77, with a pipe length of 54.74 feet, and a pipe slope of 0.53%. The elevation at which water would begin to flow onto the golf club entrance drive is 1031.86.

Analyzing both pipes in combination, a maximum water surface elevation of 1031.07 occurs at the upstream end of the pipes in the 25-Year Storm. This analysis accounts for some detention occurring in the existing road ditches along Stagg Hill Road upstream of the pipes.

IV. POST-DEVELOPMENT CONDITIONS

In post-development conditions, the new 12,000 square foot building is added along with parking and sidewalk pavement. Some of the proposed building and parking will involve removal of a portion of the existing parking lot. These improvements amount to a total of 0.53 acres of additional impervious surface in the watershed. This results in a slight increase to the Watersheds' CN. The watershed area and time of concentration remain the same as in pre-development conditions. The data associated with the pre-development watershed are show below:

A = 10.73 acres
CN = 79.4
Tc = 0.889 hrs
Q_{10} = 17.0 cfs
Q_{25} = 22.7 cfs

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

Culvert Pipe Analysis

The existing 24" CMPs do not change in post-development conditions. The detention capacity of the Stagg Hill north-bound road ditch is diminished in post-development conditions. However, some detention still occurs in the existing road ditch along Stagg Hill upstream of the pipes. Analyzing both culvert pipes in combination in the 25-Year, post-development conditions, a maximum water surface elevation of 1031.16 occurs at the upstream end of the pipes.

V. CONCLUSIONS

The proposed development increases runoff rates slightly in the 10 and 25-Year storms. The maximum water surface elevation in the north-bound Stagg Hill Road ditch generated by the 25-Year storm increases approximately 0.10 feet in post-development conditions compared to that of pre-development. However, said post-development peak water elevation stays within the road ditch and does not impact adjacent roadways, vehicular drives, or structures within the site. Stormwater will not overtop Stagg Hill Rd., the Golf Club entrance, or the north entrance of the project site in the 25-Year storm. It is recommended that both 24" culvert pipes remain as is in post-development conditions and that no improvements be made to them.

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

North Culvert Pipe
(24" CMP)

STAGG HILL GOLF CLUB ENTRANCE

Flow

Flow

South Culvert Pipe
(24" CMP)

STAGG HILL ROAD

PROJECT SITE

STAGG HILL
GOLF CLUB

SCENIC DRIVE

K-18

Watershed Boundary

100' 0 100'

Schwab Eaton

STAGG HILL BUSINESS COMMUNITY
Manhattan, Kansas

Revisions:

Date:
February 2023

Schwab-Eaton Project Number:
22.060

Drawn By:
WTM

Checked By:
GEF

Sheet Name:
PRE-DEVELOPMENT MAP

Sheet No.:
D-1

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

North Culvert Pipe (24" CMP)

South Culvert Pipe (24" CMP)

STAGG HILL GOLF CLUB ENTRANCE

PROPOSED BUILDING

PARKING

PARKING

LOT A

LOT B

LOT 3

STAGG HILL ROAD

SCENIC DRIVE

K-18

STAGG HILL GOLF CLUB

Watershed Boundary

100' 0 100'

Schwab Eaton

STAGG HILL BUSINESS COMMUNITY

Manhattan, Kansas

Revisions:

Date:
February 2023

Schwab-Eaton Project Number:
22.060

Drawn By:
WTM

Checked By:
GEF

Sheet Name:
Post-Development Map

Sheet No.:
D-2

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

Deviation Request

The Zoning Administrator, in conjunction with the Public Works Director, will make a recommendation on a deviation request, and the Planning Board will approve or deny the deviation request based on the review criteria below. Your attention and response to the review criteria will enable a more comprehensive review of your deviation request.

A deviation may be sought from the provisions in Division 26-5B, *Lot, Block, and Subdivision Standards*, and Division 26-5C, *Transportation System Standards*. The deviation request must specifically state which provisions the deviation is being requested for and the justification for the request.

Division **26-5B**, Lot, Block, and Open Space Standards

- Not applicable
- Sec. 26-5B-1. General Subdivision Standards
- Sec. 26-5B-2. Subdivision Types
- Sec. 26-5B-3. Lot Design
- Sec. 26-5B-4. Block Design
- Sec. 26-5B-5. Open Space

What specific provisions of Division 26-5B are you seeking to deviate from? None

Division **26-5C**, Transportation Standards

- Not applicable
- Sec. 26-5C-1. General Requirements of Streets
- Sec. 26-5C-2. Street Right-of-way specifications
- Sec. 26-5C-3. Street Layout and Design
- Sec. 26-5C-4. Pedestrians and Bicycles
- Sec. 26-5B-5. Travel Easements
- Sec. 26-5B-6. Street Names
- Sec. 26-5B-7. Alleys
- Sec. 26-5B-8. Street Stubs
- Sec. 26-5B-9. Cul-de-sacs
- Sec. 26-5B-10. Access Management
- Sec. 26-5B-11. Intersection Sight Distance

What specific provisions of Division 26-5C are you seeking to deviate from? Sec. 26-5C-4

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

Review Criteria #1: PUBLIC INTEREST. Granting approval of the deviation will not be detrimental to the public health, safety, or general welfare, or be injurious to adjacent property.

The installation of a sidewalk on the subject property would not serve to connect neighborhoods to other neighborhoods or to other destinations. Also, it would not provide continuity for pedestrian motility.

Review Criteria #2: UNIQUE CHARACTERISTICS. There are unique physical characteristics of the property in question that are not generally applicable to other property.

Although located within the Manhattan Urban Service Area, the property is sanwiched in between road right-of-way (Stagg Hill) and railroad right-of-way (Union Pacific) and is situated along the former K-18 Highway. The tract has been developed for several years and is located rather distant from the main body of the City. It is not expected that areas between the subject property and the city limits of Manhattan will development in the near future.

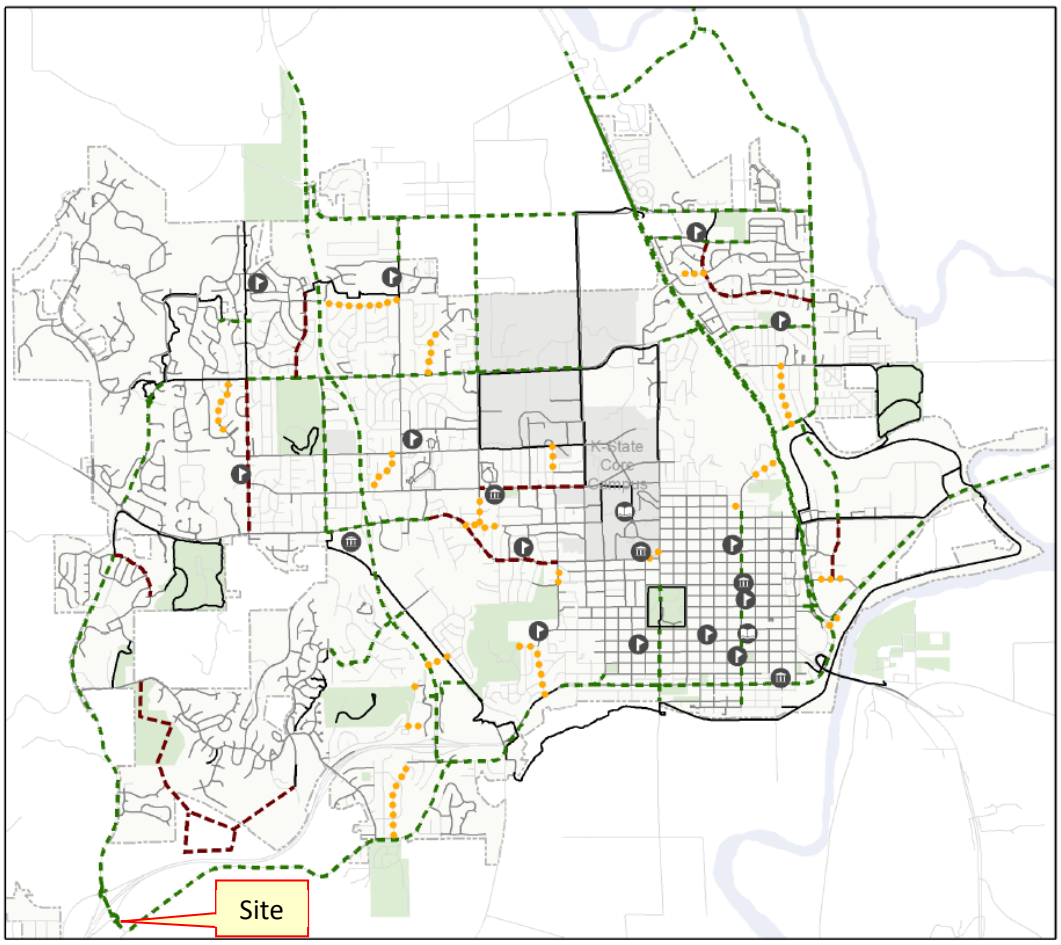
Review Criteria #3: UNNECESSARY HARDSHIP. Due to the unique physical characteristics of the property, its shape, or topography, an unnecessary hardship to the applicant would result, as distinguished from a mere inconvenience, and such hardship is not based solely on economics.

To require the construction of a 1000-ft. sidewalk that simply doesn't connect to any location or other existing sidewalks, seems unreasonably burdensome.

Review Criteria #4: NO CONFLICT. The granting of the deviation would not substantially conflict with any other provision of this Chapter or the Comprehensive Plan.

The granting of the deviation will substantially conflict with other provisions of the Manhattan Development Code or Comprehensive Plan. On Tuesday, March 3, 2020, the City Commission voted 5–0 on the second reading to approve the ordinance adopting the Bicycle & Pedestrian Systems Plan as a component of the City's Comprehensive Plan. According to the Existing and Proposed Pedestrian Network, no sidewalks are proposed in the area of the subject property (see below).

FIGURE 3: Existing and Proposed Pedestrian Network



ULTIMATE PEDESTRIAN NETWORK

MANHATTAN BICYCLE AND PEDESTRIAN SYSTEMS PLAN

EXISTING PEDESTRIAN FACILITIES
- Sidewalk
- Multi-Use Path

PROPOSED PEDESTRIAN FACILITIES
- Sidewalk
- Multi-Use Path
- Facility Type to be Determine

DESTINATIONS + BOUNDARIES
- Libraries
- Civic or Cultural
- School
- University
- Park or Open Space
- River or Stream
- City of Manhattan

City of Manhattan Kansas

alta PLANNING + DESIGN

Data provided by the Flint Hills MPO and City of Manhattan. Map produced Fall 2019.

0 0.5 1 MILE

N

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

1320 Research Park Drive
Manhattan, KS 66502
785-564-6700
www. agriculture.ks.gov

Kansas
Department of Agriculture

900 SW Jackson, Room 456
Topeka, KS 66612
785-296-3556

Mike Beam, Secretary

Laura Kelly, Governor

April 11, 2023

RESTORE OF THE HEARTLAND
JOE MCGRAW
4701 STAGG HILL ROAD
MANHATTAN KS 66502

Re: Proj. No.: Stagg Hill Business Community
Floodplain Fill
Kansas River
Riley County
WSN: LRL-0172-FF, Notice No.: 2023098

Dear Mr. McGraw:

Consideration has been given to your application for a permit and approval of plans relating to the placement of fill for new building and parking in the floodplain of Kansas River at a location in the NW 1/4 of the NE 1/4 of the SW 1/4 of Section 27, Township 10 South, Range 7 East, Riley County, Kansas.

In accordance with the provisions of K.S.A. 24-126, the Chief Engineer has approved the plans and issued the enclosed approval of application, authorizing construction of the proposed project. Please note the approval conditions on the reverse side of the approval document. Condition No. 9 requires the owner to notify this office within 30 days after the project is completed. A Notice and Proof of Completion form is enclosed for this purpose. Other special conditions have been added to limit the removal of timber and vegetation, to require the use of clean material for riprap, to prohibit the introduction of toxic or deleterious materials into the watercourse, and to require the project meet the floodplain management requirements of the community.

The one set of plans submitted to this office has been endorsed with the Chief Engineer's approval and will be retained in our files. Should you desire any copies of the plans with the Chief Engineer's approval shown thereon, please submit the required number.

Comments about this proposed project were received from several agencies during the environmental review process. Copies of the letters with recommendations from the environmental review agencies are enclosed for your information.

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

The work has been authorized to be completed on or before July 1, 2026. Approval for construction of this project will expire on that date unless the time is subsequently specifically extended by the Chief Engineer. Any desired extension of time should be requested in writing approximately 30 days prior to the expiration date.

Sincerely,

Terry Medley

Terry Medley, P.E.
Water Structures Program Manager
(785) 564-6657

Enclosure
pc: William Mann- Schwab-Eaton
Darin Hobbs- Riley County FPA

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

THE STATE OF KANSAS

KANSAS DEPARTMENT OF AGRICULTURE
Mike Beam, Secretary of Agriculture

DIVISION OF WATER RESOURCES
Earl D. Lewis Jr., Chief Engineer

APPROVAL OF APPLICATION

NO. LRL-0172-FF

K.S.A. *24-126*

The Chief Engineer of the Division of Water Resources, Kansas Department of Agriculture, by virtue of the powers and duties imposed by K.S.A. 24-126, hereby issues this approval to Restore Of The Heartland, giving his consent to the placement of fill for new building and parking in the floodplain of Kansas River at a location in the NW 1/4 of the NE 1/4 of the SW 1/4 of Section 27, Township 10 South, Range 7 East, Riley County, Kansas.

All work authorized by this approval shall be performed in accordance with the maps, plans, profiles and specifications filed with the application and approved by the Chief Engineer, and in accordance with plans for any changes or modifications subsequently approved by the Chief Engineer subject to the provisions of the aforementioned statute, its regulations and the attached approval conditions.

Witness my hand this 11TH day of April, 20 23.

DIVISION OF WATER RESOURCES
EARL D. LEWIS, JR., P.E.
CHIEF ENGINEER
KANSAS DEPT OF AGRICULTURE

Terry Medley
Terry Medley, P.E. for
Earl D. Lewis Jr., P.E.
Chief Engineer
Division of Water Resources
Kansas Department of Agriculture

State of Kansas)
)SS
County of Riley)

The foregoing instrument was acknowledged before me this 11th day of April, 2023, by Terry Medley, authorized agent of Earl D. Lewis Jr., Chief Engineer, Division of Water Resources, Kansas Department of Agriculture.

STATE OF KANSAS NOTARY PUBLIC
DEIDRE ROMINE
My Appointment Expires
March 18, 2026

Deidre Romine
Notary Public

RECORD THIS INSTRUMENT IN THE OFFICE OF THE REGISTER OF DEEDS OF THE COUNTY WHEREIN THE WORK IS LOCATED

DWR 3-200.0 (Rev. 11/92)

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

APPROVAL CONDITIONS

1. This approval grants no water rights nor other property rights, nor does it authorize any injury to private property, invasion of private rights nor impairment of senior water rights, nor does it exempt the applicant from obtaining consent from appropriate federal, state or local government.
2. The work shall at all times be subject to supervision and inspection by representatives of the Division of Water Resources.
3. No changes in the work, maps, plans, profiles and specifications as approved shall be made except with the written consent of the Chief Engineer.
4. Any work authorized by this approval will be maintained in a condition satisfactory to the Chief Engineer and substantially in accordance with the approved plans.
5. The clearing of trees, brush, drift and other debris, in order to maintain the work substantially in accordance with the approved plans is hereby authorized, except that the removal of plantings made specifically for habitat or environmental mitigation is not authorized by this approval.
6. Any excess material deposited in the stream channel incidental to the construction and maintenance of the project authorized by this approval shall be removed and the channel restored to a condition satisfactory to the Chief Engineer and substantially in accordance with the approved plans.
7. All areas disturbed by construction or other exposed soil areas shall be seeded and maintained with a mixture of grass or other vegetation appropriate to the soils, climate and project in order to minimize erosion and protect the project integrity.
8. If the work is not completed on or before the 1st day of July, 2026, this approval, if not specifically extended, shall cease and be null and void. If, upon the expiration or revocation of the approval, the work has not been completed, the applicant shall, at his own expense and to such extent and in such time and manner as the Chief Engineer may require, remove all or any portion of the uncompleted work and restore the watercourse to a satisfactory condition. No claim shall be made against the State of Kansas on account of any such removal or alteration.
9. Within thirty (30) days after the completion of the work authorized in this approval, the applicant shall file with the Division a statement that the work has been performed in accordance with this approval and the approved maps, plans, profiles and specifications.
10. The Chief Engineer reserves the right to require such changes in the maps, plans, profiles and specifications as may be considered necessary. The Chief Engineer further reserves the right to modify, suspend or revoke this approval at any time, should the applicant fail to comply with any of the conditions of this approval or regulations of the Division without sufficient cause or should such action be deemed necessary in the interest of public safety and welfare.
11. That the clearing of timber and vegetation is restricted to the absolute minimum required to accomplish the work and not interfere with the beneficial use of project.
12. Only graded rock, quarry-run rock and/or clean concrete rubble shall be used in the work as approved. If concrete rubble is used, all large slabs should be broken up and all exposed reinforcement rods, trash, and other extraneous materials shall be removed prior to placement. No asphalt material shall be placed as fill material.
13. No deleterious or toxic materials shall be introduced into the watercourse or reservoir by runoff, leaching or disposal during or in connection with the work authorized by this permit.
14. The project must meet the floodplain management requirements of the community.

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

STATE OF KANSAS
DIVISION OF WATER RESOURCES
DEPARTMENT OF AGRICULTURE

In the matter of: Water Structure No. LRL-0172-FF
Restore Of The Heartland
Floodplain Fill
Kansas River
Riley County
Proj. No.: Stagg Hill Business Community

NOTICE AND PROOF OF COMPLETION
K.S.A. *24-126*

To: CHIEF ENGINEER
DIVISION OF WATER RESOURCES
KANSAS DEPARTMENT OF AGRICULTURE
1320 RESEARCH PARK DR
MANHATTAN KS 66502

I, the undersigned, being the holder of an approval to construct pursuant to K.S.A. 24-126 for floodplain fill along Kansas River at a location in the NW 1/4 of the NE 1/4 of the SW 1/4 of Section 27, Township 10 South, Range 7 East, Riley County, Kansas, hereby certify that the works, identified above, have been completed as of _____. I further certify that these works have been completed in accordance with such permit, the approved plans, approved specifications, and the terms, conditions and limitations incorporated therein.

I understand that an end-of-construction inspection will be conducted by your office at some future date.

Dated this _____ day of _____ 20_____.

Signature: _____

Name: _____
(Please Print)

Address: _____

_____

Telephone No: _____

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

Phillips, Janelle [KDA]

From: Kathy Haynes <k.haynes@kcc.ks.gov>
Sent: Friday, March 10, 2023 1:59 PM
To: Phillips, Janelle [KDA]
Subject: RE: ECA2023098

EXTERNAL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

A review of Conservation Division files failed to indicate any environmental concerns within the acreage described within this application.

In the event unexpected circumstances are encountered during construction, such as the discovery of abandoned oil, gas or exploratory holes or lead lines, the applicant should contact KCC district office at (316) 337-7400, so appropriate regulatory response can be made.

If you have any questions or concerns, please call me at (316) 337-6243.

Kathy Haynes
Department of Environmental Protection and Remediation

Kansas
Corporation Commission

Conservation Division
Kansas Corporation Commission
266 N. Main Ste 220 | Wichita, KS | 67202-1513
Phone (316) 337-6243 | Fax (316) 337-6211 | http://kcc.ks.gov/

This transmission, email and any files transmitted with it, may be: (1) subject to the Attorney-Client Privilege, (2) an attorney work product, or (3) strictly confidential under federal or state law. If you are not the intended recipient of this message, you may not use, disclose, print, copy or disseminate this information. If you have received this transmission in error, notify the sender (only) and delete the message. This message may also be subject to disclosure under the KORA, K.S.A. 2010 Supp. 45-215 et seq.

From: Phillips, Janelle [KDA] <Janelle.Phillips@ks.gov>
Sent: Friday, March 10, 2023 1:46 PM
To: Klein, Andrew <ajklein@ksu.edu>; biological survey <biosurvey@ku.edu>; Kathy Haynes <k.haynes@kcc.ks.gov>; KDA DOC Office Assistant <KDA.DOC@ks.gov>; Environmental Services, KDWPT [KDWPT] <KDWPT.ess@ks.gov>; Scott Satterthwaite [KDHE] <Scott.Satterthwaite@ks.gov>; Main, Austin [KSHS] <Austin.Main@ks.gov>
Cc: Darrin Hobbs <dhobbs@rileycountyks.gov>; regulatory.kanopolis@usace.army.mil; joe@restoreoftheheartland.com; wmann@schwab-eaton.com
Subject: ECA2023098

This is an EXTERNAL EMAIL. Think before clicking a link or opening attachments.

The Water Projects Environmental Coordination Act, K.S.A. 82a-325 to 327, requires this agency to provide seven other agencies in the state government an opportunity to review and comment on your application for a period of not less than 30 days. The environmental coordination process has been initiated, but a thorough

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

review of your project may not yet have been performed. You will be informed of any changes that may be necessary to comply with our rules and regulations and any concerns or comments we receive from the environmental coordination agencies.

This letter does not provide any permission to begin the construction of your project. **Construction can begin only after written approval has been obtained from the Chief Engineer of this agency.** If you have any questions or comments please contact this office by writing or calling (785) 564-6656.

Notice No.: 2023098
WS No.: LRL-0172-FF
Project No.: Stagg Hill Business Community – floodplain fill

Date of Notice: 3/10/2023
Expiration Date: 4/9/2023

Along Kansas River at a location in the NW 1/4 of the NE 1/4 of the SW 1/4 of Section 27, Township 10 South, Range 7 East, Riley County, Kansas.

https://agriculture.ks.gov/divisions-programs/dwr/stream-and-floodplain-permits/environmental-coordination-notices/eca-notices

Janelle Phillips, P.E., CFM
Stream Obstruction Team Lead
Water Structures Program
Division of Water Resources
Kansas Department of Agriculture
1320 Research Park Drive
Manhattan, KS 66502
Office:785-564-6656
Cell: 785-307-8292
Janelle.phillips@ks.gov

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

Division of Environment
Curtis State Office Building
1000 SW Jackson St., Suite 400
Topeka, KS 66612-1367

Kansas
Department of Health and Environment

Phone: 785-296-1535
Fax: 785-559-4264
www.kdheks.gov

Janet Stanek, Secretary

Laura Kelly, Governor

March 24, 2023

Ms. Janelle N. Phillips, P.E. C.F.M
Stream obstruction team lead
Water Structures Program
Division of Water Resources
Kansas Department of Agriculture
1320 Research Park Drive
Manhattan, KS 66502

Kansas Surface Water Quality Standards for Water Quality Certification

RE: ECA 2023098: Project: Stagg Hill Business Community – floodplain fill along Kansas River at a location in the NW 1/4 of the NE 1/4 of the SW 1/4 of Section 27, Township 10 South, Range 7 East, Riley County, Kansas. Applicant: Restore Of The Heartland, Joe McGraw, 4701 Stagg Hill Road, Manhattan KS 66502.

Ms. Phillips,

The Kansas Department of Health and Environment has been notified by your office of the opportunity to review and comment on the referenced project. Pursuant to KSA 82a-326(a)(4) and (b) of the Environmental Coordination Act, the Kansas Department of Health and Environment has reviewed the proposed project. The project is considered to be a water quality impacting action subject to the provisions of K.A.R. 28-16-28f(b). This regulation specifies:

"No action identified below shall be taken unless the department has issued a water quality certification for the following action:

(1) any action requiring a federal license or permit pursuant to the federal clean water act;

(2) any action subject to the permitting provisions of K.S.A. 65-165;

(3) any water development project subject to the provisions of K.S.A. 82a-325 et. seq., as amended;

(4) **any action undertaken by any Kansas state agency which in the opinion of the department, has a potential water quality impact."**

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

Thus, KDHE has reviewed the project information and outcomes and has determined the project has the following potential water pollutant discharge sources:

1. Construction and excavation activities including grading and filling, equipment and materials storage, equipment fueling and maintenance, etc.
2. Significant riparian area disturbance.

Discharges from these sources if not minimized or otherwise controlled may cause violations of the provisions of the Kansas Surface Water Quality Standards (KSWQS) found at K.A.R. 28-16-28 et seq. As noted above, the project will impact the referenced floodplain of the Kansas River not described in the Kansas Surface Water Register (KSWR). However, water quality protection measures shall be implemented to avoid violation of the Kansas water quality standards here within.

Please note the Kansas Surface Water Quality Standard citations and locations within this document are subject to change without notice. For the most recent version, please see: https://www.kdhe.ks.gov/1379/Policy-Planning-Standards-Unit.

The KDHE has determined the project can avoid KS WQS violations and thus conditionally certifies it as the applicant adheres to the following:

1) This certification shall be posted on site through the duration of the project.

2) KDHE Notification: Permit recipients shall email KDHE at KDHE.NPS@ks.gov when construction starts.

3) RESTORE OF THE HEARTLAND shall avoid or control the discharge of suspended solids from construction activities so that the project does not cause:

   a. Any surface waters of the state within and below the project area to have a public health hazard, nuisance condition or impairments of designed uses [K.A.R. 28-16-28e(b)(1)].

   b. Any surface waters of the state within and below the project area to contain discarded solid material, including trash, garbage rubbish, offal, grass clippings, discarded building or construction materials, car bodies, tires, wire and other unwanted or discarded materials [K.A.R. 28-16-28e(b)(3)].

   c. Any surface waters of the state within and below the project to have floating debris, scum, foam, froth and other floating materials directly or indirectly attributable to the project [K.A.R. 28-16-28e(b)(4)].

   d. Any surface waters of the state within or below the project to have of deposits of sludge or fine solids [K.A.R. 28-16-28e(b)(6)].

   e. Alteration of the natural appearance of surface waters of the state within or below the project by the addition of color-producing or turbidity-producing substances of artificial origin [K.A.R. 28-16-28e(b)(8).

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

4) Construction activities disturbing one acre or more, not under Section 404 jurisdiction, are subject to National Pollutant Discharge Elimination System (N.P.D.E.S.) stormwater permit requirements. RESTORE OF THE HEARTLAND shall obtain an Authorization to Discharge Under Construction Stormwater Runoff Kansas Water Pollution Control General Permit. For more information they shall contact Mr. Larry Hook, P.E., at 785/296-5549, larry.hook@ks.gov; Bureau of Water Permit and Compliance Section with any questions or visit KDHE's website: https://www.kdhe.ks.gov/757/Construction-Stormwater-Program. A Stormwater Pollution Prevention Plan (SWP2) is required by the above described permit and a copy shall be maintained and available at the site for inspection while also being available for submittal as requested by KDHE BWPC.

5) RESTORE OF THE HEARTLAND shall avoid or control the discharge of toxic substances, oil and grease and other fluids from riparian activities, so that the project does not cause:

   a. Any surface waters of the state within and below the project area to have a public health hazard, nuisance condition or impairments of designed uses [K.A.R. 28-16-28e(b)(1)].

   b. Surface waters of the state within and below the project area to have toxic substances, radioactive isotopes, and infectious microorganisms in concentrations or in combinations that jeopardize the public health or the survival or well-being of livestock, domestic animals, terrestrial wildlife or aquatic or semi-aquatic life [K.A.R. 28-16-28e(b)(2)].

   c. Any surface waters of the state within and below the project area to have a visible oil and grease film or sheen on the water surface or on submerged substrate or adjoining shore lines, nor have a sludge or emulsion deposit below the water surface of adjoining shorelines [K.A.R. 28-16-28e(b)(5)].

   d. Any surface waters of the state within and below the project to contain taste and odor producing substances at concentrations which interfere with the production of potable water by conventional water treatment processes, impart an unpalatable flavor to edible aquatic or semi-aquatic life or terrestrial wildlife or that result in noticeable odors in the vicinity [K.A.R. 28-16-28e(b)(7).

6) RESTORE OF THE HEARTLAND shall avoid or control the discharge of plant nutrients from fertilizer application or restorative vegetative treatment so that the project does not cause:

   a. Any surface waters of the state within and below the project area to have a public health hazard, nuisance condition or impairments of designed uses [K.A.R. 28-16-28e(b)(1)].

   b. Surface waters of the state within and below the project area to have toxic substances, radioactive isotopes, and infectious microorganisms in concentrations or in combinations that jeopardize the public health or the survival or well-being of livestock, domestic animals, terrestrial wildlife or aquatic or semi-aquatic life [K.A.R. 28-16-28e(b)(2)].

   c. Any surface waters of the state within and below the project area to have a visible oil and grease film or sheen on the water surface or on submerged substrate or adjoining shore lines, nor have a sludge or emulsion deposit below the water surface of adjoining shorelines [K.A.R. 28-16-28e(b)(5)].

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

7) RESTORE OF THE HEARTLAND shall prepare a written project water quality protection plan (PWQPP) to address conditions 3. through 6. above:

a. If one or more acres are disturbed the Stormwater Pollution Prevention (SWP2) Plan per Condition 4. will suffice as the PWQPP. It shall be kept on site.

b. This SWP2 plan should include the following measures to further protect the referenced floodplain of the Kansas River.

i. Fertilizer application and riparian areas: Fertilizer application for temporary erosion control on the construction site shall be done in a manner that does not allow it to leave the treated area.

ii. Erosion and sediment control: Maintain practices to minimize or avoid soil loss and sedimentation.

iii. Solid Waste: All waste materials produced by the construction project shall be disposed of in accordance with the provisions of the Kansas solid waste management statutes and regulations (K.S.A. 65-3401 and K.A.R. 28-29-1 et. seq.) or applicable local rules. Good housekeeping including personal refuse such as food containers, sacks etc. shall also be addressed.

iv. Construction shall be done in a manner that avoids downstream bank instability.

v. Floating Debris: The applicant shall take appropriate measures to capture any floating debris released to surface waters as a result of this project.

vi. Materials used to stabilize stream berms or banks shall be free of pollutants which can wash or leach into waters of the state.

viii. Fuels, Chemicals and Maintenance Areas: All fuels and chemicals necessary to complete the project shall be stored in such a manner that accidental spillage is minimized or can be temporarily contained before reaching the water body. Equipment maintenance areas shall also be located in this manner.

ix. Spills: Should a spill of fuel or discharge of pollutants occur the local emergency staff should be contacted first by dialing 911. The Kansas Department of Health and Environment shall then be notified immediately: (785) 291-3333-Option 1 for response. Hazardous materials spills and air releases that meet federal reportable quantities must also be reported to Kansas Division of Emergency Management: (785) 291-3333- Option 2. (24 hours a day.) These incidences should also be reported to the National Spill Response Center at 1-800-424-8802. A Spill Prevention and Response Plan should be prepared.

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

8) This certification does not relieve RESTORE OF THE HEARTLAND of their responsibility for any discharge into waters of the state. The Kansas Department of Health and Environment retains the option of revoking or revising this certification any time an inappropriate discharge may occur. As provided by K.S.A. 65-171(f), failure to comply with the conditions of this certification may subject the responsible party to fines up to $10,000 per violation with each day the violation occurs constituting a separate violation.

9) If RESTORE OF THE HEARTLAND believes complying with the conditions of this water quality certification will be economically unfeasible, they can seek a variance. Entities or persons seeking a variance from any of the requirements indicated above shall submit to the secretary, in writing, a request for the variance and shall provide information and data relevant to the variance request for KDHE's review and consideration for approval while adhering to WQS (KAR 28-16-28b to 28-16-28h).

Finally, questions concerning this certification may be directed to Mr. Scott Satterthwaite, 785-296-5573 or by email to: Scott.Satterthwaite@ks.gov.

Sincerely,

Scott L. Satterthwaite

Scott L. Satterthwaite, M.S.
Environmental Specialist, KDHE B.E.F.S

ECc: KDHE: NCDO, Hook
Regulatory.kanopolis@usace.army.mil

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

KANSAS FOREST SERVICE
KANSAS STATE UNIVERSITY

K-STATE
Kansas State University

Kansas Forest Service Policy for Environmental Coordination Act Permits

Under the Water Projects Environmental Coordination Act, the Kansas Forest Service (KFS) is responsible for reviewing permit applications from the Kansas Department of Agriculture, Division of Water Resources to determine if projects adversely affect critical forest resources.

Due to the large volume of permits we are unable to review them all. For this reason we request the Division of Water Resources to share this document with all people applying for ECA

There is 2.2 million acres of forestland in Kansas and a significant percent is riparian forest that borders streams and rivers providing important water quality, soil conservation, wildlife habitat, recreational and wood product benefits to the people of Kansas.

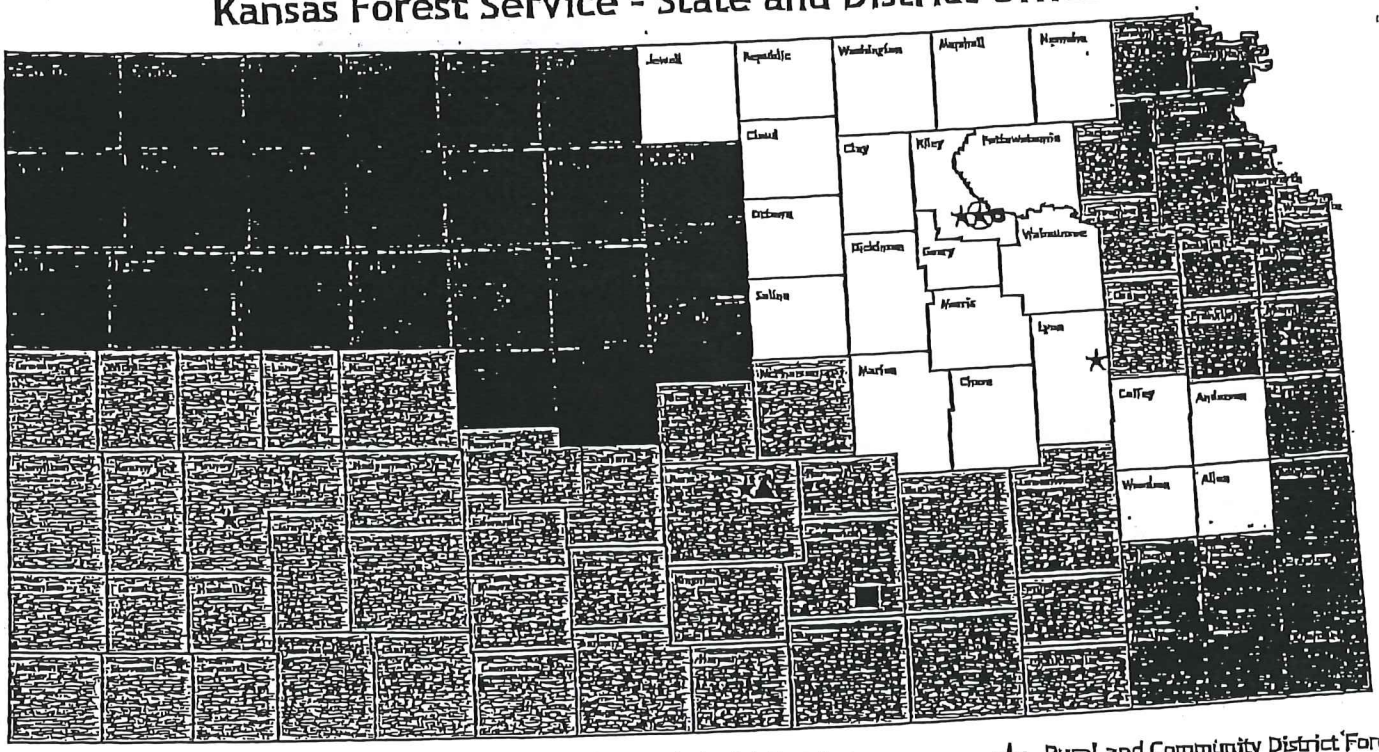
Each year we lose a million acres of forestland to development in the United States (Ralph Alig, USDA FS Pacific NW Research Station). This generally occurs in small patches which often seem insignificant, but collectively degrades our quality of life.

If your project contributes to the conversion of forestland to another land use that exceeds an acre in size, the Kansas Forest Service requests that you consider mitigating the damage by planting at least 435 native trees per acre on a site of similar ecological value.

Kansas Forest Service foresters are available to assist with preparing tree planting plans at no charge and can also advise on financial incentives programs to help cover project expenses. Foresters contact information may be found on the back of this sheet. You are also invited to check out the KFS web site (www.kansasforests.org) for additional information.

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

Kansas Forest Service - State and District Offices



STATE OFFICE PERSONNEL:
Kansas Forest Service
2610 Claflin Road
Manhattan, KS 66502
785-532-3300; Fax: 785-532-3305
Larry Biles - State Forester
Bob Atchison - Rural Forestry Coordinator
Jarran Tindle - Water Quality Forester
Darci Paull - GIS Specialist
Mark Haller - Conservation Specialist
Ryan Armbrust - Forest Health/Conservation Forester
Aaron Yoder - Agricultural Technician
Jason Hartman - Fire Protection Specialist
Ross Hauck - Fire Management Coordinator
Eric Ward - Excess Property Manager
Jennifer Williams - Communications Coordinator
Annie Cummings - Conservation Program Associate
Kylie Rethman - Administrative Specialist
Aimee Hawkes - Accountant
Bob Duncan - Equipment Mechanic Specialist
Terry Fleming - Equipment Mechanic

STATEWIDE
Fire Training Specialist
Rodney Redinger
3211 East 4th
Hutchinson, KS 67501
620-728-4464
rodney2@ksu.edu

STATEWIDE
Marketing and Utilization Forester
David Bruton
7760 174th Street
Valley Falls, KS 66088
785-945-6147
dbruton@ksu.edu

STATEWIDE
Watershed Forester
Andrew Klein
1320 Research Drive
Manhattan, KS 66502
785-564-6673

Rural District Forester
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Rural District Forester
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kdhungel@ksu.edu

Rural District Forester
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hfreerksen@ksu.edu

Rural District Forester
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1500 West 7th Street
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stiffarm@ksu.edu

Rural District Forester
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3705 Miller Parkway, Suite B
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Rural District Forester
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dcarlson@ksu.edu

Rural and Community District Forester
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785-624-3138
jseirer@ksu.edu

Rural and Community District Forester
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2106 East Spruce Street
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620-275-0211, ext 111
jdklempa@ksu.edu

Community District Forester
Kim Bomberger
2610 Claflin Road
Manhattan, KS 66502
785-532-3315
kbomberg@ksu.edu

Community District Forester
Community Forestry Coordinator
Tim McDonnell
1901 E. 95th Street South
Haysville, KS 67060
316-788-0492, ext 202
tmcdonne@ksu.edu

KANSAS FOREST SERVICE
KANSAS STATE UNIVERSITY

Updated: 9/[illegible]

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

6425 SW 6th Avenue
Topeka, KS 66615

Kansas

phone: 785-272-8681
fax: 785-272-8682
cultural_resources@kshs.org

Kansas Historical Society

[redacted]
Jennie Chinn, Executive Director

MEMORANDUM

To: ECA Permit Applicant

From: Kansas State Historical Society
Bob Hoard, State Archeologist

Re: Historic and Prehistoric Cultural Resources

Because of time and budget constraints, the Kansas State Historical Society has elected to waive review of permit applications under the Water Projects Environmental Coordination Act (KSA-82a-325 *et seq.*). However, digging, grading, and other types of construction activities may reveal the presence of buried historic and/or prehistoric archeological sites or artifacts within your project area. If archeological materials are encountered during construction, please contact me at 785-272-8681 ext. 269 or by email at rhoard@kshs.org and do not further disturb the site. If the materials appear to be significant, we may ask for the opportunity to document or salvage the.

In the event human burials or remains are encountered, the Kansas Unmarked Burial Sites Preservation Act (KSA 75-2741 through 75-2754) requires the finder to immediately report these discoveries to the local law enforcement agency. If the remains are not the result of criminal activity, their fate will be determined by the Unmarked Burial Sites Preservation Board. Encountering an unmarked burial does not necessarily stop a project. Discussion with the Board may lead to modification of the project, and in some cases the burial is removed and the project allowed to proceed. Human burials and associated artifacts must not be further disturbed after their discovery, until law enforcement officials or the Unmarked Burial Sites Preservation Board has determined the appropriate action. The Unmarked Burial Sites Preservation Act provides substantial penalties for intentionally disturbing human burials and grave goods, whether located on public or private property. If you find a bone that you suspect may be human, leave it where it is and get expert help to identify it. The county coroner, a medical doctor, or an archeologist can help.

What to Look For

Archeological sites from the historic and prehistoric periods may be buried. Prehistoric sites can be recognized by the presence of discolored earth, bones, stone tools (arrow heads, knives, scrapers), stone flakes (thin, sharp edged pieces of stone produced when making chipped stone tools), burned stones, and pieces of coarse, unglazed pottery. Stone flakes are the most commonly found artifact.

Historic period sites can be recognized by the presence of stone, brick, or concrete foundation walls, or concentrations of these materials. Many of the items used in historic times are similar to those used today. Bottles, cups, tin cans, buckets, hand tools, glass fragments, and other items can be easily recognized. If you are unsure of the significance of what you have found, contact my office.

Thank you for assisting in preserving the archeological heritage of Kansas.

****

These actions do not constitute compliance with Section 106 of the National Historic Preservation Act. If this project receives federal funding, licensing, permitting or assistance you must contact the State Historic Preservation Office (785-272-8681 ext. 240) prior to construction for a review of the undertaking under federal law.

Attachment: Staff Report (13342 : Rezone & Plat Stagg Hill Business Community Addition)

EXCERPT OF MINUTES
MANHATTAN URBAN AREA PLANNING BOARD

April 13, 2022

3.2. A PUBLIC HEARING to consider Rezoning of a 3.24-acre unplatted tract of land on the south side of Stagg Hill Road, from county zoning designation I-1 (Light Industrial) to county zoning designation C-2 (Highway Business), generally located approximately 250 feet east of the intersection of South Scenic Drive and Stagg Hill Road (Applicant: Joseph McGraw; RCF-23-039)

Action needed: Conduct a Public Hearing and consider the request based conformance with the Manhattan Urban Area Plan and the Riley County Land Development Regulations, and forward a recommendation of approval, approval with modifications, or denial, to the Board of Commissioners of Riley County.

3.3. A PUBLIC HEARING to consider the Concurrent plat for a 3.24-acre tract of land on the south side of Stagg Hill Road, generally located approximately 250 feet east o the intersection of South Scenic Drive and Stagg Hill Road (Applicant: Joseph McGraw; RCF-23-039)

Action needed: Consider the request based on the Riley County Land Development Regulations and the review factors in Subsec. 26-9C-3D of the Manhattan Development Code, and approve, approve with conditions, or deny the plat.

Isaac stated the site has been developed with a warehouse/storage structure (built 1948) for decades. He said the Bubble Wash carwash has been in existence since December 2005, when the applicant converted an existing Quonset hut storage warehouse into an automated car wash. Isaac said the applicant received approval for a variance to construct/locate a carwash attendant's booth below the required "one foot above base flood elevation" that has since been removed. Mr. Isaac said the applicant wishes to rezone the property from an light industrial to a commercial zoning designation and plat the tract into three commercial lots, in order to accommodate existing and future commercial uses on the property. Mr. Isaac stated that the property is currently being served by City of Manhattan sewer and water and that all new development will be served likewise.

Staff recommended the Planning Board forward a recommendation of approval of the request to rezone the subject property to the Board of County Commissioners, as it has been determined that it is in general conformance with the Manhattan Urban Area Comprehensive Plan and meets the minimum requirements of the Riley County Land Development Regulations, Articles 26-5, 26-8, and 26-9 of the Manhattan Development Code and the Riley County Sanitary Code.

Staff also recommended the Planning Board approve the Concurrent Plat of Stagg Hill Business Community Addition, as it has been determined that it also meets meet the minimum requirements of Articles 26-5, 26-8, and 26-9 of the Manhattan Development Code and the Riley County Sanitary Code. Also, staff recommended the Board approve the request for a Deviation from Section 26-5C-4 of the Manhattan Development Code, specifically, to waive the requirement to provide a sidewalk on the subject site for reasons listed in the staff report.

Attachment: MUAPB Minutes (13342 : Rezone & Plat Stagg Hill Business Community Addition)

Burton asked about how the asphalt driveway/parking area between the Restore of the Heartland building and the property line seems to come off the property. He asked if there is an agreement with the railroad.

Isaac replied yes.

Burton suggested stop signs be installed for exiting the property.

Ball asked if the applicant knows where the fill will be coming from since this is a floodplain.

Isaac replied he is not aware of any requirements that the fill must be removed from a floodplain to be relocated to another floodplain area. He said the floodplain permit for Riley County has not been issued yet.

Ball clarified his question and asked when filling portions of the floodplain, does one have to balance it out by removing fill from some other point in the floodplain.

Isaac state that he believed that applied to the floodway in order to not create a "rise".

Ebert asked about access easement on Lot 1 appears to just end.

Isaac said there is another access easement between lots 2 and 3. He commented he was just aware the access easement ended but did not know the details of the easement. Isaac stated that it has been there for years.

Anderson opened the public hearing.

The applicant, Joe McGraw, 1004 Oaktree Place. Mr. McGraw had no comments.

There were no opponents and Anderson closed the public hearing.

Nuss motioned to forward a recommendation of approval of the request to rezone the subject property to the Board of County Commissioners, as it has been determined that it is in general conformance with the Manhattan Urban Area Comprehensive Plan and meets the minimum requirements of the Riley County Land Development Regulations, Articles 26-5, 26-8, and 26-9 of the Manhattan Development Code and the Riley County Sanitary Code.

Ebert seconded.

Motion carried 6-0

Nuss motioned to approve the Concurrent Plat of Stagg Hill Business Community Addition, as it has been determined that it also meets meet the minimum requirements of Articles 26-5, 26-8, and 26-9 of the Manhattan Development Code and the Riley County Sanitary Code.

Fehr seconded.

Motion carried 6-0

Ball motioned approve the request for a Deviation from Section 26-5C-4 of the Manhattan Development Code, specifically, to waive the requirement to provide a sidewalk.

Ebert seconded.

Motion carried 6-0

Isaac announced that the Board of County Commissioners will hear the request May 1, 2023 at 9:45 am in the County Commission chambers.

Attachment: MUAPB Minutes (13342 : Rezone & Plat Stagg Hill Business Community Addition)

RESOLUTION NO. 050123-

RESOLUTION AMENDING THE ZONING MAP OF RILEYCOUNTY CONCERNING THE USE OF CERTAIN REAL ESTATE LOCATED IN MANHATTAN TOWNSHIP

WHEREAS, pursuant to the provision of Section 3.9 of the Riley County Land Development Regulations, Joseph D. McGraw, petitioner, and Joseph and Darlene R. McGraw, owners, have requested that the classification of the below described Riley County real property, be changed from Zone "I-1" (Light Industrial) to Zone "C-2" (Highway Business); and

WHEREAS, the Manhattan Urban Area Planning Board, after appropriate notice conducted a public hearing on April 13, 2023; and

WHEREAS, the Manhattan Urban Area Planning Board has submitted its recommendation and report to the Board of Commissioners of Riley County, Kansas, recommending of the application; and

WHEREAS, More than 14 days have elapsed since the conclusion of the public hearing on the application and no valid protest against the proposal signed and acknowledged by owners of 20% or more of the property proposed to be rezoned or 20% of the total area which is located within 1,000 feet of the boundaries of the property proposed to be rezoned has been filed has been filed with the County Clerk of Riley County, Kansas, and all information presented has been carefully considered by the Board of Commissioners of Riley County, Kansas.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTYCOMMISSIONERS OF RILEYCOUNTY, KANSAS:

Section 1. That the facts set forth in the Planner's staff report and the recommendation of the Manhattan Urban Area Planning Board filed in the office of the Planning and Development Department have been received and considered by the Board of Commissioners of Riley County, Kansas and have been determined to be the controlling facts concerning the application.

Section 2. The request was found to be consistent with one or more of the following criteria as set forth in Golden v. City of Overland Park, 224 K. 591, 584 P.2d 130:

a. The rezoning is compatible with the character of the neighborhood.
b. The rezoning is compatible with the zoning and uses of properties nearby.
c. The subject property is not suitable for the uses allowed by the current zoning.
d. Removal of the current restrictions by rezoning will not detrimentally affect nearby property.
e. The subject property has remained vacant as zoned for a substantial time period.
f. The gain to the public health, safety and welfare by denying rezoning is not as

Attachment: Resolution Rezone Approve (13342 : Rezone & Plat Stagg Hill Business Community Addition)

great as the hardship imposed upon the individual landowner.

g. The rezoning is consistent with the recommendations of permanent or professional staff.
h. The rezoning conforms to the adopted comprehensive plan.
i. The rezoning will not detrimentally affect the conservation of the natural resources of the County.
j. The rezoning will result in the efficient expenditure of public funds.
k. The rezoning will promote the health, safety, convenience, prosperity and general welfare of the inhabitants of the County.
l. The rezoning is consistent with the recommendation of the Planning Board.

The zoning classification of the following described real estate in Riley County, Kansas:

(Warranty Deed Book 816, Page 7220 and Book 817, Page 2814) An irregular shaped parcel of land situated in the SW 1/4 of Section 27, Township 10 South, Range 7 East of the 6th Principal Meridian within the City of Eureka Lake, Riley County, Kansas, said parcel being more particularly described as follows: BEGINNING at a point 25.00 feet distant southerly, as measured normally, from the north line of said SW 1/4 at the point of intersection of the south line of the public, and following along said quarter section line with a line 50.00 feet distant northwesterly, as measured normally, from the centerline of the main track of the Salina Branch of Union Pacific Railroad Company, as originally constructed; Thence southwesterly parallel with and 50.00 feet distant northwesterly, as measured normally, from said centerline of said main track, a distance of 886.40 feet; Thence northwesterly at right angles to last described line, a distance of 100.00 feet; Thence northeasterly parallel with and 150.00 feet distant northwesterly, as measured normally, from said centerline of said main track, a distance of 761.80 feet to a point in the south line of aforesaid public road; Thence east along said south line, a distance of 159.77 feet to the point of BEGINNING. Containing an area of 82,410 square feet or 1.892 acres, more or less. AND: From the Northwest corner of the Southwest Quarter of Section 27, Township 10 South, Range 7 East of the 6th P.M., run East 1,650 feet to the center line of present U.S. 40 S. Highway thence Southwesterly along said highway along a curve to left 115 feet, thence run at right angles to center line of said highway for 30 feet to North property line of Union Pacific Eureka Lake depot grounds, thence Southwesterly along said property line 654 feet to point of beginning, thence South 38 degrees 30 minutes East for 30 feet, thence South 51 degrees 30 minutes West for 150 feet, more or less to Southerly right of way line of present U.S. 40 S. Highway, thence Easterly along said Southerly right of way line 160 feet; more or less, to point of beginning,) containing in all .052 of an acre, more or less, in Riley County, Kansas. AND: (Resolution to vacate road rights-of-way filed in Book 892, Page 5071) A tract of land located in the Northwest One-Quarter (NW 1/4) and Southwest One-Quarter (SW 1/4) of Section 27, Township 10 South, Range 7 East of the Sixth Principal Meridian, Riley County, Kansas, more particularly described as follows: Commencing at the Southwest Corner of said NW 1/4 of said Section 27; Thence North 89°50’00” East (assumed bearing), 1522.31 feet along the South line of said NW 1/4 to the TRUE POINT OF BEGINNING; Thence North 52°56’37” East, 235.58 feet; Thence South 37°03’23 East, 120.12 feet to a point on the Northerly Right-of-Way (R/W) line of the Union Pacific Railroad (UPRR); Thence South 50°31’41” West, 71.61 feet along said Northerly R/W line of the UPRR to a point on the North Line of said SW 1/4; Thence continuing South 50°31’41” West, 39.44 feet along said Northerly R/W line of the UPRR to the Northeast corner of a tract of land as described in a Corporation Deed - Joint Tenancy Warranty recorded in Deed Book 816, Page 7220 and

Attachment: Resolution Rezone Approve (13342 : Rezone & Plat Stagg Hill Business Community Addition)

7221 (CD-JTW 816-7220) in the Riley County Register of Deeds Office, said point being on the Southerly R/W line of Stagg Hill Road; Thence South 89°50'00" West, 157.87 feet measured vs. 159.77 feet deed, along the North line of said tract described in CD-JTW 816-7220 and said Southerly line of Stagg Hill Road to the Northwest Corner of said tract described in CD-JTW 816-7220; Thence South 50°31'41" West, 764.24 feet measured vs. 761.80 feet deed, along the Northwesterly line of said tract described in CD-JTW 816-7220 and said Southerly line of Stagg Hill Road to the Southwest Corner of said tract described in CD-JTW 816-7220; Thence North 39°28'19" West, 48.28 feet; Thence on a curve to the right, having a radius of 5674.65 feet an arc length of 398.83 feet, a chord distance of 398.75 feet, and a chord bearing of North 50°55'49" East; Thence North 52°56'37" East, 368.72 feet to the POINT AND PLACE OF BEGINNING. Said tract contains 1.30 acres, more or less. Subject to all public roads, easements, reservations, restrictions, covenants, and conditions, if any, now of record.

is hereby changed from Zone "I-1" (Light Industrial) to Zone "C-2" (Highway Business), and that the Riley County Official Zoning Map shall be changed to reflect the amendment, that the original resolution incorporating the said official map by reference is hereby amended and that said official map be reincorporated by reference as amended.

This resolution shall take effect and be in force from and after its publication in the official county newspaper.

GRANTED this 1st day of May, 2023

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

_____
Kathryn Focke, Chair

_____
John Ford, Vice Chair

_____
Greg McKinley, Member

ATTEST:

_____
Rich Vargo, Riley County Clerk

Attachment: Resolution Rezone Approve (13342 : Rezone & Plat Stagg Hill Business Community Addition)

RESOLUTION NO. 050123-

RESOLUTION DENYING CHANGING THE ZONING MAP OF RILEY COUNTY CONCERNING THE USE OF CERTAIN REAL ESTATE LOCATED IN MANHATTAN TOWNSHIP

WHEREAS, pursuant to the provision of Article 3 of the Riley County Land Development Regulations, Kansas, Joseph D. McGraw, petitioner, and Joseph and Darlene R McGraw owner, have requested that the classification of the below described Riley County real property be changed from Zone I-1 Light Industrial to Zone C-2 Highway Business; and

WHEREAS, the Manhattan Urban Area Planning Board, after appropriate notice conducted a public hearing on April 13, 2023; and

WHEREAS, the Manhattan Urban Area Planning Board has submitted its recommendation and report to the Board of Commissioners of Riley County, Kansas, recommending of the application; and

WHEREAS, More than 14 days have elapsed since the conclusion of the public hearing on the application, and no valid protest against the proposal signed and acknowledged by owners of 20% or more of the property proposed to be rezoned or 20% of the total area which is located within 1,000 feet of the boundaries of the property proposed to be rezoned has been filed with the County Clerk of Riley County, Kansas, and all information presented has been carefully considered by the Board of Commissioners of Riley County, Kansas.

NOW, THERFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS:

Section 1. That the facts set forth in the Planner's staff report and the recommendation of the Manhattan Urban Area Planning Board filed in the office of the Planning and Development Department have been reviewed and considered by the Board of Commissioners of Riley County, Kansas and have been determined to be the controlling facts concerning the application.

Section 2. The request was found to be inconsistent with one or more of the following criteria set forth in Golden v. City of Overland Park, 224 K. 591, 584 P.2d 130:

a. The rezoning is compatible with the character of the neighborhood.
b. The rezoning is compatible with the zoning and uses of properties nearby.
c. The subject property is not suitable for the uses allowed by the current zoning.
d. Removal of the current restrictions by rezoning will not detrimentally affect nearby property.
e. The subject property has remained vacant as zoned for a substantial time period.
f. The gain to the public health, safety and welfare by denying rezoning is not as great as the hardship imposed upon the individual landowner.

Attachment: Resolution Rezone Deny (13342 : Rezone & Plat Stagg Hill Business Community Addition)

g. The rezoning is consistent with the recommendations of permanent or professional staff.
h. The rezoning conforms to the adopted comprehensive plan.
i. The rezoning will not detrimentally affect the conservation of the natural resources of the County.
j. The rezoning will result in the efficient expenditure of public funds.
k. The rezoning will promote the health, safety, convenience, prosperity and general welfare of the inhabitants of the County.
l. The rezoning is consistent with the recommendation of the Planning Board.

Section 3. Using the above criteria, it was determined that the request be DENIED for the following reasons:

1. The rezoning will not result in the efficient expenditure of public funds.

The zoning classification of the following described real estate in Riley County, Kansas:

(Warranty Deed Book 816, Page 7220 and Book 817, Page 2814) An irregular shaped parcel of land situated in the SW 1/4 of Section 27, Township 10 South, Range 7 East of the 6th Principal Meridian within the City of Eureka Lake, Riley County, Kansas, said parcel being more particularly described as follows: BEGINNING at a point 25.00 feet distant southerly, as measured normally, from the north line of said SW 1/4 at the point of intersection of the south line of the public, and following along said quarter section line with a line 50.00 feet distant northwesterly, as measured normally, from the centerline of the main track of the Salina Branch of Union Pacific Railroad Company, as originally constructed; Thence southwesterly parallel with and 50.00 feet distant northwesterly, as measured normally, from said centerline of said main track, a distance of 886.40 feet; Thence northwesterly at right angles to last described line, a distance of 100.00 feet; Thence northeasterly parallel with and 150.00 feet distant northwesterly, as measured normally, from said centerline of said main track, a distance of 761.80 feet to a point in the south line of aforesaid public road; Thence east along said south line, a distance of 159.77 feet to the POINT OF BEGINNING. Containing an area of 82,410 square feet or 1.892 acres, more or less. AND: From the Northwest corner of the Southwest Quarter of Section 27, Township 10 South, Range 7 East of the 6th P.M., run East 1,650 feet to the center line of present U.S. 40 S. Highway thence Southwesterly along said highway along a curve to left 115 feet, thence run at right angles to center line of said highway for 30 feet to North property line of Union Pacific Eureka Lake depot grounds, thence Southwesterly along said property line 654 feet to point of beginning, thence South 38 degrees 30 minutes East for 30 feet, thence South 51 degrees 30 minutes West for 150 feet, more or less to Southerly right of way line of present U.S. 40 S. Highway, thence Easterly along said Southerly right of way line 160 feet; more or less, to point of beginning,) containing in all .052 of an acre, more or less, in Riley County, Kansas. AND: (Resolution to vacate road rights-of-way filed in Book 892, Page 5071) A tract of land located in the Northwest One-Quarter (NW 1/4) and Southwest One-Quarter (SW 1/4) of Section 27, Township 10 South, Range 7 East of the Sixth Principal Meridian, Riley County, Kansas, more particularly described as follows: Commencing at the Southwest Corner of said NW 1/4 of said Section 27; Thence North 89°50'00" East (assumed bearing), 1522.31 feet along the South line of said NW 1/4 to the TRUE POINT OF BEGINNING; Thence North 52°56'37" East, 235.58 feet; Thence South 37°03'23 East, 120.12 feet to a point on the Northerly Right-of-Way (R/W) line of the Union Pacific Railroad (UPRR); Thence South

Attachment: Resolution Rezone Deny (13342 : Rezone & Plat Stagg Hill Business Community Addition)

50°31'41" West, 71.61 feet along said Northerly R/W line of the UPRR to a point on the North Line of said SW 1/4; Thence continuing South 50°31'41" West, 39.44 feet along said Northerly R/W line of the UPRR to the Northeast corner of a tract of land as described in a Corporation Deed - Joint Tenancy Warranty recorded in Deed Book 816, Page 7220 and 7221 (CD-JTW 816-7220) in the Riley County Register of Deeds Office, said point being on the Southerly R/W line of Stagg Hill Road; Thence South 89°50'00" West, 157.87 feet measured vs. 159.77 feet deed, along the North line of said tract described in CD-JTW 816-7220 and said Southerly line of Stagg Hill Road to the Northwest Corner of said tract described in CD-JTW 816-7220; Thence South 50°31'41" West, 764.24 feet measured vs. 761.80 feet deed, along the Northwesterly line of said tract described in CD-JTW 816-7220 and said Southerly line of Stagg Hill Road to the Southwest Corner of said tract described in CD-JTW 816-7220; Thence North 39°28'19" West, 48.28 feet; Thence on a curve to the right, having a radius of 5674.65 feet an arc length of 398.83 feet, a chord distance of 398.75 feet, and a chord bearing of North 50°55'49" East; Thence North 52°56'37" East, 368.72 feet to the POINT AND PLACE OF BEGINNING. Said tract contains 1.30 acres, more or less. Subject to all public roads, easements, reservations, restrictions, covenants, and conditions, if any, now of record.

was NOT changed from Zone "I-1" (Light Industrial) to Zone "C-2" (Highway Business).

DENIED this 1st day of May, 2023

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

_____
Kathryn Focke, Chair

_____
John Ford, Vice Chair

_____
Greg McKinley, Member

ATTEST:

_____
Rich Vargo, Riley County Clerk

Attachment: Resolution Rezone Deny (13342 : Rezone & Plat Stagg Hill Business Community Addition)

RESOLUTION NO. 050123-

A RESOLUTION APPROVING THE STAGG HILL BUSINESS COMMUNITY ADDITION PLAT AND ACCEPTING THE STREET RIGHTS OF WAY, EASEMENTS AND LICENSES AS SHOWN TO BE DEDICATED ON SAID PLAT

WHEREAS, the Board of Commissioners of Riley County, Kansas, has been presented for approval of the Stagg Hill Business Community Addition; and

WHEREAS, the Board finds that all legal requirements have been met for approval of said plat; and

WHEREAS, the Riley County Planning & Development Department has reviewed said plat and found it to be in compliance with the Riley County Sanitary Code; and

WHEREAS, the Manhattan Urban Area Planning Board, after appropriate notice, conducted a public hearing on April 13, 2023; and

WHEREAS, the Manhattan Urban Area Planning Board, after making a determination that said plat meets the minimum requirements of Articles 26-5, 26-8 and 26-9 of The Manhattan Development Code, **approved** said plat; and

WHEREAS, all required signatures have been obtained.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF RILEY COUNTY, KANSAS:

That the Stagg Hill Business Community Addition plat is hereby approved, and the Board of Commissioners of Riley County, Kansas hereby accepts all street rights of way, easements and licenses, as dedicated thereon.

ADOPTED this 1st day of May, 2023

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

_____
Kathryn Focke, Chair

_____
John Ford, Vice Chair

_____
Greg McKinley, Member

ATTEST:

_____
Rich Vargo, Riley County Clerk

Attachment: Resolution Plat (13342 : Rezone & Plat Stagg Hill Business Community Addition)

Amanda Webb
Planning/Special Projects Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6332

PLANNING & DEVELOPMENT
Public Hearing

COMMISSION AGENDA REPORT

FROM: **Bob Isaac**

MEETING: **May 1, 2023**

SUBJECT: **Special Use Authorization to establish and operate an electrical substation.**

PRESENTER: **Bob Isaac**

BACKGROUND

See staff report.

DISCUSSION

See staff report.

FISCAL IMPACT

None is anticipated

ALTERNATIVES

- Approve the measure
- Deny the measure
- Modify or develop alternatives if other concerns or factors arise
- Schedule work session to discuss issue further

RECOMMENDATION(S)

On April 10, 2023, the Riley County Planning Board forwarded a recommendation of denial to the Board of Commissioners of Riley County for a Special Use Authorization to establish and operate an electrical substation, as it was determined that the proposed location of the request did

not conform to the rural guidelines of the Vision 2025 Comprehensive Plan for Riley County, Kansas.

Staff recommends the Board of County Commissioners approve the request for Special Use Authorization to establish and operate an electrical substation based on the reasons listed in the staff report.

POSSIBLE MOTION(S)

ACTION NEEDED:

. Motion to sign Resolution 050123-_____ approving the request for Special Use Authorization to establish and operate an electrical substation, as it was determined that all the requirements of the Riley County Land Development Regulations and the Riley County Sanitary Code have been met.

Or

. Motion to sign Resolution 050123-_____ denying the request for Special Use Authorization to establish and operate an electrical substation, as it was determined that all the requirements of the Riley County Land Development Regulations and the Riley County Sanitary Code have not been met.

Or

. Motion to "table" the request to a date certain to allow time for the applicant to submit revisions to the proposed site plan in order to eliminate or minimize any potential adverse impact upon other property in the area or to carry out the general purpose and intent of the Riley County Land Development Regulations.

ATTACHMENT(S):

- Staff report
- Maps
- Excerpt of Planning Board minutes

Enclosures:

- RCPB Minutes (PDF)
- Staff Report (PDF)
- Protest Petition 4-19-23 (PDF)
- Protest Petition 4-24-23 (PDF)
- Public Correspondence (PDF)
- Resolution Approve (PDF)
- Resolution Deny(PDF)

EXCERPT OF MINUTES
RILEY COUNTY PLANNING BOARD

April 10, 2023

Kansas Evergy Kansas Central, Inc. - Special Use Authorization

Diane Hoobler moved to remove from the table a public hearing to consider the request of Evergy Kansas Central, Inc., petitioner, and David & Donna Cederberg, owners, for a Special Use Authorization to establish and operate an electrical substation in Ashland Township, Section 12, Township 11 South, Range 7 East, in Riley County, Kansas.

Rita Cassida seconded. Carried 4-0.

Bob Isaac presented the request stating Evergy has requested approval for a Special Use Authorization to establish and operate an electrical substation. He explained this is a recommendation by the Riley County Planning Board to the Board of County Commissioners similar to a rezoning.

Mr. Isaac stated the Konza Substation is proposed to be located immediately west of the intersection of Konza Prairie Lane and McDowell Creek Road, on the north side of McDowell Creek Road. He said according to the applicant, the proposed Konza Substation will increase the reliability, serviceability, and load of Evergy's electrical system in the City of Manhattan, Riley County, and surrounding areas. Mr. Isaac explained the new substation will contain equipment that function as switches and breakers that will allow personnel to perform maintenance on the transmission lines and substation equipment without subjecting customers to unnecessary outages.

Mr. Isaac listed the following conditions for this special use:

1. The entrance and access road to the substation shall consist of and be maintained with all-weather surfacing.
2. No portion of the site shall be used for storage of equipment, vehicles, materials or supplies, except during construction.
3. All outdoor light fixtures shall be shielded with cutoff fixtures and directed downward to prevent off-site glare.
4. All areas outside of the fenced/walled area shall be graded and seeded (grass); and
5. A Reclamation Plan shall be submitted to and approved by the Riley County Planning Board.

He said there are things for the Board to consider:

1. The views and site lines to or from an important cultural or historical site (Ashland Cemetery) could be adversely affected by the physical presence of a new substation, which could have long term impacts.
2. The overall aesthetic impact of a new substation is highly dependent on the size and location of the facility. Smaller distribution substations may or may not be able to be camouflaged easily with berms, fencing, or landscaping and can appear quite industrial in nature. In rural settings, local property owners may object to the facilities' strong visual impact, with the physical appearance of the transformers, switches and high fences of new substations detract from the rural character. Because of the height of some substations equipment and clearing necessary around the transmission facilities, it can be difficult to reduce the visual impact of transmission substations.

Attachment: RCPB Minutes (13343 : Special Use for an electrical substation)

3. Although electrical substations have an undeniable industrial look to them, the reality is that they are needed and cannot be expected to be located only in Industrial Districts or areas designated for industrial uses. There must be a balance between rural character and the aesthetics of essential services that do not necessarily conform to what is considered rural or naturally occurring. With that said, it's encouraged to not only locate such facilities in a safe and convenient location, but to consider adjustments to the site selection that could help minimize real or perceived impacts of viewsheds and surrounding cultural amenities.
4. The proposed switching station is necessary as part of an essential facility tied into the overall critical infrastructure and will benefit the community as a whole.

Mr. Isaac referenced Section 1.8 – Exemptions, of the Land Development Regulations exempts public service wires and poles, but not the substation itself. He stated we have no control of the poles themselves. Staff recommended that the Planning Board forward a recommendation of approval of the request to the Board of Commissioners of Riley County based on the following findings:

- The proposed substation site was selected based on the location of the existing 115 kV transmission line that will be connected to the substation to accommodate future load.
- The new substation will contain equipment that function as switches and breakers that will allow personnel to perform maintenance on the transmission lines and substation equipment without subjecting customers to unnecessary outages.
- The proposed substation will not pollute air, land or water, or produce dust, fumes, odors, smoke or vibration.
- It has been determined that the request meets the requirements of the Riley County Land Development Regulations and the Riley County Sanitary Code.

Staff recommended that the Planning Board forward a recommendation of approval of the request to the Board of Commissioners of Riley County based on the conditions mentioned previously.

Jessica Keck stated she works for Evergy at 818 S Kansas Ave, Topeka, KS. She stated that Mr. Isaac did a good job explaining why Evergy needs the substation and what they are planning to do. She explained Evergy has a planning group that looks at low growth in the area and reliability. The group said we needed a site for a substation to increase the reliability to possibly help with low growth in the future. She stated when they started looking at this site, they noticed the Konza Prairie, which is to the south. She said the big criteria for this project were to stay north of the Konza Prairie, because they currently have a line going through it. Ms. Keck stated had they gone east, west or south they would have to take a line off the existing transmission line, probably through the Konza Prairie. She stated they needed to stay in this area due to the proximity to other substations and the other line. She said they went north on purpose to help avoid impacts to the Konza Prairie and they realized the cemetery is right there.

Ms. Keck stated they visited numerous landowners, and they have to find one willing to sell. She said besides all the environmental factors, topographically, they prefer a flat site, if possible. She said the site can't be in a floodplain and there is a lot of floodplain to the north. She stated this is already an agricultural field so they wouldn't be taking any native prairie. She

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said Evergy did a historic survey on the subject site and did their due diligence for wildlife and parks. She said this particular landowner was willing to sell, and it met the criteria.

Ms. Keck explained this is a switching station, not a huge substation. She said it is 300 feet by 300 feet or roughly two to two and half acres. She stated it will not have transformers or any equipment that hums, nor will there be any big, tall equipment. She said there will be poles that go into it.

Ms. Keck mentioned that after the application was submitted to the County, they were notified some people were concerned. She explained that Evergy met with the Ashland Township representatives in March to see if there were some other options. She said they were not provided with any other sites to look at, so they decided to proceed with the original site.

Diane Hoobler asked if Evergy considered going further north over the river.

Jessica Keck replied that they did but believes it is too far away or too close to the other substations.

Diane Hoobler mentioned the substation on Stagg Hill and asked if the switching station could be built there.

Aaron Spreer, engineer with Evergy, said the substation on Stagg Hill is the main feed into Ogden, Bluestem Electric metering point and portions of Ashland Township. He said for configuring substations, this will complete a loop and provide backup reliability. If the switching station were to be built in the same place and there was a weather event that would take out power lines, there would be no back up feed. He explained you want the substations in different geographical locations.

Diane Hoobler asked if they looked at a property further north and further away from the highway.

Jessica Keck replied they are limited by the floodplain.

Joe Gelroth asked if the landowner would be willing to move the site further north on their property.

Jessica Keck replied the landowner offered them the current location only.

Joe Gelroth asked if was possible if the landowner was willing.

Jessica Keck said she couldn't answer that question at that time.

Rita Cassida asked if there would be a building located within the switching station.

Aaron Speer affirmed and stated they refer to them as a doghouse which is very small.

Rita Cassida asked if Evergy uses any decorative wall materials to disguise those buildings.

Aaron Speer said they purchased the buildings from a vendor, and they come standardized. He said they don't typically do that, but if were requested, they could review it.

Rita Cassida asked if there would be any landscaping around the substation.

Jessica Keck replied the project calls for chain link fencing and barb wire with no landscaping. She did say if it was requested, they could review it.

Chairman Wienck asked if there are plans in the future to enlarge the substation.

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Jessica Keck said at this time there are no plans to enlarge but you don't know what will happen in twenty to thirty years from now. She said if they do plan to expand, they would have to come back before the Board for approval.

Chairman Wienck asked if there were any proponents within 1000 feet. There were none.

Chairman Wienck asked if there were opponents within 1000 feet.

Lorn Clement stated he is the Ashland Township Trustee and lives at 3881 S. 20th Street, which is not located within 1000 feet of the request and is presenting for the Township. He said he is a member of the Rural Economic Advisor Board for the Riley County Commissioners and was a board member of the Riley County Planning Board for over 20 years. He stated he is a lawyer, a landscape architect and has lived the Ashland Bottoms since 1991.

Mr. Clement asked that board members focus on the Comprehensive Plan, Vision 2025; the number one and foremost goal of the plan is preservation of agricultural lands and the rural character. It is also the first criteria of the Land Development Regulations when considering this kind of request. He said in the staff report is one, two, three items in the land development regulations and in my view this proposal fails on all three counts. He said compatibility with the land use plan, preservation of agricultural land, general welfare and safety and economic value is not being diminished.

Mr. Clement asked why is it in the U.S. we name our suburban streets and land development projects for things we destroy in the process of building them? He said that is the price of progress and that is what you heard tonight from the staff report. Mr. Clement then referred to a map he provided to the board members indicating the existing transmission lines are in red and yellow lines are proposed. He said the map was provided to him by a friend in Kansas City who is an architect for the federal government. He said the line is going to go west from the proposed site to along S. 33rd Street. He said there are a lot of neighbors on S. 33rd Street who want to know what is going on with a high voltage line going over their house. He discussed the height and size of monopoles that carry the high voltage lines. He stated those poles will stick out like a sore thumb. He mentioned several property owners that have recently built new homes and have spent a lot of money will be looking at those power lines in the foreground not the background. He asked the board members to review the packet he provided and to not take it lightly.

Raleigh Eggers, 2900 W. 32nd Avenue said he has lived in the area for over 50 years. He said years ago there was a proposal that everyone was opposed to; they all got together and solved it. He said he looks at this project and the impacts; it appears visually that substation would be a cancer and will spread. He said if this allowed, it would visually be a mess.

Ron Klataske, 4490 McDowell Creek Road, stated there are many reasons why putting this substation along McDowell Creek Road is inappropriate. He said Ashland community remains largely agricultural with traditional farmsteads, a community building, church, and cemetery. The "Scenic River Road" designation for McDowell Creek Road from Intrastate 70 is reflective of that fact.

Mr. Klataske stated the pastoral landscape has not been industrialized. He stated he purchased his land 34 years and built a home five years ago. He said he and his wife donated a conservation easement for a 40-acre parcel of native grassland to Kansas Land Trust in 1995

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and an additional 40 acres through the USDA Grassland Reserve Program. Mr. Klataske said hikers and youth groups that look westward from the Konza trail have a view of this native prairie land.

Mr. Klataske said tragically, this same view extends to include the site of Evergy's proposed substation. He said they can see small memorial lights from the cemetery at night. For the thousands of visitors, the entrance and exit from the Konza will be transformed from a view of natural and pastoral features to that of an industrial structure seemingly out of place.

Mr. Klataske stated as an adjacent landowner and homeowner in the Ashland Community, he requested that the Riley County Planning Board deny the request.

Jared Parsons, 3721 S. 33rd Street, stated he has lived in the community since 1987 and is raising his family there. He said you must respect the rights of the private landowner, but actions do affect others. He said he has friends that are buried in the cemetery and eventually that will be his final resting place. He said he is concerned about the high-power line which appears to be going over his house and the effect on property value. Mr. Parsons said his wife asked him to share, preserving the scenic byway to Manhattan adds value to Manhattan as well as the residents of Ashland township.

Ryan Klataske, 813 Juniper Drive, stated his family's land is located off McDowell Creek Road. He said I am here to urge you to oppose construction of the electrical switching station in Ashland Bottoms at the entrance to the Konza Prairie. He said the Konza Prairie and the scenic views from its hiking trail are a source of civic pride and identity. He mentioned a sign on I-70 that describes the road through the valley as the Scenic River Road to Manhattan. Mr. Klataske said if the proposed station is built, it will become a visible part of these images at a detriment to the scenic value of the community.

Mr. Klataske said he and his wife have considered restoring an old barn on the property and offering nature-based tourism opportunities, but the proposed switching station would make this plan unfeasible by diminishing the surrounding scenic rural character. He stated we need more opportunities for both visitors and local people to get outdoors and experience the prairie and we need to protect the places we have, and this starts with opposing the switching station. He said we need to protect the viewshed from this trail. Because this proposed switching station would dramatically impact the scenic value and character of Ashland Bottoms, it diminishes the benefit from similar forms of nature-based tourism and land use. He requested the Board to deny the request.

Paul Barkey, 4236 Grantham Drive, St. George, KS. He said he wanted to address the spiritual aspects of Ashland Bottoms and McDowell Creek Road, which is a scenic byway. He stated the switching station adjacent to the Ashland Bottoms Cemetery is troubling to him. He explained that he has been the pastor at Ashland Community Church for the last 25 years. He said each time they drive McDowell Creek Road, it is a spiritual experience due to the beauty of the valley.

Mr. Barkey stated cemeteries have a critical purpose in our culture and, in particular, the community. He said Ashland Cemetery is made up of 272 lots and the natural beauty is deeply moving. He asked what if the switching station was in place and we were looking for a place to establish a new cemetery, would we choose this location? He said I think not.

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Maureen Olewnik, 5011 McDowell Creek Road, stated they have invested money and a lot of sweat equity maintaining and improving their home trying to keep it in the nature of the Flint Hills. She said when building their shop 15 years ago they decided to move it to the back of the property because McDowell Creek Road is the Scenic River Road to Manhattan. She stated they purchased and invested in this area because of the beauty, the community and the tallgrass prairie.

Mrs. Olewnik said in researching the impact of this power station and power lines, she found there was very little impact on value on many of the open spaces and industrial areas; however, the financial impact of something like this on property value where there are homes can be substantial. She said it could anywhere from 15% to 50% reduction in land value. She said their home is just outside the 1000-foot area but is in the direct site line of that substation. She said they will be seeing flashing lights if they are available there, any noise pollution coming off it, any health implications whether they are real or perceived will have an impact on that land value. There will be neighbors throughout the valley that will lose land value as well. She said the devaluation of those properties can't be taken lightly from the county perspective.

Mrs. Olewnik that there are so many reasons noted outlining why we should not allow the placement of the substation and power lines in this really important agricultural area which is a gateway to environmentally endangered portion of our area, the Konza Prairie. Impact on property values is another and very real, painful and potentially harmful well-being of the community and surrounding area including the entire county. She requested the Board deny the request.

Emma Leuthold, 2241 W. 40th Avenue, stated she believes in landowner rights but if the substation is allowed, numerous landowners will be affected by the power poles that it will take to run the line to Ogden. She stated the land is zoned for agricultural use and any change from that must be reasonable. We think it is unreasonable to convert high value crop ground to an electrical infrastructure. She asked the board to deny the request.

Patrick O'Neal, 3230 McDowell Creek Road, stated he is a local Ashland resident, project manager for Konza Prairie Biological Station and a member of the Ashland Township Board. He said Konza is a private public partnership between a nature conservancy, private conservation organization and the Division of Biology at Kansas State University. He said one avenue to fulfill our mission of the tallgrass prairie research, preservation and education was to allow public access to paths onsite which has developed into a nationally recognized trail system, which adds significant value Riley and Geary counties. He said we do believe this proposal diminishes the experience of those walking the Konza daily and does not comply with points three and six of Riley County Land Development Regulations on page three and four of the staff report.

Mr. O'Neal said as a township board member, he contacted Evergy immediately voicing his concerns after learning of this proposal. He was grateful when they agreed to delay their request in March and meet with the township to discuss the issue and explore alternatives and even explored locations on Konza, which might be preferred as the lesser of two evils. He said the meeting was enlightening and they quickly came to the understanding that this switching substation and the current proposal before you today is but one rung in a ladder ill-suited to our community. Mr. O'Neal said he appreciated their honesty at that meeting. He said the current switching station, while performing some limited functions as proposed, is to serve as

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an anchor point for yet another high voltage line run from this location west towards Ogden and impacting the entire Ashland community area in the process. He said the packet repeatedly mentions expansion. He said this is not a small project with no aspirations of becoming more but rather the foothold into a much larger plan to impose a burden on Konza, Ashland cemetery, Ashland community and the rural agricultural aesthetic we have worked diligently to preserve. He said they repeatedly encouraged Evergy to locate the line along K-18 and Stagg Hill which is already a disturbed corridor; however, as you have heard in their own comments, that was outside of their scope for the project.

Mr. O'Neal said their plans call for additional lines running to the same location in Ogden from Junction City, making the proposed line simply redundant which is often a luxury not a necessity. Regardless of that conversation and plans discussed revealed several alternatives, other options exist to satisfy the needs of Evergy and their customers. He said the current proposal should not be viewed as an imperative, not as a small independent request. He stated it is a step in the wrong direction for our community and the many thousands coming to the rest of our region and beyond to value what our community has to offer.

Jessica Keck with Evergy stated the map that Lorn Clement provided was not from Evergy. She said prior to doing a transmission line, they would do a routing study, which takes two to three years. The routing study consists of open houses, public comment periods where the routes would go. She said on our transmission lines they try to work with the landowner as much as they can to cause the least amount of impact. Ms. Keck said at this time, the route has not been selected. She stated they always obtain the site first and then do the routing study afterwards. She said the comment about expansion is unknown at this time but they would come back before the Board if it should happen. She explained, in reference to lighting, only during an emergency will lights be on and during construction for security. She said in response to the comments about noise; there will be no transformers, so there will be no noise.

Rita Cassida referred to the yellow line on the map that was provided by Lorn Clement. She asked if that turns out to be the route, can it be done without the switching station? She reiterated we have no control over the poles.

Aaron Speer with Evergy explained the switching substation needs to be in place for better operational use of the site. He said without the switching substation there is not ability to put breakers for protection for the additional transmission lines.

Joe Gelroth asked what the response from the Kansas Department of Wildlife and Parks was.

Jessica Keck stated there were no objections from them.

Rita Cassida asked if Evergy had a photo of what a switching substation of this size would look like.

Aaron Speer stated switching stations are rare because there is need for future growth and substations go in still have that same switching potential, but there are also transfer on pieces of equipment to serve the area, whereas here we don't think that will be the case in the future.

Lorn Clement stated he would provide the source of the map at the next meeting and apologized for not having the information at this time but came from the Swallow family.

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Alice Boyle, 403 N. 16th Street, stated she is a professor in the division of biology and has worked with the Konza Prairie for the last 10 years and supports the many reasons why this is a bad idea. She stated she wanted to bring up a new thing which is conservation of wildlife. We risk mortality on migrating birds by these power lines and habitat degradation. She said even though this is not on the Konza Prairie we all know tall structures have a very long shadow which leads to avoidance of that area and causes loss of birds. She said she knew about the Konza Prairie long before she moved here. The fact that this is even being considered next to Konza shows to me that people outside your habitat show much greater appreciation for these really threatened habitats. She stated our tall grass prairies are almost gone and we live in one of the last places where they exist.

Mark Leuthold, 2861 W. 32nd Avenue, asked if you need two acres for the switching substation then why are you purchasing 12-13 acres if there is no plan for expansion. He asked if we are changing the zoning, are we changing the zoning on the 2 acres or overall, 12-13 acres? If it is the entire acreage, do they have to come back before the board?

Bob Isaac explained the request is not a rezoning but a special use for the underlying zoning district. He explained the special use is for the entire 12 acres, but they will still have to come back before the Board prior to any kind of expansion.

Valerie Wright, 3048 Shane Creek Lane, stated she worked at the Konza Prairie for 15 years. She stated she worked very long and hard to help Manhattan with the Flint Hills Discovery Center. The community and Manhattan spent several years, a lot of money, time and getting people involved in the Flint Hills Discovery Center. She said in their discussions, they spent a lot of time talking about McDowell Creek Road and bringing visitors to Manhattan. She said it was one of the most important reasons why the Discovery Center is there. She said this will be a Manhattan problem if this request is approved. She said it will change everything we talked about for putting the Discovery Center in Manhattan.

MaKenna Eilert, 908 Overhill Road, stated she is a current K-State student and has lived in Manhattan her whole life. She asked the Board, “have the representatives of Evergy provided their findings adequately and made you feel comfortable in voting yes or have they placed more doubt in your mind like they have done mine?” She said there seems to be a lot of questions in the interruptions that seem can’t be resolved this evening and I recommend the Board deny the request.

Jon Mansel, 5186 S. 40th Street, stated that for years he has looked around our country at these power lines and this is the worst thing we have done. He said we all want electricity and I understand that but just look through your city; there are power lines and power poles all over. He said this is just an additional one in case something happens to the one they send to Ogden. He said so now we have all these power lines and so now you want to duplicate them in case something happens over here. My question is where are we headed?

Becky Lind, 3550 McDowell Creek Road, stated Evergy indicated the substations can’t be too close together and the issue of whether or if the Stagg Hill location will work or something that has been offered might work. She said she had a feeling it was more of an economical issue. She said this must be the shortest, cheapest route; Ms. Lind said she doesn’t care about that, that is their issue. She stated she cares about what happens to the environment out there, the Konza Prairie, the cemetery, the closest to our church and the community center. She said

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Evergy didn't actually say whether or not that separate line from Stagg Hill would be a problem. She said she feels like there is a lot more work to be done by Evergy. She stated the request should be rejected.

Cindy Quinlan, 14295 Lower McDowell Creek Road, stated she has lived out there for 44 years. She stated she has done everything she can to protect the prairie. She stated her grandfather was Professor Quinlan at K-State. She explained that the visitor's garden is named after him and taught her many, many years ago that, unfortunately, Kansans have the least amount of public land of any state in America. She stated she has volunteered at least 20 years at the Konza Prairie and it's never ceased to amaze her that people who come out here to visit from out-of-state, out of the entire County, it's the first place they visit. She asked why you would do anything to spoil the entrance to that or the impression people get?

Jessica Keck said there was a question about the amount of acreage being purchased. She explained that they usually purchase more than what is actually needed because that is what the landowner wants to sell. She stated that they, as a company, are legally required to provide reliable affordable electricity. She said cost is a concern for everyone. She said they are legally required to find the most cost effective way to build what they need to build. She explained that if they move the substation further away from the transmission line, they have to bring a transmission into that substation. She explained that transmission lines cost (approx..) a million dollars a mile and is a substantial cost.

Ms. Keck said there were questions about Stagg Hill. She said she had received an email from a planner with Evergy that stated transmission lines cannot be extended from Stagg Hill west of the airport to a new substation site due to FFA restrictions that make it impossible to build transmission voltage lines within a certain radius of the airport; therefore, the lines must be constructed from the south so they can be routed outside of the airport restrictions.

Chairman Wienck asked about the height of the switch station.

Aaron Speer said the height of poles on the switching station would be 10 to 15 feet tall.

Joe Gelroth moved to close the public hearing. Diane Hoobler second. Carried 4-0.

Diane Hoobler said she has given this a lot of thought and discussed the comprehensive plan, Vision 2025. She referred to Chapter 5, the rural character goal is to promote development that is compatible with rural character in Riley County. She said there are rural design guidelines that state preserve the existing rural agricultural character of the county's landscape; preserve valuable farmland and productive agricultural areas; preserve wildlife and habitat; and protect ground and surface water quality.

Mrs. Hoobler said as a farmer, the land is sacred to her. She said this is just the wrong location for the substation with the cemetery being there and the fact that the Konza Prairie is there. She stated the importance of needing electricity but feels this just isn't the right place for the substation.

Rita Cassida stated she understands that electricity is a lifelong service. She said if there was a way to disguise the substation with landscape, except for the poles which we have no control over. She said there is a lot you can see from the top of hill. If there was a way to make it blend more, setback further from the road or make it less visible. She asked staff if the County had viewshed regulations.

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Bob Isaac said there were brief discussions during Vision 2025 process, but it got complicated very quickly. Mr. Isaac said the County doesn't have viewshed regulations. He added that staff understands the Konza Prairie is a tourist attraction, but its main purpose is to function as a biological research station.

Joe Gelroth stated this is not the right location for the substation. He said it will be too close to the Scenic River Road.

Chairman Wienck stated he drove down McDowell Creek Road that evening. He agreed with comments that the proposed site is too close to McDowell Creek Road. He said if it could be further back on the property it would be preferrable. He stated he has friends to the north in Marshall County who are dealing with wind turbines, transmission lines and their landscape has just completely changed. He said it's horrible. He said he would hope there would be a better location for the substation.

Diane Hoobler recommended denial of the request to establish and operate an electrical substation to the Board of County Commissioners for the following reasons:

1. Doesn't conform to Chapter 5 rural character of the comprehensive plan;
2. Not a suitable location;
3. Conflicts with the Konza Prairie;
4. Negative impacts on the viewsheds; and
5. Ashland Township Board is not supportive of the request.

Joe Gelroth seconded. Carried 3-1 with Rita Cassida abstaining.

Mr. Isaac announced that the Board of County Commissioners would hear the request on May 1, 2023, at 10:15 am, in the County Commission Chambers.

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PLANNING & DEVELOPMENT

STAFF REPORT

Special Use

PETITION: #23-007

APPLICANT: Evergy Kansas Central, Inc.
818 S Kansas Ave.
Topeka, KS 66612, USA

PROPERTY OWNER: David & Donna Cederberg
3777 S. 24th St.
Manhattan, KS 66502-9530

REPRESENTATIVE: Jessica Keck
Mgr. Permitting and Civil Engineering
818 S. Kansas Ave.
Topeka, KS 66612

REQUEST: Special Use Authorization to establish and operate an electrical substation.

SIZE OF TRACT: The subject site is approximately 12.62 acres.

LOCATION: Generally located approximately 1900 feet southwest of W. 32nd Avenue, on the north side of McDowell Creek Road; Section 12, Township 11 South, Range 7 East; Ashland Township.

JURISDICTION: This application is subject to the requirements of the Riley County Land Development Regulations.



Attachment: Staff Report (13343 : Special Use for an electrical substation)

BACKGROUND: Evergy has requested approval for a Special Use for the construction of an electrical substation (Konza Substation) on a tract of land located immediately west of the intersection of Konza Prairie Lane and McDowell Creek Road, on the north side of McDowell Creek Road. According to the applicant, the proposed Konza Substation will increase the reliability, serviceability, and load of Evergy's electrical system in the City of Manhattan, Riley County and surrounding areas. The new substation will contain equipment that function as switches and breakers that will allow personnel to perform maintenance on the transmission lines and substation equipment without subjecting customers to unnecessary outages. Evergy's acquisition of the property is planned for mid-2023, with construction to begin at the end of 2024 and completion of the substation planned by June 2026. There is not a request or requirement to plat the property, as per Section 7.2.C of the Riley County Land Development Regulations.

DESCRIPTION:

Physical site characteristics: The proposed Konza Substation property is zoned "AG" (Agricultural District) and is currently used for agricultural use. The area surrounding the property is also used for agricultural use (including the Konza Prairie Biological Station), with and rural residential uses. Approximately 2.5 acres of the 11-acre property will be used for the new Konza Substation. The property is currently used for agricultural purposes. This property was selected based on the location of the existing 115 kV transmission line that will be connected to the substation to accommodate future load growth in the region. Floodplain?

General character of the area: The general character of the area is a mix of agricultural uses and open space.

ZONING:

Zoning History: The subject property has been zoned agricultural since at least 1974.

Current Zoning: The subject property is currently zoned "AG" (Agricultural District). There are no variances, conditional uses or other special uses associated with the site.

SURROUNDING ZONING/LAND USE		
	ADJACENT ZONING	**LAND USE**
NORTH	"AG" (Agricultural District)	Cropland
SOUTH	"AG" (Agricultural District)	Konza Nature Conservancy
EAST	"AG" (Agricultural District)	Cropland
WEST	"AG" (Agricultural District)	Cropland

POTENTIAL IMPACT:

Public facilities and services:

Streets and bridges: The subject site has direct access to McDowell Creek Road, a paved two-lane, local road, owned and maintained by Riley County. The substation will be accessed via a single entrance. No additional improvements to McDowell Creek Road are being proposed as a result of the development. Except during construction of the facility, the substation will be unmanned; thus, it is anticipated that the subject site will experience no substantial increase of traffic.

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Water and sewer: No water or sewer systems are being proposed with this request.

Fire: Riley County Fire District #1 will serve the site. The nearest county fire station is located at 2881 W 32nd Avenue. The subject site is located within 5-road miles of a fire station, but receives a ISO rating of 10 due to the surface of the road being gravel.

Stormwater Drainage: (see attached)

Exterior Lighting: Substation lighting will be switch operated, inward facing (i.e., not towards the road or residences) and only used during emergencies.

Screening and Landscaping: As shown on the submitted site plan, the area surrounding the substation pad will be planted to grass.

Effect on public facilities and services:
The proposed substation will not generate waste, increase traffic, etc., and does not require water or sewer, thus no additional services will be necessary. It is anticipated that the proposed request will have a positive effect on public facilities services in the area.

COMMENTS AND CONCERNS:

ENVIRONMENTAL HEALTH: The Riley County Environmental Health Specialist has reviewed the request and reported that the site will not have water or sewer facilities.

COUNTY ENGINEER: The County Engineer reviewed the request and suggested changing the site plan to reflect a sheet-flow stormwater drainage, rather than a single point collection, to better prevent erosion.

EMERGENCY MANAGEMENT: Riley County Emergency Management has reviewed the request and reported no concerns.

TOWNSHIP TRUSTEE: The Ashland Township Trustee has reviewed the request and reported that:

- Visual and spatial impacts are not considered in the siting process for electrical substations, nor for the routes of power lines;
- Protecting scenic and environmental values is not contrary to the public interest; it clearly contributes to local economic well-being (see TM Powers: *Lost Landscapes and Failed Economies*).
- The substation and future power line, if permitted, will not be "in our back yard." They will be in the foreground of views, in our "front yards" along McDowell Creek Rd. and in Ashland Bottoms. The route to Ogden goes right across the middle of this community. This would destroy the view for the Knorps, the Goodyears and others who have paid more than market rate for their land and built retirement homes in Ashland Bottoms. Obviously, this would reduce the economic value of their properties, along with the daily experience of sitting in the rocking chair on the porch — that's oriented to the view across the landscape. They have very real "investment-backed expectations" that should not be dismissed.

RILEY COUNTY LAND DEVELOPMENT REGULATIONS:

According to Section 3.6 Special Uses of the Riley County Land Development Regulations, a special use may be approved only upon an affirmative finding by the BOCC that all of the following criteria have been met:

1) The proposed special use complies with the intent of the comprehensive plan and any specific provisions of these Regulations;

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2) The proposed use in its proposed location will not have a substantial adverse impact on the public health, safety, or general welfare;
3) The proposed use will not cause substantial injury to the value of other property in the vicinity;
4) The proposed location for the special use has adequate access routes designed to prevent traffic hazards and minimize traffic congestion, and that the proposed use will not result in premature deterioration of road infrastructure;
5) Adequate public safety, transportation, and utility facilities/services will be available to serve the subject property while maintaining adequate levels of service for existing development; and
6) The proposed use is compatible with adjacent uses in terms of scale, site design, and operating characteristics (i.e., hours of operation, traffic generation, lighting, noise, odor, dust, and other external impacts).

RILEY COUNTY PLANING BOARD:

On April 10, 2023, the Riley County Planning Board voted 3-1 (one abstention) forwarded a recommendation of denial of the request to the Board of County Commissioners, as it was determined that it does not conform to the goals and objectives of the Vision 2025 Comprehensive Plan, more specifically, destroying the rural character of the area. The Board also had concerns about the negative impacts on nearby cultural amenities (Konza Prairie and Ashland Cemetery) due to the close proximity of the proposed site. The Planning Board also based their recommendation on the fact that the Ashland Township Board was not in favor of the request.

Staff Observations:

1. The intent of Chapter 5: Agricultural Preservation and Rural Character is primarily aimed at non-agricultural residential development and the premature fragmentation of farmland. For instance, the illustrations provided on pages 5-13 through 5-18 show how residential development should occur using the recommended strategies of rural design.
2. Chapter 10: Public Facilities and Services, Background and Intent states:
   "The availability of water, wastewater, fire protection and emergency management services, police protection, schools, parks and other utilities and services affects the safety and quality of life for residents and economic stability of the County. Riley County will promote a development pattern that provides for long-term development needs, while achieving a cost-effective and efficient provision of infrastructure and public facilities."
3. The proposed use will not prevent or interfere with Konza Prairie from continuing their primary objective as a biological research station.
4. The subject site already has a 115kV transmission line transecting it from north to south; the same line also transects the Konza Prairie south down into Geary County; the same line transects all of Ashland Bottoms north of the subject site. This is the line to which the switch station would be directly connecting.
5. Substations are not considered "development"; they are considered necessary improvements to existing and future infrastructure that serves thousands of people in the area.
6. Although electrical substations have an undeniable industrial look to them, the reality is that they are needed and cannot be expected to be located only in industrial districts or

Attachment: Staff Report (13343 : Special Use for an electrical substation)

areas designated for industrial uses. There has to be a balance between rural character and the aesthetics of essential services that do not necessarily conform to what is considered rural or naturally occurring.

7. Efforts should be made to explore options with the applicant that would minimize the overall aesthetic impact of a new substation such as the use of screening, berms, fencing, or landscaping, and, if possible, have the substation located further north on the Cederberg property. This would provide distance between the proposed substation and McDowell Creek Road, the Ashland cemetery and the entrance to Konza Prairie.
8. The applicant was careful to choose a site that was not near residential uses.

STAFF RECOMMENDATIONS: Staff recommends approval of the request for a special use authorization to establish and operate an electrical substation, based on the following findings:

- The proposed substation site was selected based on the location of the existing 115 kV transmission line that will be connected to the substation to accommodate future load;
- The new substation will contain equipment that function as switches and breakers that will allow personnel to perform maintenance on the transmission lines and substation equipment without subjecting customers to unnecessary outages;
- The proposed substation will not pollute air, land or water, or produce dust, fumes, odors, smoke or vibration; and
- It has been determined that the request meets the requirements of the Riley County Land Development Regulations and the Riley County Sanitary Code.

Staff recommended that the request be approved conditioned upon the following:

1. The entrance and access road to the substation shall consist of and be maintained with all-weather surfacing;
2. No portion of the site shall be used for the storage of equipment, vehicles, materials or supplies except during construction;
3. All outdoor light fixtures shall be shielded with cutoff fixtures and directed downward to prevent off-site glare;
4. All areas outside of the fenced/walled area shall be graded and seeded (grass); and
5. A Reclamation Plan shall be submitted to and approved by the Riley County Planning Board.

PROTEST PETITION:

According to Section 3.16.C.5.d of the Riley County Land Development Regulations, Special Uses are treated much like a request to rezone and are subject to a protest petition. A protest petition is determined to be "valid" when it contains the signatures of property owners of 20% or more of the property within a 1000' radius of the subject site. A protest petition was submitted on April 19, 2023 and found to be valid. Consequently, this means that the request shall not be approved except by at least a ¾ vote of all of the members of the BOCC, or in this case, a unanimous decision.

Attachment: Staff Report (13343 : Special Use for an electrical substation)

POSSIBLE MOTION(S)

ACTION NEEDED:

A. Motion to approve Resolution 050123-_____ approving the request for a Special Use Authorization to establish and operate an electrical substation, as it has been determined that it meets the minimum requirements of the Riley County Land Development Regulations and the Riley County Sanitary Code.

Or

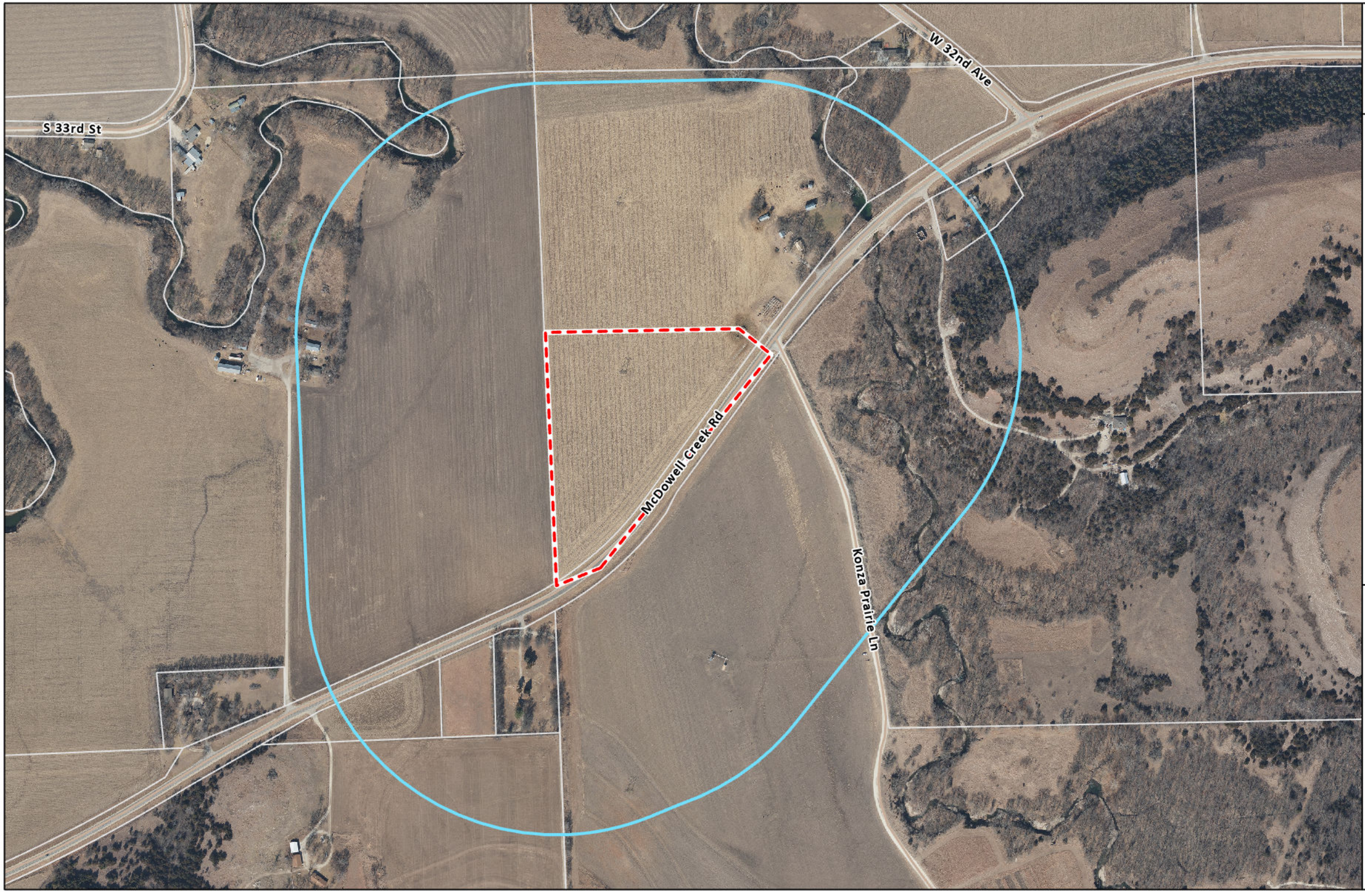
B. Motion to sign Resolution 050123-_____ denying the request for a Special Use Authorization establish and operate an electrical substation, as it has been determined that it does not meet the minimum requirements of the Riley County Land Development Regulations and the Riley County Sanitary Code.

ATTACHMENTS:

- Vicinity/site map
- Surrounding zoning map
- Fire station map
- Floodplain map
- Site plan
- Evergy application packet

Prepared by: Bob Isaac, Planner
April 25, 2023

Attachment: Staff Report (13343 : Special Use for an electrical substation)



VICINITY AND SITE

Evergy Kansas Central

#23-007
Special Use
Konza Substation

12-11-7

1000' Buffer
Site



Attachment: Staff Report (13343 : Special Use for an electrical substation)



Information Technology RILEY COUNTY Geographic Information Systems

N W E S

SURROUNDING ZONING

Evergy Kansas Central

#23-007
Special Use
Konza Substation

12-11-7

Attachment: Staff Report (13343 : Special Use for an electrical substation)



FIRE STATIONS

Evergy Kansas Central

#23-007
Special Use
Konza Substation

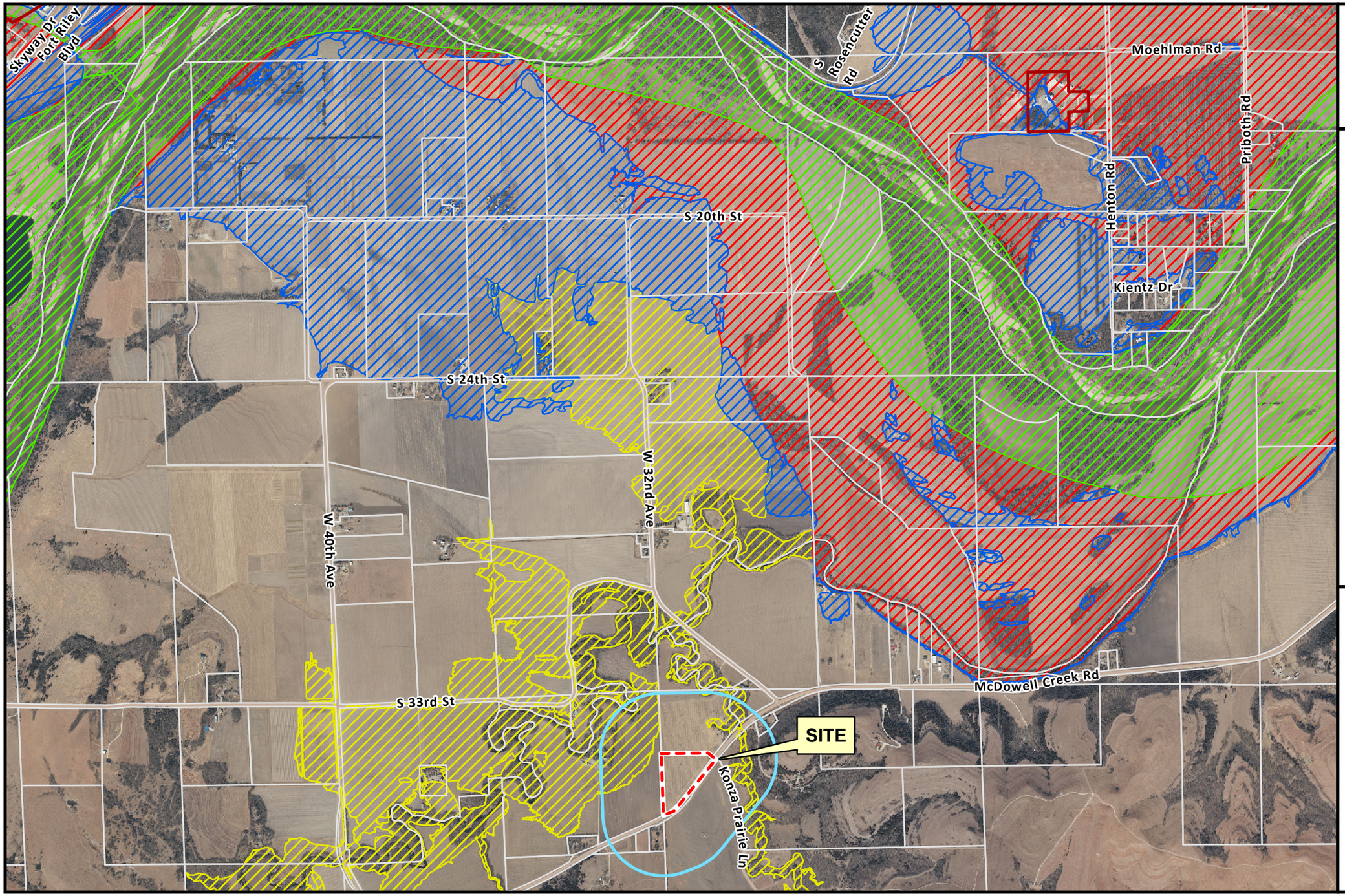
12-11-7

Fire Stations

ISO Rating

- 5 (within 1000' of a hydrant)
- 6 (within 5 road miles of 6 fire station)
- 10 (outside 5 road miles OR road is not paved/ gravel)
- KonzaSubstation

Attachment: Staff Report (13343 : Special Use for an electrical substation)



FLOODPLAIN

Evergy Kansas Central

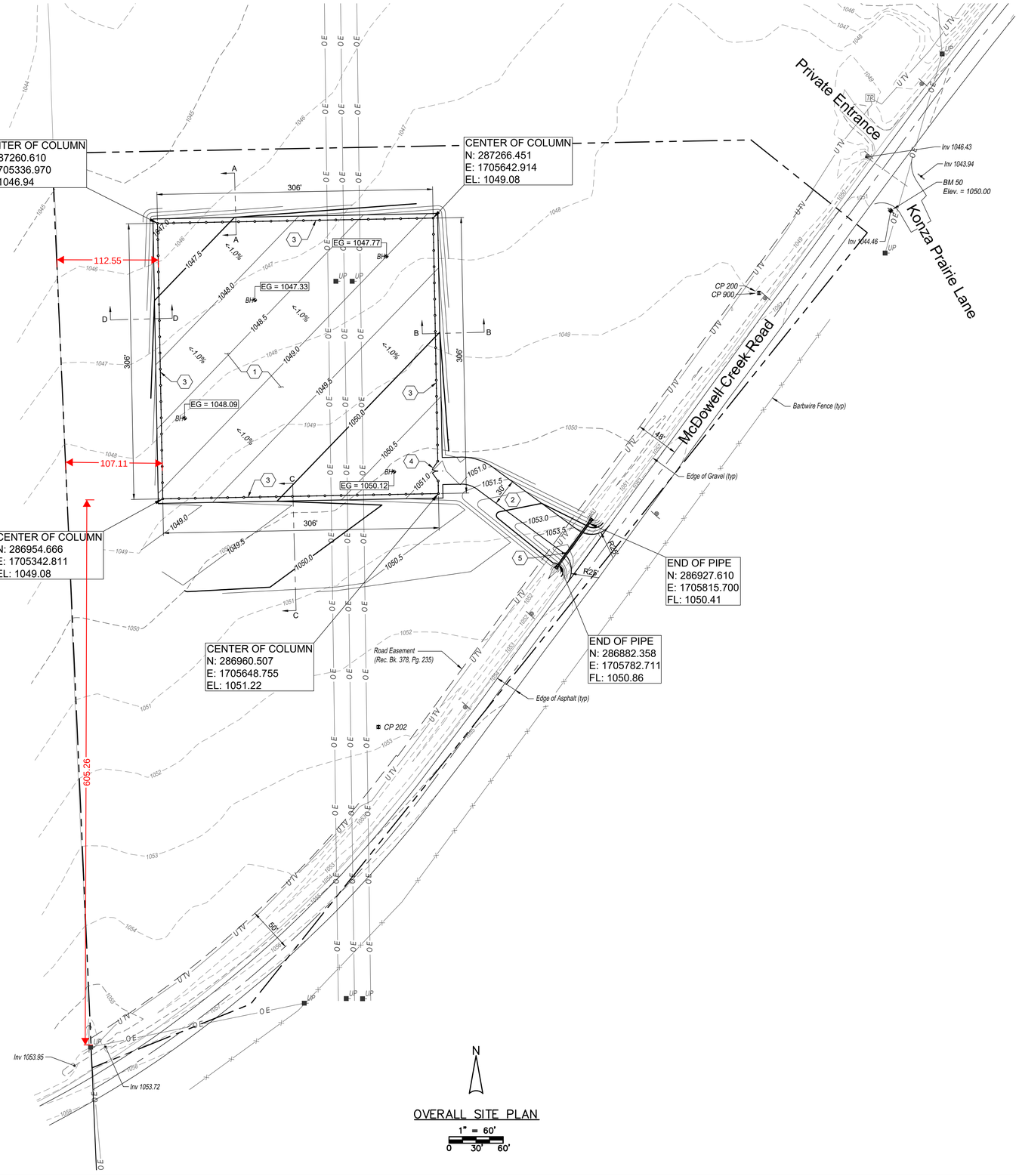
#23-007
Special Use

Konza Substation

12-11-7

Floodplain
- 1% Annual Chance Flood (Unnumbered)
- 1% Annual Chance Flood (Numbered)
- Floodway
- 1% Annual Chance Flood (1'-3' Depth)
- 0.2% Annual Chance Flood

Attachment: Staff Report (13343 : Special Use for an electrical substation)



OVERALL SITE PLAN

1" = 60'

0 30' 60'

GENERAL NOTES

1. UNLESS NOTED OTHERWISE, ALL PROPOSED SPOT ELEVATIONS AND CONTOURS ARE TO FINAL SURFACE.

CONSTRUCTION NOTES

1. SUBSTATION PAD TO EXTEND 5.0' BEYOND THE FENCE (OR AS NOTED ON PLAN) AND SHALL BE CONSTRUCTED WITH EARTHEN FILL ACCORDING TO WESTAR ENERGY'S SUBSTATION CONSTRUCTION SPECIFICATIONS. SUBSTATION PAD TO BE SURFACED WITH 3" OF COMPACTED AB-3 AGGREGATE SUB-BASE AND 3" OF CRUSHED AGGREGATE SURFACE. 3" OF CRUSHED AGGREGATE SURFACE TO BE BID SEPARATELY.
2. ACCESS ROAD TO THE SUBSTATION TO BE SURFACED WITH A MINIMUM 6" OF COMPACTED AB-3 AGGREGATE SURFACE.
3. SUBSTATION FENCE TO BE 8'-0" HIGH CHAIN-LINK FENCE PLUS 3 STRANDS OF BARBED WIRE. SEE "FENCE DETAILS" FOR SUBSTATION CHAIN-LINK FENCE AND GATE DETAILS. SUBSTATION PERIMETER SHALL BE SECURE AT ALL TIMES. ALL MATERIALS TO BE DOMESTICALLY MADE AND CERTIFIED "MADE IS USA".
4. CONSTRUCT 20' DOUBLE SWING CHAIN-LINK GATE. GATE TO BE DOMESTICALLY MADE AND CERTIFIED "MADE IN USA".
5. INSTALL 56 LF 18" REINFORCED CONCRETE PIPE WITH END SECTIONS AT 0.80% SLOPE.

SBB # 22-170

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JWL	11/2022	NOT TO SCALE	
ENGR. CK.	DATE	JOB NO.	
JWL	11/2022		

KONZA SWITCHING STATION
OVERALL SITE PLAN

evergy.

DWG. NO. SXXXXX_S10301 SHT. NO. 4 OF 13

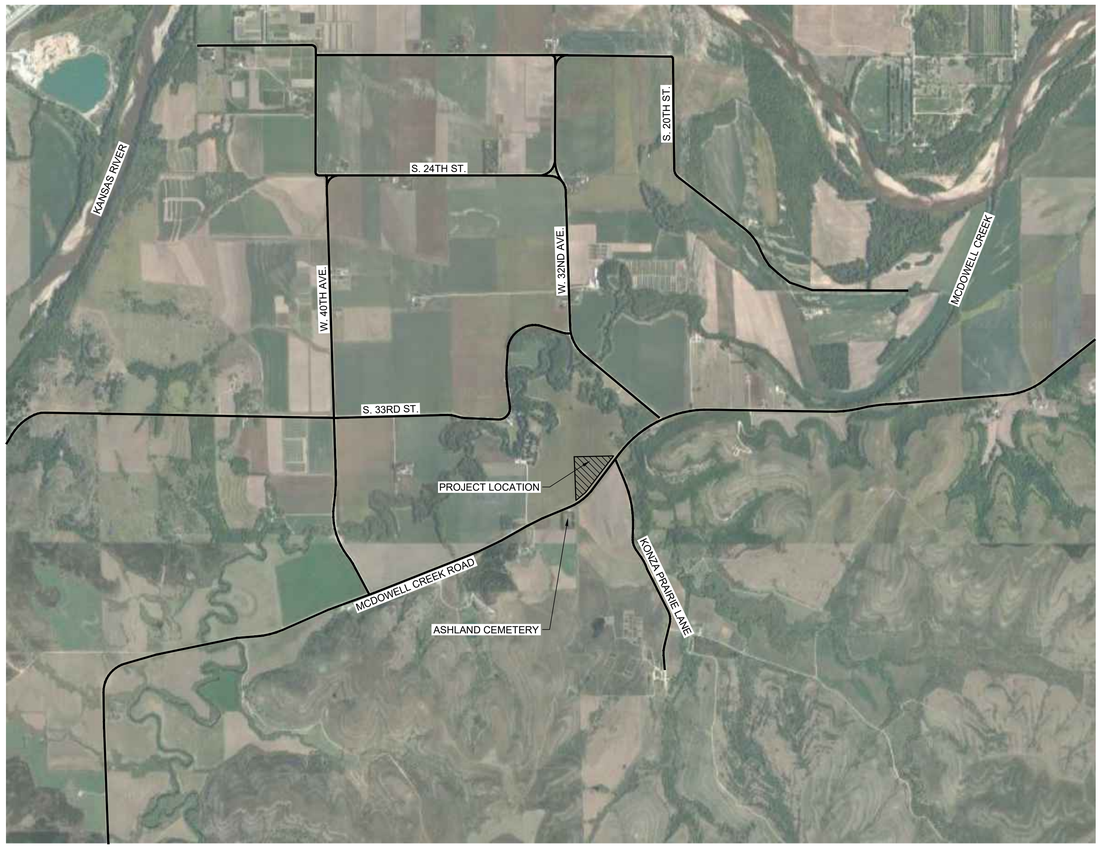
FILE NAME: 22-170 SITE_OVRL.DWG
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Attachment: Staff Report (13343 : Special Use for an electrical substation)

KONZA SWITCHING STATION – SXXXXX

4531 MCDOWELL CREEK ROAD
MANHATTAN, KANSAS
IN
RILEY COUNTY



VICINITY MAP

DRAWING INDEX

SXXXXX_SI0101 COVER SHEET

SXXXXX_SI0102 GENERAL NOTES

SXXXXX_SI0201 EXISTING CONDITIONS PLAN

SXXXXX_SI0301 OVERALL SITE PLAN

SXXXXX_SI0302 ACCESS ROAD PLAN & PROFILE

SXXXXX_SI0303 SITE LAYOUT AND GRADING PLAN

SXXXXX_SI0304 GRADING CONFORMANCE TEMPLATE EXAMPLE

SXXXXX_SI0305 SITE DETAILS AND SECTIONS

SXXXXX_SI0306 FENCE DETAILS

SXXXXX_SI0307 EROSION CONTROL PLAN

SXXXXX_SI0308 EROSION CONTROL DETAILS

SXXXXX_SI0309 EROSION CONTROL TRM DETAILS

SXXXXX_SI0310 DRAINAGE PLAN

KANSAS ONE-CALL 1-800-DIG-SAFE (344-7233) ALLOW 2-10 WORKING DAYS

DIG SAFE
1-800-DIG-SAFE (344-7233) OR 811

SBB # 22-170

DWG. NO.	REV.	REV. DATE	REVISION & JOB NO.	BY	CK.	APP.
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JWL	11/2022		

KONZA SWITCHING STATION
COVER SHEET

evergy

DWG. NO. SXXXXX_S10101 SHT. NO. 1 OF 13

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Attachment: Staff Report (13343 : Special Use for an electrical substation)

GENERAL NOTES

1. THE CONTRACTOR SHALL MEET OR EXCEED EVERGY ENERGY SAFETY STANDARDS.
2. THE CONTRACTOR IS RESPONSIBLE FOR INSURING THAT HIS PERSONNEL AND SUBCONTRACTOR PERSONNEL ARE AWARE OF PROPER SAFETY PRACTICES.
3. THE CONTRACTOR SHALL CONDUCT AND DOCUMENT A DAILY SAFETY PLANNING MEETING PRIOR TO ANY WORK ACTIVITIES. THE MEETING SHALL INCLUDE A DISCUSSION WITH PERSONNEL ON GENERAL AND SPECIFIC SAFETY MEASURES TO BE TAKEN DURING THE DAY'S WORK ACTIVITIES. ANY WORK ACTIVITY NOT DISCUSSED DURING DAILY SAFETY PLANNING MEETING SHALL BE DISCUSSED AND DOCUMENTED WITH PERSONNEL PRIOR TO STARTING ACTIVITY.
4. THE CONTRACTOR SHALL MAINTAIN A CLEAN AND SAFE CONSTRUCTION WORK AREA. THE CONTRACTOR SHALL PERFORM DAILY CLEAN-UP OPERATIONS.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOCATION AND RESTRICTIONS FOR SERVICING AND MAINTAINING EQUIPMENT AND DISPOSAL OF USED LUBRICANTS, ETC.
6. THE CONTRACTOR SHALL CALCULATE ALL QUANTITIES AND INCLUDE ALL SUBSIDIARY ITEMS NECESSARY TO COMPLETE THE WORK.
7. CONTRACTOR SHALL VISIT SITE PRIOR TO BIDDING TO BECOME FAMILIAR WITH SITE TOPOGRAPHY AND CHARACTERISTICS INCLUDING BUT NOT LIMITED TO SOIL TYPES, LOCATIONS AND VEGETATION. ANY ITEMS OBSERVED TO BE IN CONFLICT WITH DRAWINGS SHALL BE ADDRESSED PRIOR TO BIDDING. CONTRACTOR SHALL COORDINATE SITE VISIT WITH EVERGY REPRESENTATIVE.
8. ALL EXISTING UTILITIES SHOWN ARE APPROXIMATE AND ARE BASED ON THE BEST INFORMATION AVAILABLE AT THE TIME OF DESIGN. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING AND MARKING ALL UNDERGROUND UTILITIES AND STRUCTURES. THE CONTRACTOR WILL BE REQUIRED TO WORK WITH ALL DUE CAUTION IN THE AREA OF THE LOCATED UNDERGROUND UTILITIES IN ORDER TO AVOID DAMAGING UTILITY. IN THE EVENT OF UTILITY DAMAGE, THE CONTRACTOR SHALL BE RESPONSIBLE FOR INITIATING IMMEDIATE REPAIRS AND NOTIFICATION OF THE PROPER AUTHORITIES AND SERVICE PROVIDERS.
9. NO TRENCHES IN OR DIRECTLY ADJACENT TO OPERATIONAL PAVEMENT SHALL REMAIN OPEN OVERNIGHT OR WHEN THE CONTRACTOR FINISHES WORK FOR THE DAY IN THE AREA. TRENCHES NOT BACKFILLED SHALL BE COVERED WITH STEEL PLATES TO ALLOW FOR SAFE PASSAGES BY VEHICLES ACROSS THE TRENCH, IF APPROVED BY THE ENGINEER.
10. CONTACT AFFECTED OWNERS A MINIMUM OF 24 HOURS PRIOR TO HALTING UTILITIES. UNDER NO CIRCUMSTANCE SHALL ANY UTILITY BE DISCONTINUED FOR MORE THAN (1) 12 HOUR PERIOD.
11. ALL ROUTING AND INSTALLATION OF ANY PROPOSED UTILITIES (TELEPHONE, GAS, WATER, ETC.) SHALL BE COORDINATED BETWEEN CONTRACTOR AND UTILITY PROVIDER. ALL UTILITY ROUTING SHALL BE APPROVED BY EVERGY ENERGY AND THE UTILITY PROVIDER PRIOR TO INSTALLATION. ALL PROPOSED UTILITY ROUTING SHOWN ON PLANS ARE FOR GENERAL GUIDELINES ONLY, UNLESS OTHERWISE NOTED.
12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPAIR OF ANY DAMAGE TO AREAS OR FACILITIES NOT DESIGNATED FOR RECONSTRUCTION OR REPLACEMENT AT HIS OWN EXPENSE.
13. THE CONTRACTOR SHALL SCHEDULE WORK SUCH THAT THE DURATION OF IMPACT TO ADJACENT PUBLIC ROADS AND RIGHT-OF-WAYS IS MINIMIZED.
14. ROADS ADJACENT TO PROJECT SHALL DOCUMENTED BY VIDEO OR OTHER MEANS BEFORE AND AFTER CONSTRUCTION AS DIRECTED BY ENGINEER.
15. A COMPLETE PROJECT SCHEDULE SHALL BE SUBMITTED WITHIN 10 DAYS OF NOTICE TO PROCEED.
16. THE CONTRACTOR SHALL SUBMIT A THREE WEEK OUTLOOK SCHEDULE TO EVERGY ENERGY ON A WEEKLY BASIS. EVERGY ENERGY SHALL REVIEW THIS SCHEDULE WEEKLY WITH CONTRACTOR SO THAT EVERYONE IS AWARE OF UPCOMING CONSTRUCTION ACTIVITIES.
17. THE CONTRACTOR'S PROJECT MANAGER SHALL ATTEND ALL SCHEDULED ROUTINE PROGRESS MEETINGS DURING CONSTRUCTION AND PROVIDE UPDATED SCHEDULES AS REQUESTED.
18. CONSTRUCTION WORKERS WILL NOT BE ALLOWED TO ESTABLISH OVERNIGHT RESIDENCE ON SITE. ALL CONSTRUCTION WORKERS SHALL LEAVE THE CONSTRUCTION SITE AT THE END OF THEIR WORK PERIOD.
19. THE CONTRACTOR TO HAVE SUFFICIENT EQUIPMENT AND PERSONNEL ON SITE TO ACCOMPLISH SAFE, EFFICIENT AND PROMPT CONSTRUCTION OF THE VARIOUS WORK ITEMS, INCLUDING WORK ON MORE THAN ONE ITEM SIMULTANEOUSLY.
20. THE CONTRACTOR SHALL PROVIDE HIS OWN PROJECT OFFICE, TOILET FACILITIES, AND ALL OTHER NECESSARY BUILDINGS OR SHELTERS. EVERGY ENERGY WILL NOT PROVIDE ANY FACILITIES TO THE CONTRACTOR DURING CONSTRUCTION.
21. EVERGY ENERGY WILL PROVIDE THE CONTRACTOR WITH DOCUMENTATION NECESSARY TO RECOVER THE SURVEY MONUMENTS TO ESTABLISH HORIZONTAL AND VERTICAL CONTROL. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION OF SURVEY STAKING BY AN EVERGY APPROVED KANSAS LICENSED SURVEYOR. CARE SHALL BE GIVEN TO MAINTAINING AND PROTECTING ALL SURVEY STAKES. THE CONTRACTOR SHALL PAY FOR EXCESSIVE RE-STAKING AS DETERMINED BY EVERGY ENERGY.
22. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL WATER NECESSARY FOR CONSTRUCTION.
23. WORK CAN NOT COMMENCE UNTIL:
    - 23.1. THE CONTRACTOR'S STORM WATER MANAGEMENT PERIMETER CONTROL INCLUDING THE CONSTRUCTION ENTRANCE AND DISCHARGE POINT CONTROLS ARE IN PLACE.
    - 23.2. ALL SAFETY EQUIPMENT FOR PERSONNEL AND CONSTRUCTION EQUIPMENT ARE IN PLACE.
    - 23.3. ALL PERMITS REQUIRED ARE OBTAINED FROM FEDERAL, STATE, AND/OR LOCAL GOVERNING AGENCY AND POSTED AT PROJECT SITE.

GRADING NOTES

1. ALL METHODS AND MEANS OF CONSTRUCTION PERFORMED ON THIS PROJECT SHALL CONFORM TO EVERGY ENERGY STANDARDS AND SPECIFICATIONS.
2. UNLESS NOTED OTHERWISE, ALL PROPOSED SPOT ELEVATIONS AND CONTOURS ARE TO FINAL GRADE OF AGGREGATE, PAVEMENT, OR SOIL SURFACE.
3. THE CONTRACTOR SHALL ASSUME NO ROCK EXCAVATION AS PART OF MASS GRADING OR UTILITY CONSTRUCTION. CONTRACTOR SHALL PROVIDE UNIT PRICE ESTIMATE FOR ROCK EXCAVATION AS NECESSARY.
4. ALL GROUND SURFACES SHALL VARY UNIFORMLY BETWEEN INDICATED ELEVATIONS.
5. CONTRACTOR SHALL PROVIDE AND MAINTAIN POSITIVE DRAINAGE DURING ALL PHASES OF PROJECT AND IS RESPONSIBLE FOR ALL DE-WATERING NECESSARY FOR CONSTRUCTION.
6. ALL AREAS DISTURBED DURING CONSTRUCTION SHALL BE FINISHED WITH 6" MIN. OF TOPSOIL AND GRADED/RESTORED TO EXISTING CONDITIONS PRIOR TO DISTURBANCE.
7. TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES INSTALLED AS PART OF THIS PLAN SHALL NOT BE REMOVED FOLLOWING CONSTRUCTION UNTIL SLOPES ARE STABILIZED TO A NON-EROSIVE STATE WITH ESTABLISHED GRASS OR AS DIRECTED BY ENGINEER.
8. IMMEDIATELY AFTER MOBILIZATION AND PRIOR TO STARTING ANY SOIL DISTURBING ACTIVITIES, THE CONTRACTOR SHALL INSTALL THE PERIMETER EROSION AND SEDIMENT CONTROL MEASURES WITH FILTREXX SILTSOXX OR APPROVED EQUIVALENT, GRAVEL CONSTRUCTION ENTRANCES, AND TEMPORARY SEDIMENT BASINS. IT IS RECOGNIZED THAT SOME SITE CLEARING AND PREPARATION MAY BE REQUIRED TO PROPERLY INSTALL SUCH MEASURES.
9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PREVENTION OF SOIL OR SEDIMENT LOSS FROM THE CONSTRUCTION SITE AND SHALL COMPLY WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL EROSION AND SEDIMENT CONTROL REQUIREMENTS. EROSION CONTROL PERIMETER FILTREXX SILTSOXX OR APPROVED EQUIVALENT AND FILTREXX SILTSOXX PROTECTION BARRIERS SHALL BE INSPECTED AND MAINTAINED BY THE CONTRACTOR EVERY 14 DAYS OR WITHIN 24 HOURS AFTER A RAINFALL EVENT OF 0.5 INCHES OR MORE. MAINTENANCE SHALL INCLUDE BUT NOT LIMITED TO SEDIMENT REMOVAL, FILTREXX SILTSOXX BARRIER OR APPROVED EQUIVALENT REPAIR AND/OR REPLACEMENT.
10. TEMPORARY BROME/RYE SEEDING SHALL OCCUR WITHIN 7 DAYS OF THE COMPLETION OF THE FINAL GRADING. THE CONTRACTOR SHALL APPLY THE INITIAL WATERING OF THE SEED MIXTURE IF REQUIRED. PERMANENT SEEDING SHALL OCCUR BETWEEN AUGUST 15TH AND SEPTEMBER 30TH OR BETWEEN FEBRUARY 15TH AND MAY 15TH. ALL DISTURBED AREAS SHALL BE SEEDED WITH A NATIVE GRASS SEED MIXTURE PER EVERGY ENERGY SPECIFICATIONS. ALL SEEDING SHALL BE WARRANTED UNTIL THE SWPPP/NOI IS RELEASED OR GRASS REACHES A HEIGHT OF 3".
11. THE CONTRACTOR SHALL NOT PERFORM FINAL GRADING OR SEEDING UNTIL ALL UTILITY INSTALLATIONS ARE COMPLETE.
12. NO SLOPES ON THIS SITE SHALL EXCEED 8 TO 1, UNLESS OTHERWISE NOTED.
13. CLEARING AND GRUBBING WITHIN 50 FEET OF A DEFINED DRAINAGE COURSE SHOULD BE AVOIDED, UNLESS OTHERWISE NOTED.
14. CONTRACTOR SHALL ESTABLISH STAGING, STORAGE AND PARKING AREAS WITH TEMPORARY FENCING WITH APPROVAL OF EVERGY ENERGY.

LIST OF ABBREVIATIONS AND LEGEND

EG = EXISTING GRADE
FG = FINISH GRADE (TOP OF FINISH SURFACE)
FL = FLOW LINE OF DITCH OR PIPE
HP = HIGH POINT
ME = MATCH EXISTING
TC = TOP OF CURB
T/ = TOP OF INLET OR STRUCTURE
N = NORTHING
E = EASTING
ELEV = ELEVATION
HCP = HORIZONTAL CONTROL POINT
BM = VERTICAL CONTROL POINT (BENCHMARK)
1050 / 1051 = NEW CONTOUR
= NEW CHAIN LINK FENCE
= NEW BARBED WIRE FENCE
= NEW SUBSTATION PAD
= NEW CENTERLINE/BASELINE ALIGNMENT
= PROPOSED RIDGE LINE
= PROPOSED DITCH FLOWLINE
MB = EXISTING MAILBOX
BM = EXISTING BENCHMARK
= EXISTING GUY WIRE
FH = EXISTING FIRE HYDRANT
HYD = EXISTING YARD HYDRANT
CO = EXISTING CLEANOUT
= EXISTING POWER POLE
= EXISTING TELEPHONE POLE
E = EXISTING ELECTRICAL RISER
EMH = EXISTING ELECTRICAL MANHOLE
GR = EXISTING GAS RISER
T = EXISTING TELEPHONE RISER
= EXISTING BOLLARD/POST
1050 / 1051 = EXISTING CONTOUR
= EXISTING BARBED WIRE FENCE
U E = EXISTING UNDERGROUND ELECTRIC
O E = EXISTING OVERHEAD ELECTRIC
HV E = EXISTING HIGH VOLTAGE ELECTRIC
W = EXISTING UNDERGROUND WATERLINE
UT = EXISTING UNDERGROUND TELEPHONE LINE
OT = EXISTING OVERHEAD TELEPHONE LINE
G = EXISTING UNDERGROUND GAS LINE
G HP = EXISTING UNDERGROUND HIGH PRESSURE GAS LINE
= EXISTING UNDERGROUND SANITARY SEWER LINE
= EXISTING UNDERGROUND DRAIN LINE
O = EXISTING UNDERGROUND OIL LINE
= EXISTING TREE LINE
U TV = EXISTING UNDERGROUND TV LINE
O TV = EXISTING OVERHEAD TV LINE
= EXISTING WETLAND LIMITS

SBB # 22-170

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DRAFT. CK.	DATE	SCALE	
JWL	11/2022	NOT TO SCALE	
ENGR. CK.	DATE	JOB NO.	
JWL	11/2022		

KONZA SWITCHING STATION
GENERAL NOTES AND QUANTITIES

evergy.

DWG. NO. SXXXXX_S10102 | SHT. NO. 2 OF 13

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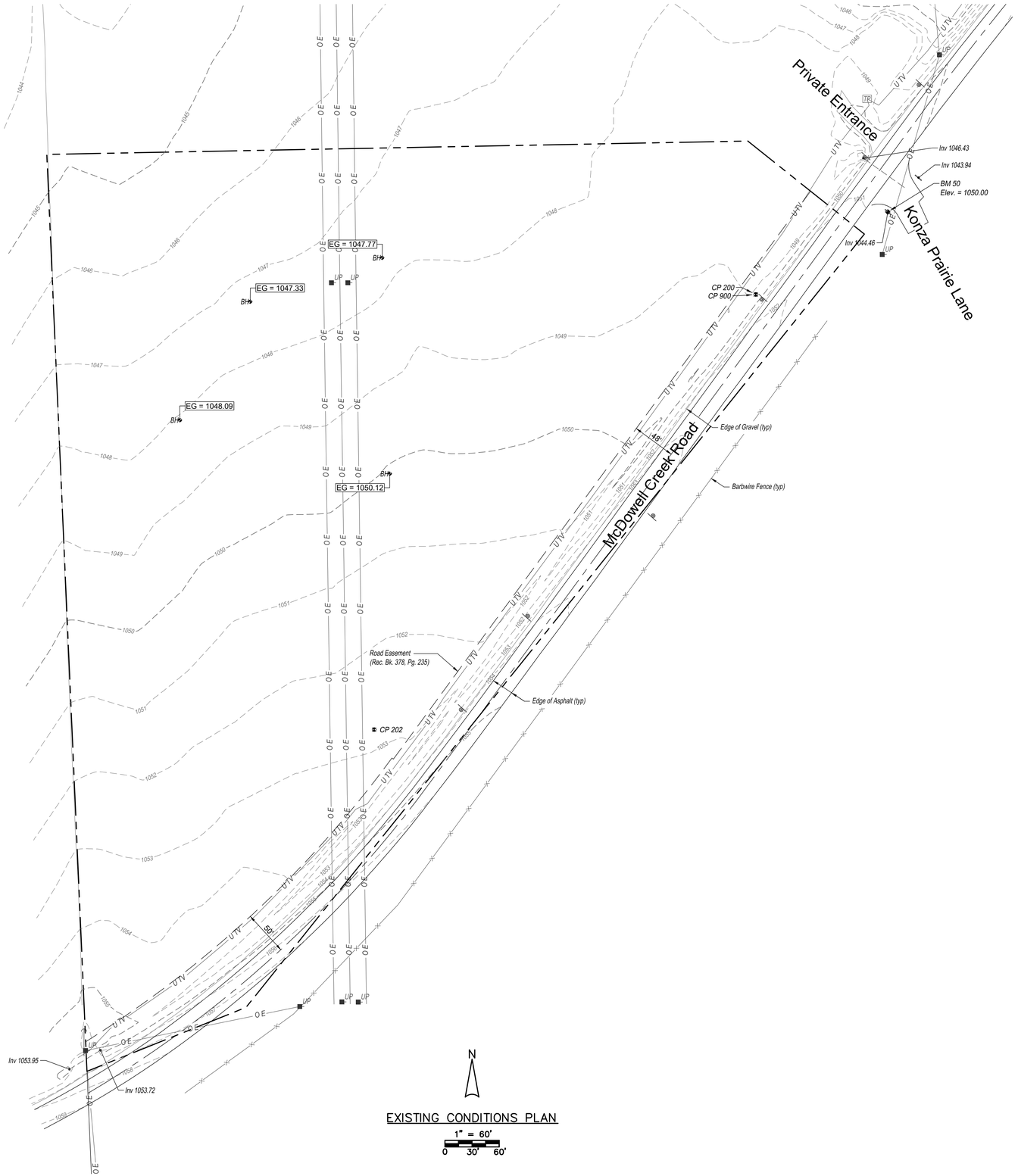
PROJECT CONTROL

HORIZONTAL AND VERTICAL CONTROL BASED ON KANSAS NORTH ZONE, U.S. STATE PLANE, NAD83.

SITE BENCHMARKS:

BM-50: "SQUARE CUT IN CENTER FRONT FACE OF SOUTHWEST HEADWALL AT THE INTERSECTION OF MCDOWELL CREEK ROAD& KONZA PRAIRIE LANE"
- NORTHING: 287274.6755
- EASTING: 1706150.7694
- ELEVATION: 1050.00

BM-51: "SQUARE CUT IN CENTER FRONT FACE OF SOUTHEAST HEADWALL AT THE INTERSECTION OF MCDOWELL CREEK ROAD & ASHLAND CEMETERY ENTRANCE"
- NORTHING: 286198.2163
- EASTING: 1705145.9398
- ELEVATION: 1059.83



EXISTING CONDITIONS PLAN

1" = 60'

0 30' 60'

SBB # 22-170

DWG NO.	REV.	REV. DATE	REVISION & JOB NO.	BY	CK.	APP.
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KONZA SWITCHING STATION
EXISTING CONDITIONS PLAN

evergy.

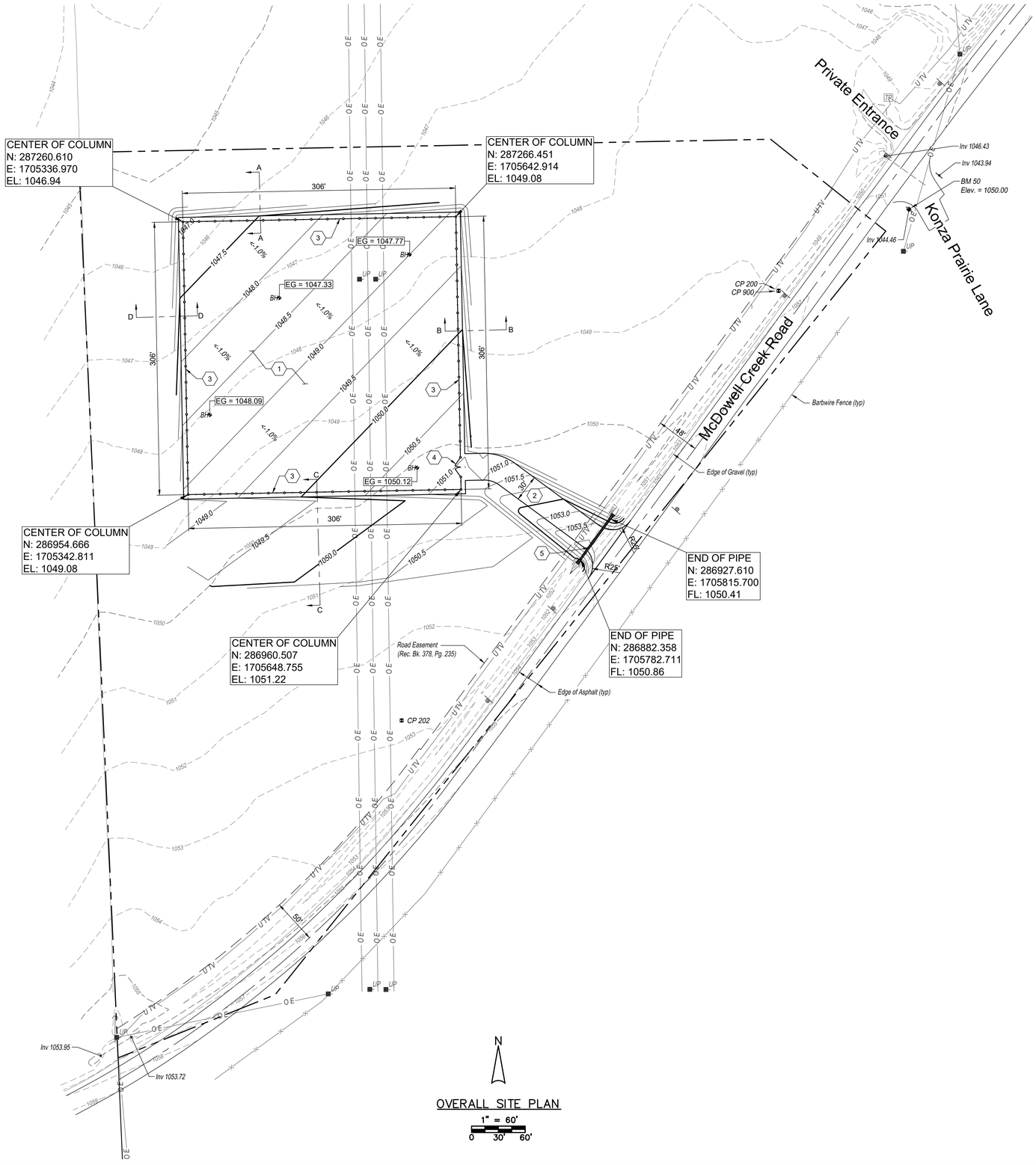
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FILE NAME: 22-170 EXIST_COND.DWG
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Attachment: Staff Report (13343 : Special Use for an electrical substation)



OVERALL SITE PLAN

1" = 60'

0 30' 60'

N

GENERAL NOTES

1. UNLESS NOTED OTHERWISE, ALL PROPOSED SPOT ELEVATIONS AND CONTOURS ARE TO FINAL SURFACE.

CONSTRUCTION NOTES

1. SUBSTATION PAD TO EXTEND 5.0' BEYOND THE FENCE (OR AS NOTED ON PLAN) AND SHALL BE CONSTRUCTED WITH EARTHEN FILL ACCORDING TO WESTAR ENERGY'S SUBSTATION CONSTRUCTION SPECIFICATIONS. SUBSTATION PAD TO BE SURFACED WITH 3" OF COMPACTED AB-3 AGGREGATE SUB-BASE AND 3" OF CRUSHED AGGREGATE SURFACE. 3" OF CRUSHED AGGREGATE SURFACE TO BE BID SEPARATELY.
2. ACCESS ROAD TO THE SUBSTATION TO BE SURFACED WITH A MINIMUM 6" OF COMPACTED AB-3 AGGREGATE SURFACE.
3. SUBSTATION FENCE TO BE 8'-0" HIGH CHAIN-LINK FENCE PLUS 3 STRANDS OF BARBED WIRE. SEE "FENCE DETAILS" FOR SUBSTATION CHAIN-LINK FENCE AND GATE DETAILS. SUBSTATION PERIMETER SHALL BE SECURE AT ALL TIMES. ALL MATERIALS TO BE DOMESTICALLY MADE AND CERTIFIED "MADE IS USA".
4. CONSTRUCT 20' DOUBLE SWING CHAIN-LINK GATE. GATE TO BE DOMESTICALLY MADE AND CERTIFIED "MADE IN USA".
5. INSTALL 56 LF 18" REINFORCED CONCRETE PIPE WITH END SECTIONS AT 0.80% SLOPE.

SBB # 22-170

DWG. NO.	REV.	REV. DATE	REVISION & JOB NO.	BY	CK.	APP.
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DRAWN	DATE	APPROVED	DATE
RK	11/2022		
DRAFT. CK.	DATE	SCALE	
JWL	11/2022	NOT TO SCALE	
ENGR. CK.	DATE	JOB NO.	
JWL	11/2022		

KONZA SWITCHING STATION
OVERALL SITE PLAN

evergy.

DWG. NO. SXXXXX_S10301 SHT. NO. 4 OF 13

FILE NAME: 22-170 SITE_OVRL.DWG
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Attachment: Staff Report (13343 : Special Use for an electrical substation)

GENERAL NOTES

1. UNLESS NOTED OTHERWISE, ALL PROPOSED SPOT ELEVATIONS AND CONTOURS ARE TO FINAL SURFACE.

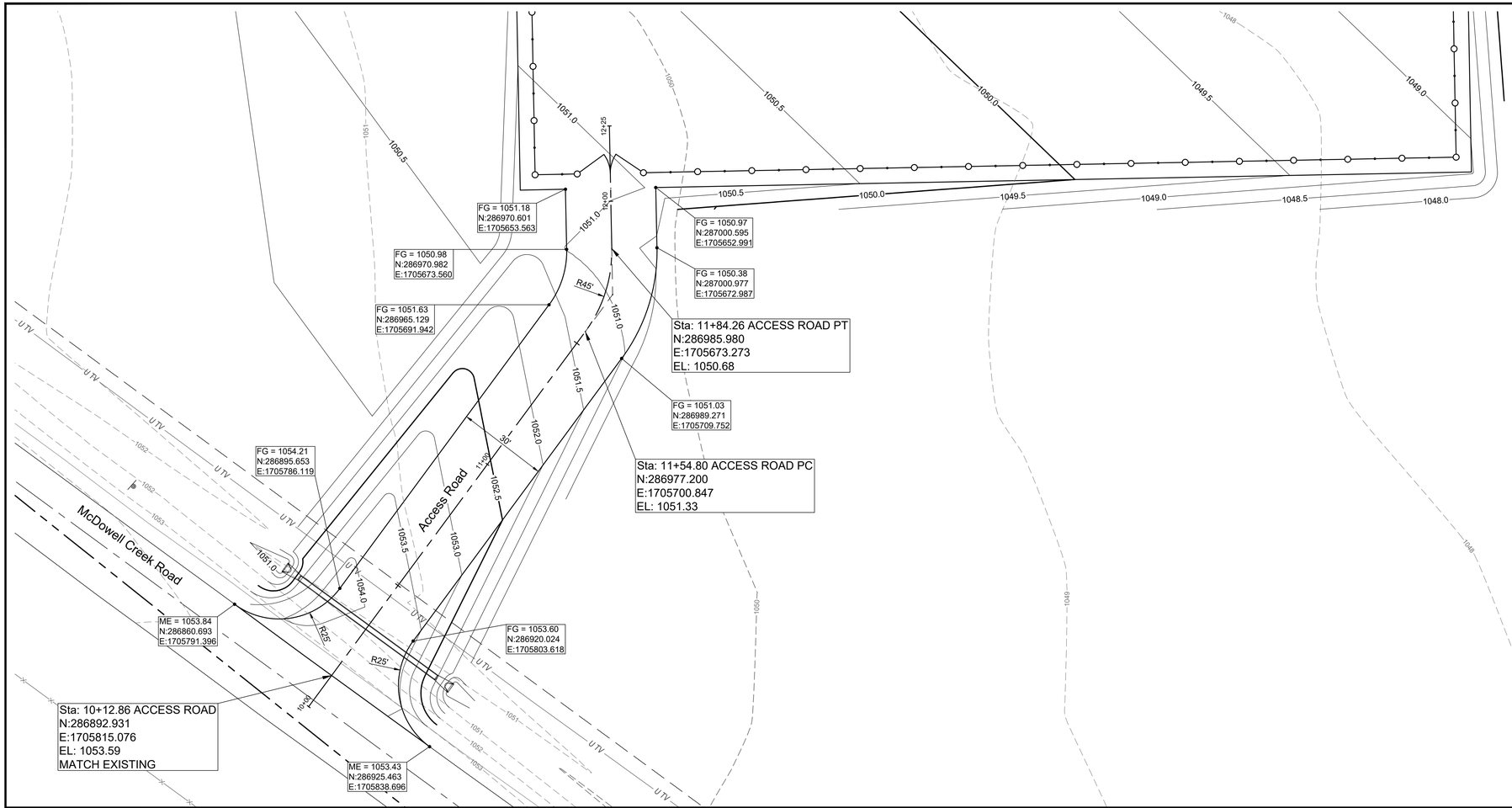
LIST OF ABBREVIATIONS AND LEGEND

EG = EXISTING GRADE

FG = FINISH GRADE (TOP OF FINISH SURFACE)

FL = FLOW LINE OF DITCH OR PIPE

ME = MATCH EXISTING



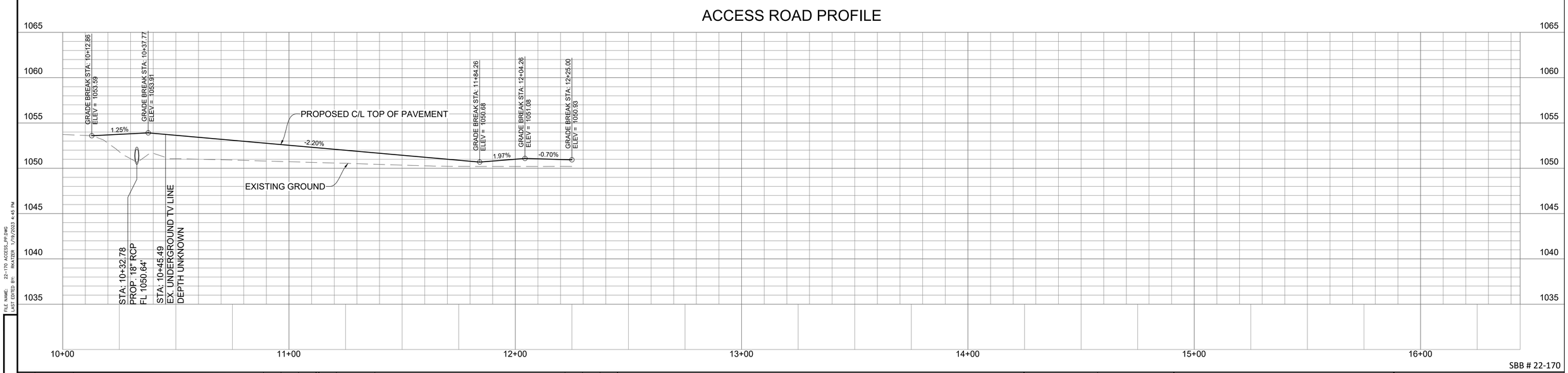
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ACCESS ROAD PLAN & PROFILES

1" = 20'

0 10' 20' 5' 0

ACCESS ROAD PROFILE



SBB # 22-170

FILE NAME: 22-170 ACCESS_PP.DWG
LAST EDITED BY: RKATZER 1/9/2023 4:45 PM

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JWL	11/2022		

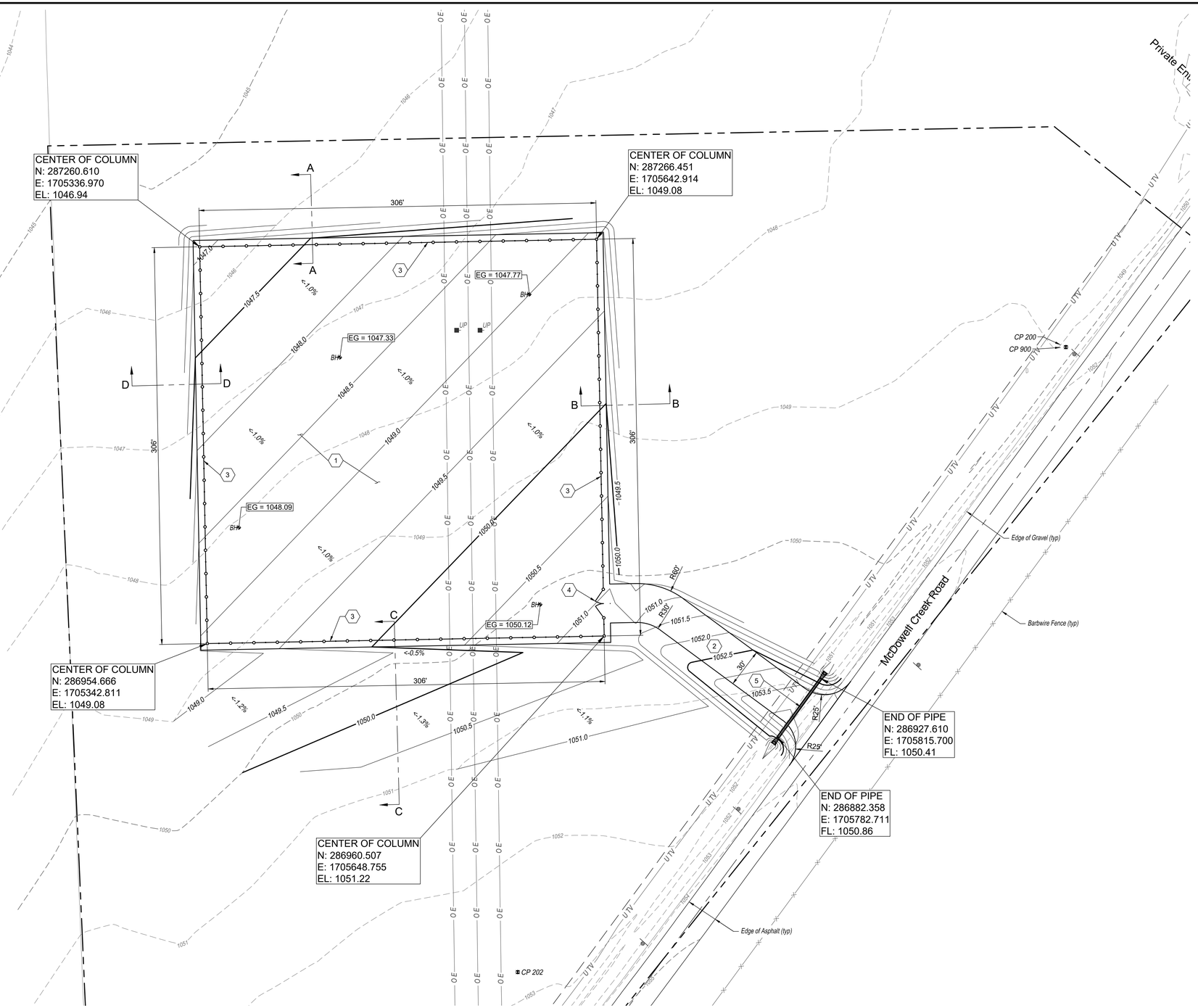
KONZA SWITCHING STATION
ACCESS ROAD PLAN & PROFILE

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DWG. NO. SXXXXX_S10302 SHT. NO. 5 OF 13

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Attachment: Staff Report (13343 : Special Use for an electrical substation)



N

SITE PLAN

1" = 40'

0 20 40'

GENERAL NOTES

1. UNLESS NOTED OTHERWISE, ALL PROPOSED SPOT ELEVATIONS AND CONTOURS ARE TO FINAL SURFACE.

CONSTRUCTION NOTES

1. SUBSTATION PAD TO EXTEND 5.0' BEYOND THE FENCE (OR AS NOTED ON PLAN) AND SHALL BE CONSTRUCTED WITH EARTHEN FILL ACCORDING TO WESTAR ENERGY'S SUBSTATION CONSTRUCTION SPECIFICATIONS. SUBSTATION PAD TO BE SURFACED WITH 3" OF COMPACTED AB-3 AGGREGATE SUB-BASE AND 3" OF CRUSHED AGGREGATE SURFACE. 3" OF CRUSHED AGGREGATE SURFACE TO BE BID SEPARATELY.
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5. INSTALL 56 LF 18" REINFORCED CONCRETE PIPE WITH END SECTIONS AT 0.80% SLOPE.

LIST OF ABBREVIATIONS AND LEGEND

EG = EXISTING GRADE

FG = FINISH GRADE (TOP OF FINISH SURFACE)

FL = FLOW LINE OF DITCH OR PIPE

ME = MATCH EXISTING

FILE NAME: 22-170 SITE.DWG
LAST EDITED BY: RKATZER 1/19/2023 5:11 PM

DWG. NO.	REV.	REV. DATE	REVISION & JOB NO.	BY	CK.	APP.
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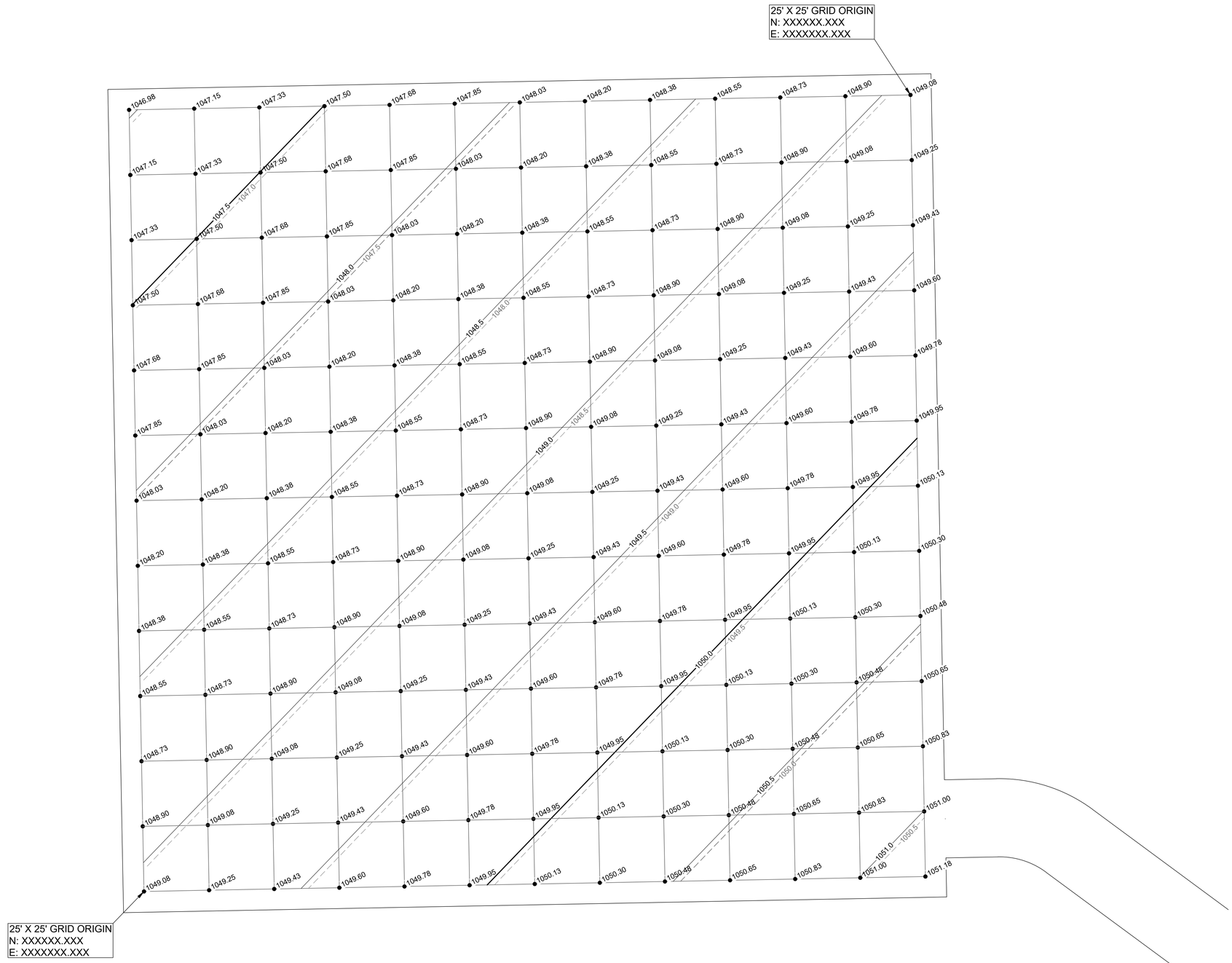
REV.	REV. DATE	REVISION & JOB NO.	BY	CK.	APP.

DRAWN RK DATE 11/2022	APPROVED DATE	KONZA SWITCHING STATION SITE PLAN	evergy.
DRAFT. CK. JWL DATE 11/2022	SCALE NOT TO SCALE		DWG. NO. SXXXXX_S10303 SHT. NO. 6 OF 13
ENGR. CK. JWL DATE 11/2022	JOB NO.		

SBB # 22-170

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Attachment: Staff Report (13343 : Special Use for an electrical substation)



GRADING CONFORMANCE TEMPLATE EXAMPLE

1" = 20'
0 10' 20'

GENERAL NOTES

1. THIS SHEET IS PROVIDED AS AN EXAMPLE ONLY OF EXPECTED AND MINIMUM REPRESENTATION OF SOIL SUBGRADE PAD SURFACE AS-BUILT INFORMATION.
2. CONTRACTOR SHALL PROVIDE AS-BUILT INFORMATION TO EVERGY AS VERIFICATION OF CONFORMANCE TO DESIGN DRAWINGS BEFORE PROCEEDING WITH INSTALLATION OF FENCE AND AGGREGATE BASE.
3. SUBMIT SCALE PDF DRAWING SHOWING AT MINIMUM THE FOLLOWING ELEMENTS:
   - EDGE OF PAD.
   - DESIGN SUBGRADE SURGACE CONTOURS, LABELED.
   - AS-BUILT SUBGRADE SURFACE CONTOURS, LABELED.
   - GROUND SHOTS OF AS-BUILT SUBGRADE SURFACE.
4. IN ADDITION TO PDF, SUBMIT .DWG FILE FORMAT TO EVERGY CONTAINING AS-BUILT SURFACE AND GROUND SHOT INFORMATION. FILE FORMAT SHALL BE COMPATIBLE WITH AUTODESK CIVIL 3D 2018.
5. GROUND SHOTS SHALL BE ESTABLISHED ON A 25' X 25' GRID, COMMENCING FROM A LOCATION TO BE IDENTIFIED ON THE DRAWING. ALTERNATIVELY, GROUND SHOTS MAY BE COLLECTED ON A 50' X 50' GRID WITH SPOT ELEVATIONS SHOWN AT 25' GRID INTERVALS.
6. ANY ELEVATION DEVIATION FROM THE DESIGN SURFACE WITHIN 0.2'± SHALL BE CORRECTED BY THE CONTRACTOR AT NO ADDITIONAL COST TO EVERGY.

SBB # 22-170

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DRAFT. CK.	DATE	SCALE	
JWL	11/2022	NOT TO SCALE	
ENGR. CK.	DATE	JOB NO.	
JWL	11/2022		

KONZA SWITCHING STATION
GRADING CONFORMANCE TEMPLATE EXAMPLE

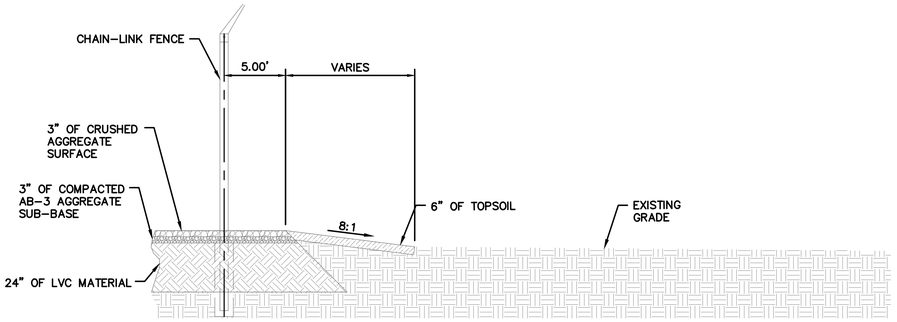
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DWG. NO. SXXXXX_S10304 SHT. NO. 7 OF 13

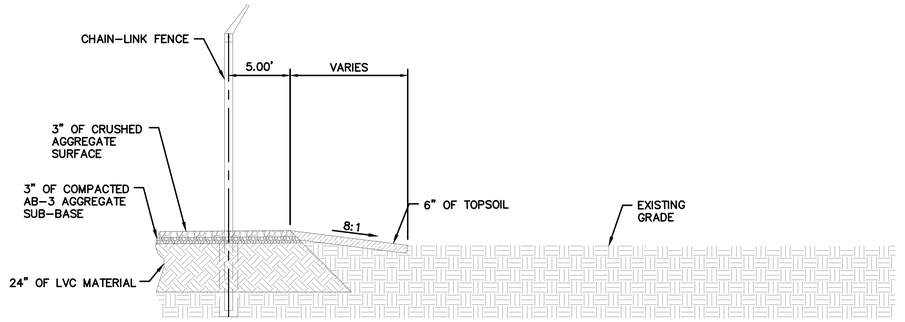
FILE NAME: 22-170 GRAD.DWG
LAST EDITED BY: RKATZER 1/31/2023 4:47 PM

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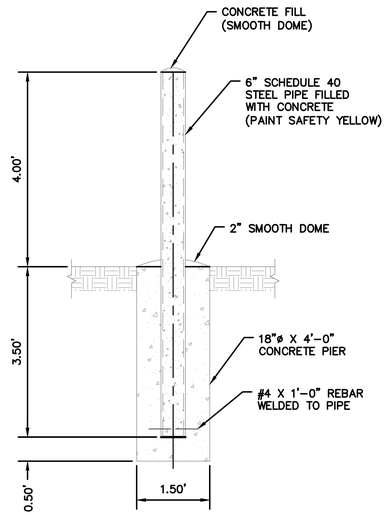
Attachment: Staff Report (13343 : Special Use for an electrical substation)



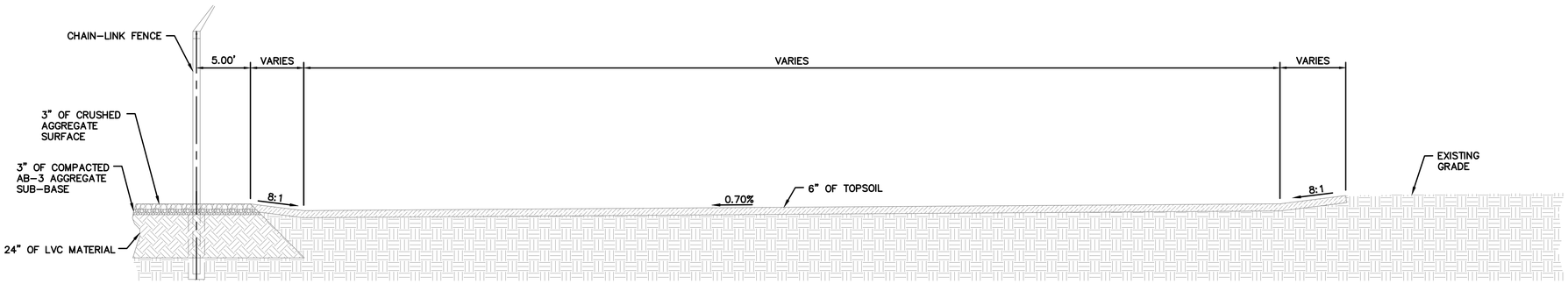
SECTION "A–A"
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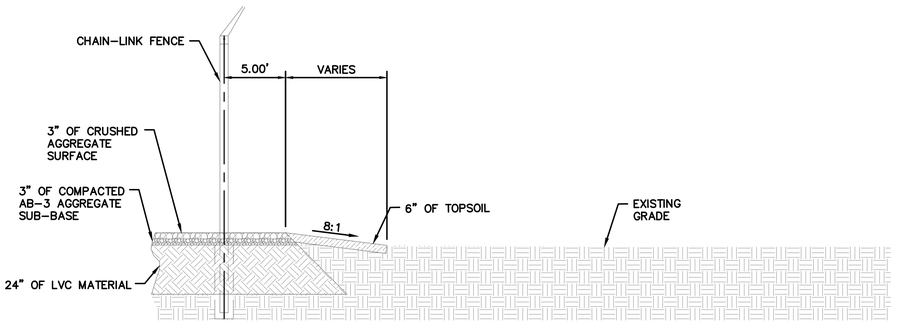
SECTION "B–B"
SCALE: NONE



TYPICAL BOLLARD DETAIL
SCALE: NONE



SECTION "C–C"
SCALE: NONE



SECTION "D–D"
SCALE: NONE

SBB # 22-170

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DRAFT. CK.	DATE	SCALE	
JWL	11/2022	NOT TO SCALE	
ENGR. CK.	DATE	JOB NO.	
JWL	11/2022		

KONZA SWITCHING STATION
SITE PLAN DETAILS AND SECTIONS

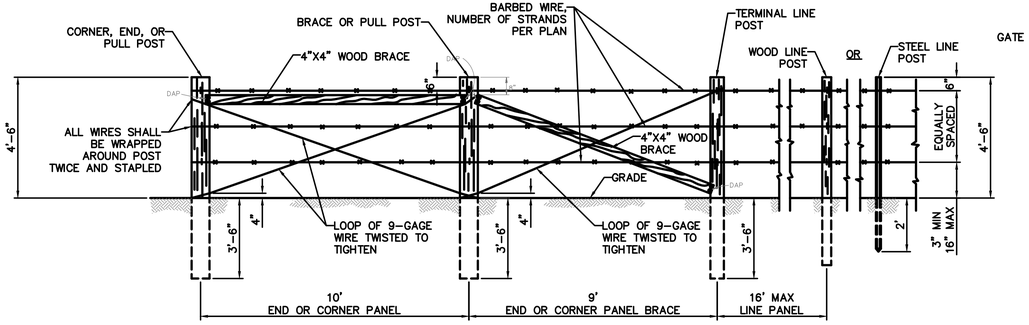
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DWG. NO. SXXXXX_S10305 | SHT. NO. 8 OF 13

FILE NAME: 22-170 SITE_DETDWG
LAST EDITED BY: RKATZER 1/20/2023 7:45 AM

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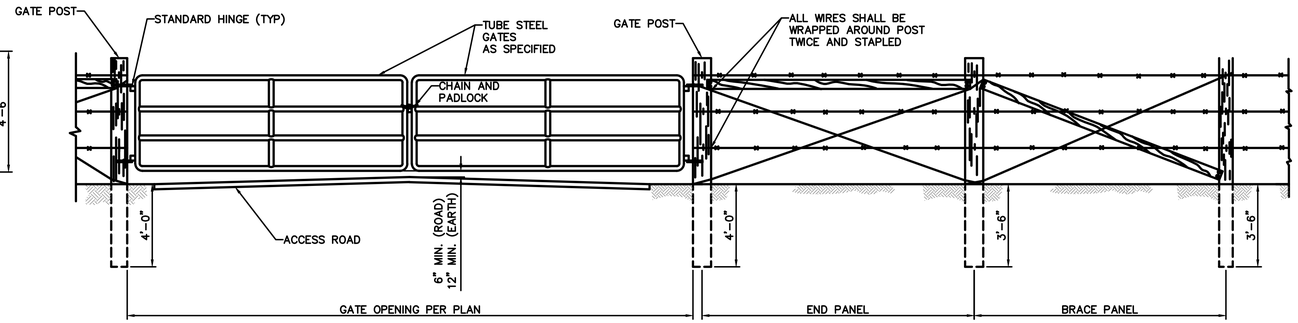
Attachment: Staff Report (13343 : Special Use for an electrical substation)



BARBED WIRE FENCE DETAIL

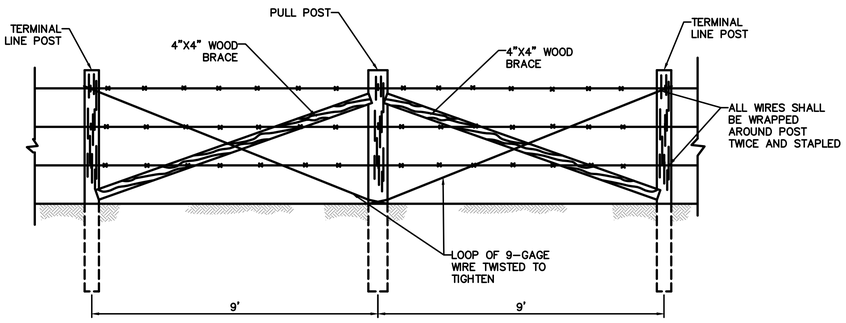
SCALE: NONE

NOTES:
1. THE SPACING OF END OR CORNER PANEL AND BRACE PANEL OF 10' AND 9' IS MAXIMUM. WHEN CORNER OR END PANEL CONFLICTS WITH GATE OR CATTLE GUARD BRACE PANELS, OR TWO CORNER PANELS CONFLICT, BRACING AND SPACING OF POSTS SHALL BE ALTERED TO PROVIDE ADEQUATE BRACING AS REQUIRED.
2. THE GATE SHOWN IS TYPICAL. ANY STANDARD COMMERCIAL GATE THAT VARIES ONLY IN NON-ESSENTIAL DETAILS SHALL BE ACCEPTABLE, SUBJECT TO APPROVAL.



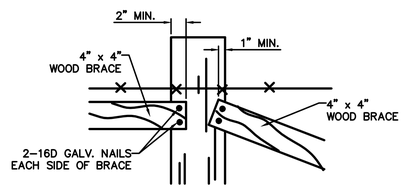
PIPE GATE DETAIL

SCALE: NONE



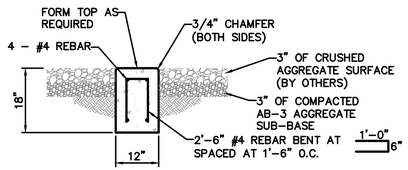
LINE CORNER PANEL DETAIL

SCALE: NONE



DAP DETAIL

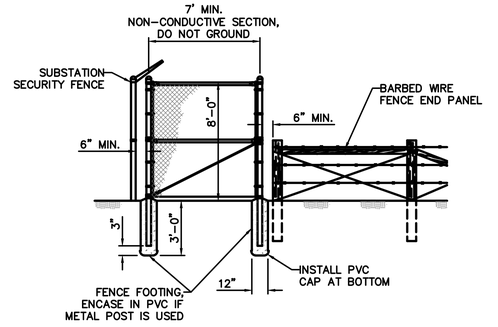
SCALE: NONE



TYPICAL CHAIN LINK GATE THRESHOLD

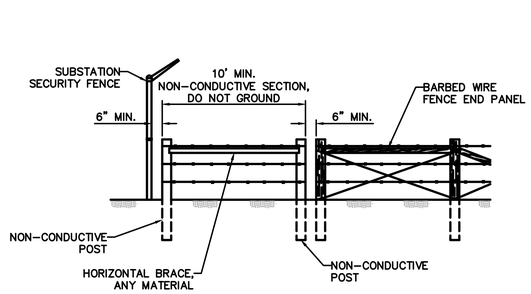
SCALE: NONE

NOTES:
1. FINISH THRESHOLD TO EXTEND 3" ABOVE TOP OF COMPACTED AB-3 AGGREGATE SUB-BASE. CRUSHED AGGREGATE SURFACE (INSTALLED BY OTHERS) WILL BE INSTALLED FLUSH TO TOP OF THRESHOLD.



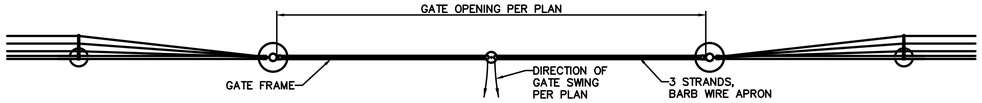
PREFERRED BARBED WIRE FENCE CONNECTION – PREFERRED

SCALE: NONE



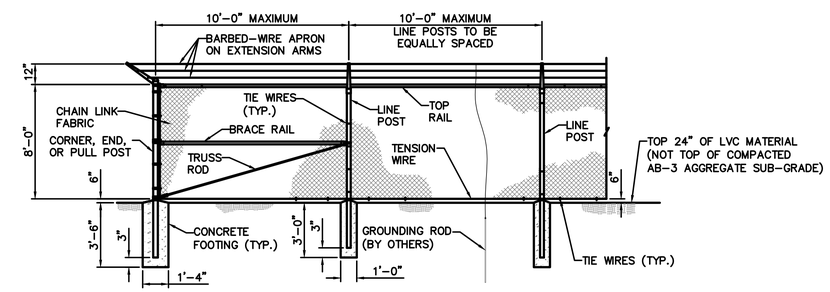
ALTERNATE BARBED WIRE FENCE CONNECTION

SCALE: NONE



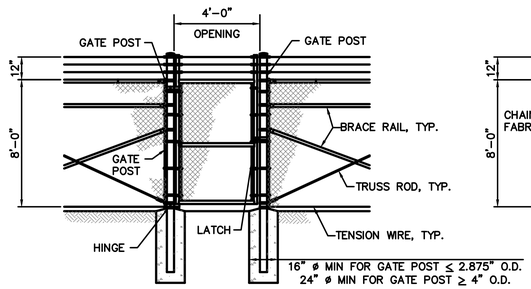
TYPICAL DOUBLE LEAF SWING GATE – PLAN

SCALE: NONE



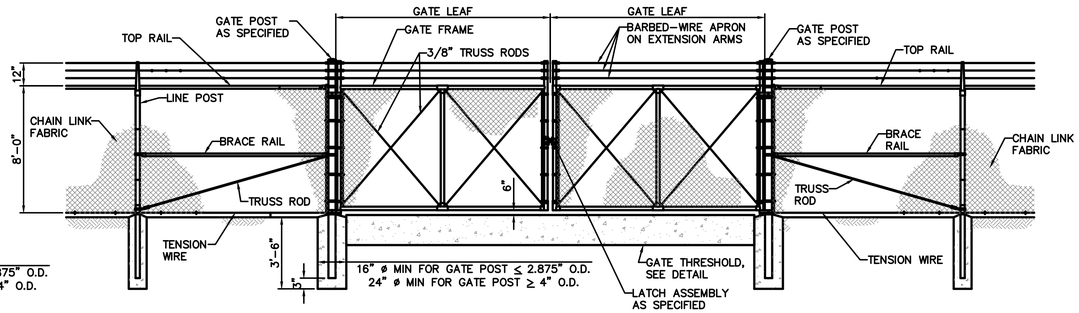
8'-0" CHAIN-LINK FENCE DETAIL

SCALE: NONE



PERSONNEL GATE – ELEVATION

SCALE: NONE



TYPICAL DOUBLE LEAF SWING GATE – ELEVATION

SCALE: NONE

SBB # 22-170

DWG. NO.	REV.	REV. DATE	REVISION & JOB NO.	BY	CK.	APP.
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RK	11/2022		
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JWL	11/2022	NOT TO SCALE	
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JWL	11/2022		

KONZA SWITCHING STATION
FENCE DETAILS

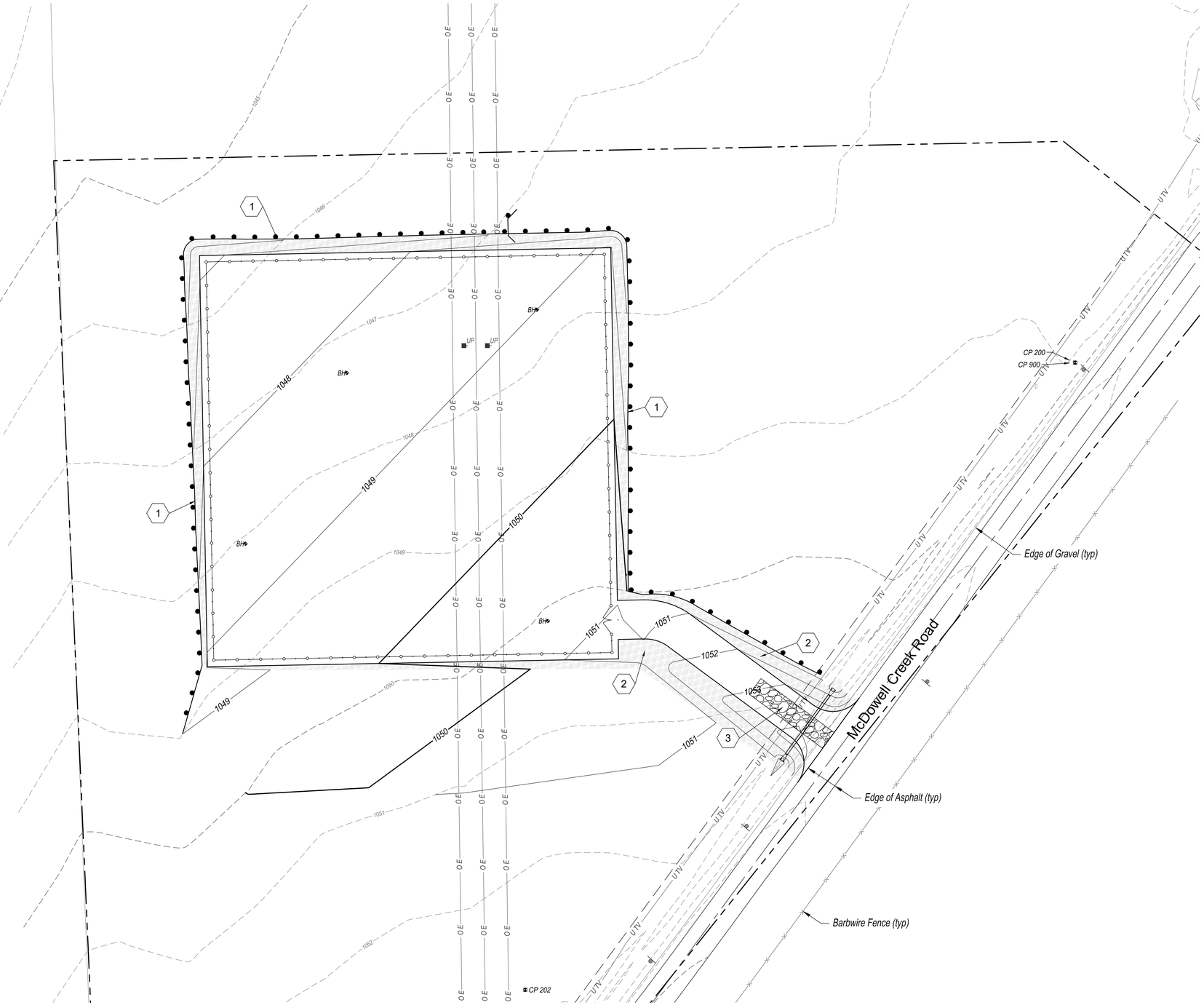
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DWG. NO. SXXXXX_S10306 SHT. NO. 9 OF 13

FILE NAME: 22-170 FENCE_DET.DWG
LAST EDITED BY: RKATZER 11/28/2022 3:51 PM

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Attachment: Staff Report (13343 : Special Use for an electrical substation)



EROSION CONTROL PLAN

1" = 40'

0 20 40'

GENERAL NOTES

1. UNLESS NOTED OTHERWISE, ALL PROPOSED SPOT ELEVATIONS AND CONTOURS ARE TO FINAL SURFACE.

LEGEND

1. FILTREXX SLOPE INTERRUPTION OR DITCH CHECK
2. EROSION CONTROL BLANKET
3. TEMPORARY CONSTRUCTION ENTRANCE

SEEDING NOTES

1. TEMPORARY BROME/RYE SEEDING SHALL OCCUR WITHIN 7 DAYS OF THE COMPLETION OF THE FINAL GRADING. THE CONTRACTOR SHALL APPLY THE INITIAL WATERING OF THE SEED MIXTURE IF REQUIRED. PERMANENT SEEDING SHALL OCCUR BETWEEN AUGUST 15TH AND SEPTEMBER 30TH OR BETWEEN FEBRUARY 15TH AND MAY 15TH. ALL DISTURBED AREAS SHALL BE SEEDED WITH A NATIVE GRASS SEED MIXTURE PER WESTAR ENERGY SPECIFICATIONS. ALL SEEDING SHALL BE WARRANTED UNTIL THE SWPPP/NOI IS RELEASED OR GRASS REACHES A HEIGHT OF 3".

FILE NAME: 22-170 EROS.DWG
LAST EDITED BY: RKATZER 1/20/2023 8:01 AM

DWG. NO.	REV.	REV. DATE	REVISION & JOB NO.	BY	CK.	APP.
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RK	11/2022		
DRAFT. CK.	DATE	SCALE	
JWL	11/2022	NOT TO SCALE	
ENGR. CK.	DATE	JOB NO.	
JWL	11/2022		

KONZA SWITCHING STATION
EROSION CONTROL PLAN

evergy.

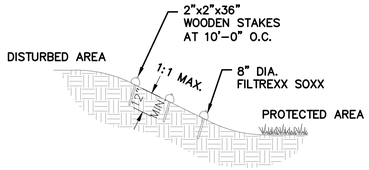
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SHT. NO. 10 OF 13

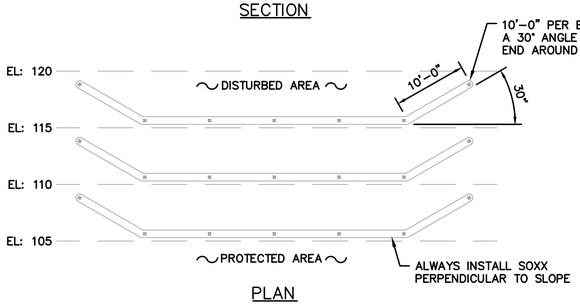
SBB # 22-170

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SECTION

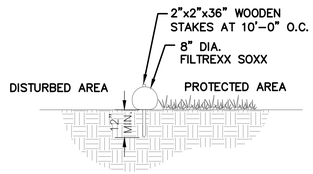


PLAN

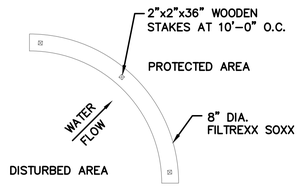
FILTREXX SLOPE INTERRUPTION DETAIL

SCALE: NONE

NOTES:
1. REMOVE SEDIMENT FROM THE UP SLOPE OF THE SOXX WHEN ACCUMULATION HAS REACHED 1/2 OF THE EFFECTIVE HEIGHT OF SOXX.
2. LOOSE FILTER MEDIA MAY BE BACKFILLED ON THE UP SLOPE SIDE OF THE SOXX TO ENHANCE PERFORMANCE.



SECTION

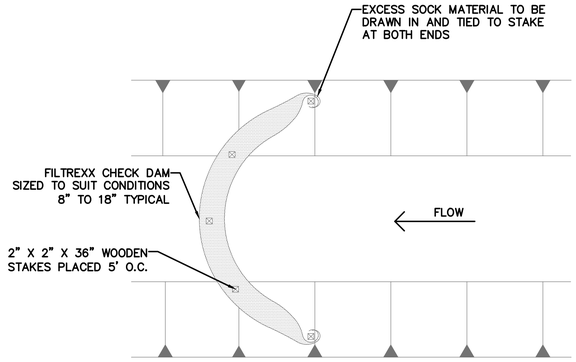


PLAN

FILTREXX SEDIMENT CONTROL DETAIL

SCALE: NONE

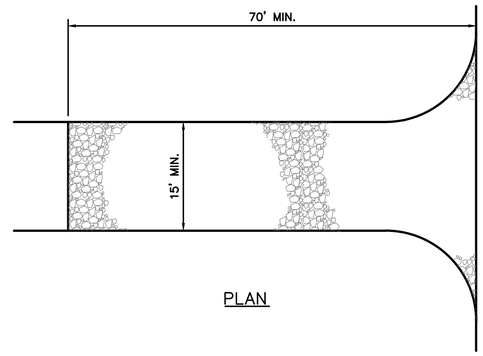
NOTES:
1. ALL MATERIAL TO MEET FILTREXX SPECIFICATIONS.
2. FILTER MEDIA FILL TO MEET APPLICATION REQUIREMENTS.
3. COMPOST MATERIAL TO BE DISPERSED ONSITE, AS DETERMINED BY ENGINEER.



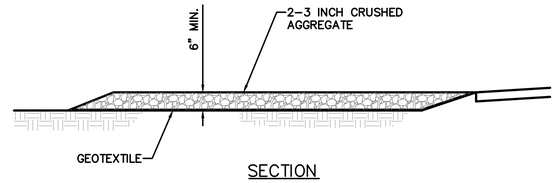
FILTREXX CHECK DAM

SCALE: NONE

NOTES:
1. ALL MATERIAL TO MEET FILTREXX SPECIFICATIONS.
2. CHECK DAM SHOULD BE USED IN AREAS THAT DRAIN 10 ACRES OR LESS.
3. SEDIMENT SHOULD BE REMOVED FROM BEHIND CHECK DAM ON THE ACCUMULATED HEIGHT HAS REACHED 1/2 THE HEIGHT OF THE CHECK DAM.
4. CHECK DAM CAN BE DIRECT SEEDED AT THE TIME OF INSTALLATION.
5. CONTRACTOR IS REQUIRED TO BE A FILTREXX CERTIFIED INSTALLER.



PLAN



SECTION

TEMPORARY CONSTRUCTION ENTRANCE

SCALE: NONE

SBB # 22-170

REV.	REV. DATE	REVISION & JOB NO.	BY	CK.	APP.
0	–	–	–	–	–

DRAWN	DATE	APPROVED	DATE
RK	11/2022		
DRAFT. CK.	DATE	SCALE	
JWL	11/2022	NOT TO SCALE	
ENGR. CK.	DATE	JOB NO.	
JWL	11/2022		

KONZA SWITCHING STATION
EROSION CONTROL DETAILS

evergy.

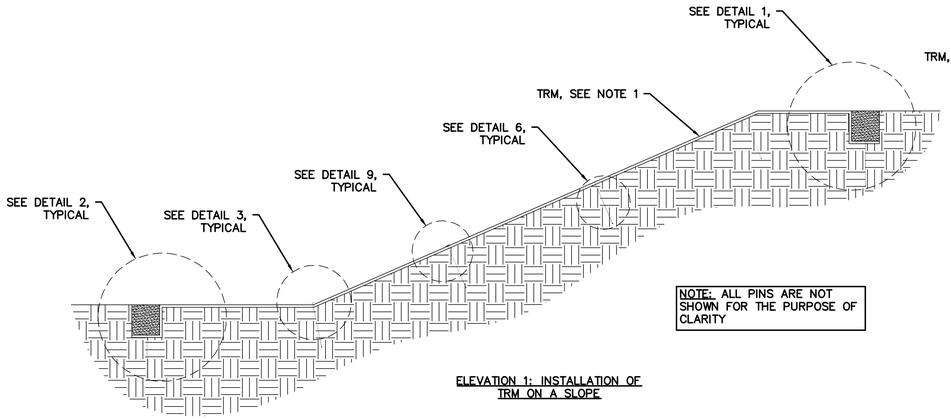
DWG. NO. SXXXXX_S10308

SHT. NO. 11 OF 13

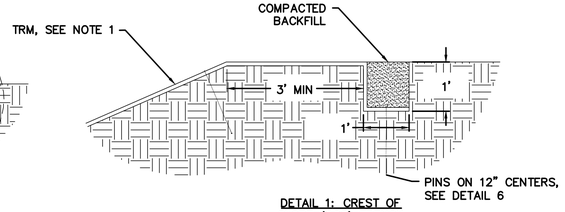
FILE NAME: 22-170 EROS_DET.DWG
LAST EDITED BY: RKATZER 11/28/2022 4:45 PM

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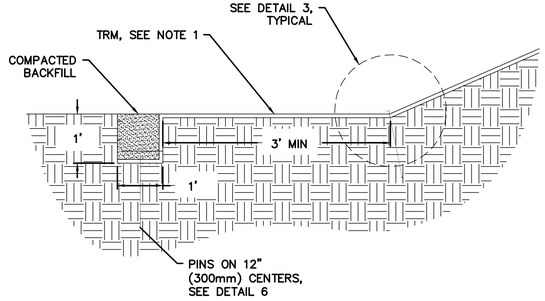
Attachment: Staff Report (13343 : Special Use for an electrical substation)



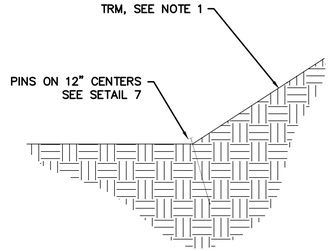
ELEVATION 1: INSTALLATION OF TRM ON A SLOPE



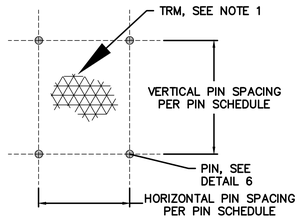
DETAIL 1: CREST OF SLOPE (COS) TRENCH



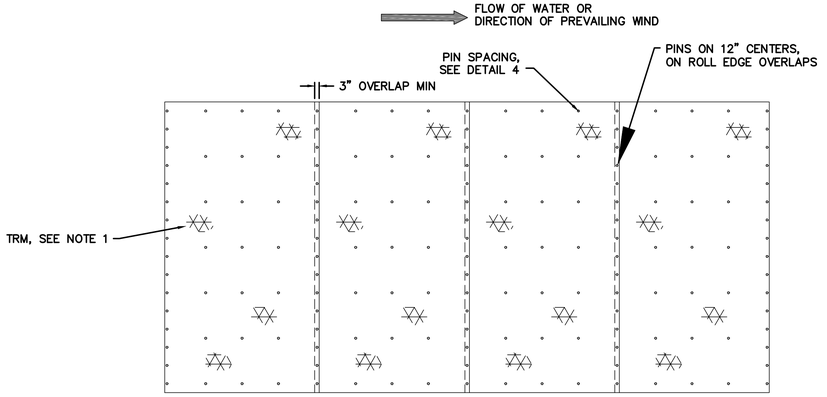
DETAIL 2: TOE OF SLOPE (TOS) TRENCH



DETAIL 3: BREAK IN SLOPE INTERFACE

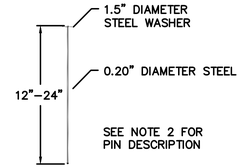


DETAIL 4: PIN PATTERN

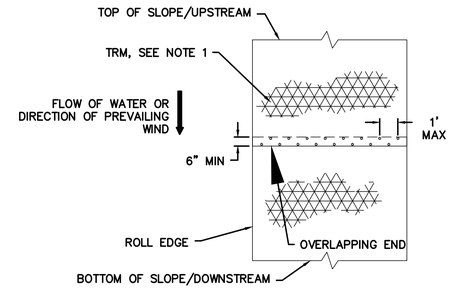


◦ PIN, SEE DETAIL 6

DETAIL 5: PIN PATTERN



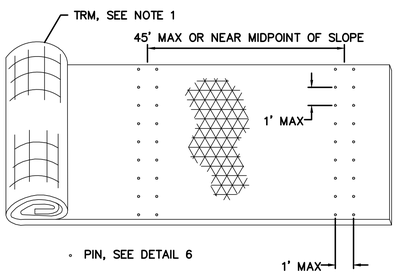
DETAIL 6: PIN



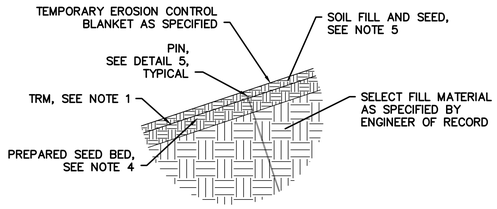
NOTE: TRM SHOULD BE SHINGLED IN THE DIRECTION OF THE DOWN SLOPE AND FLOW

◦ PIN, SEE DETAIL 6

DETAIL 7: OVERLAP AT ROLL END DETAIL



DETAIL 8: SIMULATED CHECK SLOT DETAIL



DETAIL 9 VEGETATION ESTABLISHMENT

PIN SCHEDULE	
SECURING DEVICE	PIN
HORIZONTAL PIN SPACING	2'
VERTICAL PIN SPACING	2.5'
EMBEDMENT DEPTH	PER MANUFACTURERS DESIGN

TRM FOR EROSION CONTROL INSTALLATION GUIDELINES

GENERAL NOTES

1. THE TRM IS A THREE–DIMENSIIONAL, LOFTY, STITCH–BONDED POLYPROPYLENE GEOTEXTILE WHICH IS SPECIALLY DESIGNED FOR EROSION CONTROL APPLICATIONS ON STEEP SLOPES AND VEGETATED WATERWAYS. THE MATRIX IS COMPOSED OF A DENSE WEB OF CRIMPED, INTERLOCKING FIBERS POSITIONED BETWEEN TWO BIAXIALLY ORIENTED NETS AND MECHANICALLY BOUND TOGETHER BY PARTIAL STITCHING WITH POLYPROPYLENE THREAD. THE MATERIAL EXHIBITS VERY HIGH INTERLOCK AND REINFORCEMENT CAPABILITY WITH BOTH SOIL AND ROOT SYSTEMS, DEMONSTRATES SUPERIOR UV RESISTANCE, AND ENHANCES SEEDING EMERGENCE.
2. THE 12", 18", AND 24" SECURING PINS ARE COMPOSED OF A WIRE, MUSHROOMED AT THE TOP. A WASHER IS THEN PLACED ON THE WIRE AND THE WIRE IS CRIMPED OR SWEDGED ABOUT 3–1/2" BELOW THE TOP SO THE WASHER WILL NOT SLIDE OFF. THE END OF THE WIRE IS CUT AT A 45 DEGREE ANGLE FOR EASY PENETRATION OF THE SOIL. THESE PINS WITH WASHERS CONFORM TO INDUSTRY STANDARDS FOR EROSION CONTROL PINS WITH WASHERS.

VEGETATION ESTABLISHMENT

1. PREPARE SEEDBED BY LOOSENING 2 TO 3 IN OF SOIL ABOVE FINAL GRADE. APPLY SEED IN AN AMOUNT EQUIVALENT TO 60% OF THE TOTAL MIXTURE REQUIRED TO BE INSTALLED ON THE SOIL SURFACE, TO SCARIFIED SURFACE PRIOR TO INSTALLATION OF THE TRM. SELECT AND APPLY SOIL AMENDMENTS AND FERTILIZER, TO SCARIFIED SURFACE PRIOR TO INSTALLATION OF THE TRM. A SITE SPECIFIC SOIL TEST SHOULD BE PERFORMED TO HELP DETERMINE WHAT SOIL AMENDMENTS, SUCH AS LIME AND FERTILIZER, NEED TO BE INCORPORATED INTO THE SOIL TO PROMOTE HEALTHY VEGETATION.
2. THE INSTALLED TRM SHALL BE SOIL FILLED AND SEEDED WITH THE REMAINING 40% OF THE SEED MIXTURE. DO NOT PLACE EXCESSIVE SOIL ABOVE MATERIAL. ONCE SOIL FILL AND ADDITIONAL SEED IS IN PLACE, SURFACE PROTECTION SHOULD BE ACCOMPLISHED BY INSTALLING EROSION CONTROL BLANKET ATOP THE SEED LAYER, ACCORDING TO MANUFACTURER'S RECOMMENDATIONS.

BEFORE INSTALLATION BEGINS

1. GATHER THE TOOLS NEEDED: TOOLS THAT YOU WILL NEED TO INSTALL TRM INCLUDE A PAIR OF INDUSTRIAL SHEARS TO CUT THE TRM AND TAPE MEASURE.
2. DETERMINE HOW TO ESTABLISH VEGETATION: THE METHOD OF VEGETATION ESTABLISHMENT SHOULD BE DETERMINED PRIOR TO START OF THE INSTALLATION. DIFFERENT VEGETATION ESTABLISHMENT METHODS REQUIRE DIFFERENT ORDERS OF INSTALLATION. REFER TO VEGETATION ESTABLISHMENT FOR FURTHER GUIDANCE.

SBB # 22-170

DWG. NO.	REV.	REV. DATE	REVISION & JOB NO.	BY	CK.	APP.
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DRAWN	DATE	APPROVED	DATE
RK	11/2022		
DRAFT. CK.	DATE	SCALE	
JWL	11/2022	NOT TO SCALE	
ENGR. CK.	DATE	JOB NO.	
JWL	11/2022		

KONZA SWITCHING STATION
EROSION CONTROL TRM DETAILS

evergy.

DWG. NO. SXXXXX_S10309 SHT. NO. 12 OF 13

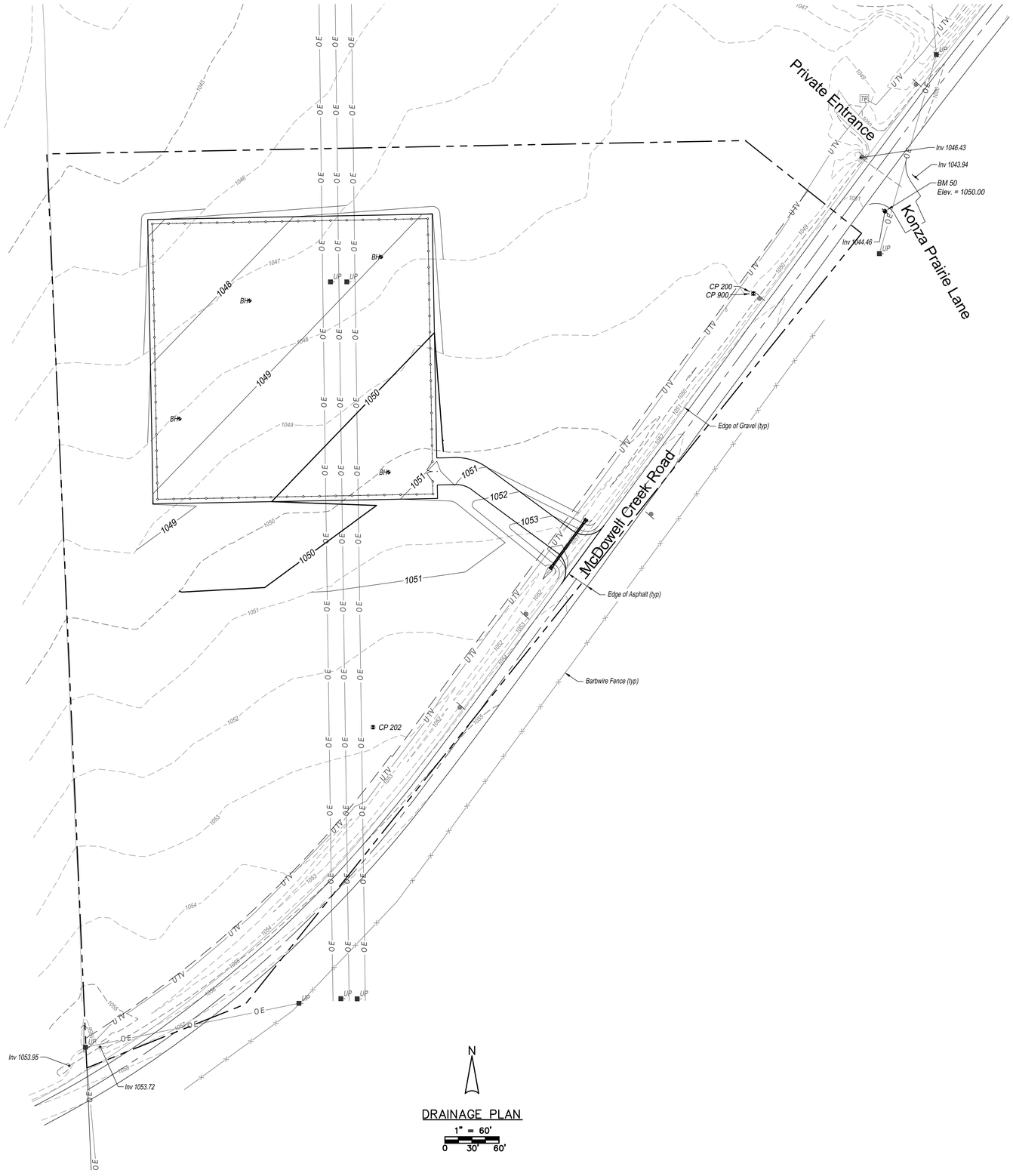
FILE NAME: 22-170 EROS_TRM_DET.DWG
LAST EDITED BY: RKATZER 11/29/2022 4:46 PM

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Attachment: Staff Report (13343 : Special Use for an electrical substation)

GENERAL NOTES

1. UNLESS NOTED OTHERWISE, ALL PROPOSED SPOT ELEVATIONS AND CONTOURS ARE TO FINAL SURFACE.



DRAINAGE PLAN

1" = 60'

0 30' 60'

SBB # 22-170

DWG. NO.	REV.	REV. DATE	REVISION & JOB NO.	BY	CK.	APP.
	0	–	–	–	–	–

DRAWN	DATE	APPROVED	DATE
RK	11/2022		
DRAFT. CK.	DATE	SCALE	
JWL	11/2022	NOT TO SCALE	
ENGR. CK.	DATE	JOB NO.	
JWL	11/2022		

KONZA SWITCHING STATION
DRAINAGE PLAN

evergy.

DWG. NO. SXXXXX_S10310

SHT. NO. 13 OF 13

FILE NAME: 22-170 DRAIN.DWG
LAST EDITED BY: RKATER 1/20/2023 7:47 AM

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Attachment: Staff Report (13343 : Special Use for an electrical substation)

DRAFT

January 12, 2023

Riley County Department of Planning and Development
Attn: Bob Isaac, Planner
110 Courthouse Plaza
2nd Floor, Rm B212
Manhattan, KS 66502

RE: Special Use Permit Application – Proposed Konza Substation
McDowell Creek Rd.
Manhattan, Riley County, Kansas

Dear Mr. Isaac,

Evergy is pleased to submit the enclosed application for a Special Use Permit (SUP) for construction of an electrical substation on property located immediately west of the intersection of Konza Prairie Ln and McDowell Creek Rd., just beyond the limits of the City of Manhattan, in Riley County, Kansas (i.e., parcel 2611200000003000, referred to herein as the "Konza Substation"). The proposed Konza Substation will increase the reliability, serviceability, and load of Evergy's electrical system in the City of Manhattan, Riley County and the surrounding areas. The new substation will contain equipment that function as switches and breakers that will allow personnel to perform maintenance on the transmission lines and substation equipment without subjecting customers to unnecessary outages. Evergy's acquisition of the property is planned for mid-2023, with construction to begin at the end of 2024 and completion of the substation planned by June 2026.

Approximately 2.5 acres of the 11-acre property will be used for the new Konza Substation. The property is currently used for agricultural purposes. This property was selected based on the location of the existing 115 kV transmission line that will be connected to the substation to accommodate future load growth in the region. Please see the following attached application materials:

- Special Use Permit Application Form - To be filled out by Riley County
- $400 Application Fee
- Real estate contract (authorization of property owner and legal description)
- Site Design Drawings
- Frequently Asked Questions Document

The following provides a narrative statement regarding the proposed substation.

Site and Building Design

The proposed Konza Substation property is zoned as agricultural (AG) and is currently used for agricultural use. The area surrounding the property is used for agricultural use (including the Konza Prairie Biological Station) and residential use. Maps showing the property location and current property owners are enclosed. The nearest residence is located on the north side of McDowell Creek Rd, approximately 730-feet northeast of the proposed substation. The substation will be accessed via a new entrance from McDowell Creek Rd.

The proposed Konza Substation dimensions are approximately 306-ft by 306-ft as shown on the Site Plan. The tallest equipment within the substation is approximately 35-ft tall. Pole heights range from 65-ft to 75-ft tall. There will be no buildings on the subject property and all structures

Attachment: Staff Report (13343 : Special Use for an electrical substation)

will be within the fence-line. The fence will be 8-ft high chain link fence plus 3 strands of barbed wire for a total height of 9-ft.

We have consulted with the Kansas Department of Wildlife & Parks, the U.S. Fish & Wildlife Service, and the Kansas State Historical Society and asked them to assess the impact of our project on wildlife and nearby historical sites.

Substation Operations

The property is current owned by David and Donna Cederberg and used for agricultural purposes. Except during construction, the substation is unmanned; employees will be on site only for maintenance and repairs on a monthly basis. The construction of the substation will not increase traffic in the area. Adequate space is available within the substation for maintenance vehicles to park off the roadway. All parts of the substation will be readily accessible to public safety vehicles. Areas outside of the fenced substation will be seeded and maintained as needed.

A substation does not generate or produce a product, so it does not pollute air, land, or water. A substation does not produce dust, fumes, odors, smoke, or vibration. The humming sound many people associate with a substation comes from the transformer. Today's transformers are significantly quieter than older models, and the sound dissipates rapidly with distance. With the buffer areas provided the sound level on adjacent properties should be minimal.

Standard sediment and erosion control measures will be used during construction. Drainage in the area will be significantly improved by the reduction of imperious land surface on the subject property. Areas outside of the fenced substation will be graded and seeded. A drainage memo is attached.

With the exception of emergency maintenance and repairs, any work on the site property will be performed during normal business hours. Although no long-term storage on the property is planned, any exterior storage areas on the property, following construction completion, will be screened from adjacent properties and roadways.

We appreciate your consideration of this application for a Special Use Permit for the proposed Konza Substation. Please direct any questions or concerns to me at 785-379-4481 or Jessica.Keck@evergy.com.

Sincerely,

Jessica Keck
Mgr. Permitting and Civil Engineering

DRAFT

Attachment: Staff Report (13343 : Special Use for an electrical substation)



Esri, HERE, GeoTechnologies, Inc., Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

DESIGNED BY: DN	N	Detailed Site Location Map Konza (Odgen) Substation Riley County, Kansas	Figure 1	Special Use Permi Application Riley County, KS
DRAWN BY: SK				
CHECKED BY: TV				
APPROVED BY: CC				
DATE: DECEMBER 2022		ppB enviro-solutions / evergy		

Attachment: Staff Report (13343 : Special Use for an electrical substation)

Legal Description

Attachment: Staff Report (13343 : Special Use for an electrical substation)

KONZA LEGAL DESCRIPTION

A tract of land in the Northwest Quarter of Section 12, Township 11 South, Range 7 East of the 6th P.M. in Riley County, Kansas being described by Patrick Leo LaFontaine, PS 1690 on December 14, 2022 as follows: Commencing at the Northwest corner of said Quarter; thence S02°30'15”E along the West line of said Quarter a distance of 1044.34 feet for the POINT OF BEGINNING; thence N88°54'22”E, 776.11 feet; thence S51°22'15”E, 165.12 feet to a point on the South line a tract as described in Deed Book 825, Page 3784; thence along the South line of said tract, S38°37'45”W, 1096.12 feet; thence continuing along the South line of said tract, S68°04'45”W, 190.00 feet to a point on the West line of said Quarter; thence N02°30'15”W, 1016.46 feet to the POINT OF BEGINNING. Containing 12.62 acres more or less.

Attachment: Staff Report (13343 : Special Use for an electrical substation)

Authorization of Property Owners

Attachment: Staff Report (13343 : Special Use for an electrical substation)

AUTHORIZATION OF PROPERTY OWNER

The undersigned, **David J. Cederberg and Donna L. Cederberg, a married couple**, being the owner of a certain tract of land described as follows:

> A tract of land in the **Northwest Quarter** of Section **12**, Township **11 South,** Range **7 East** of the 6th P.M., **Riley** County, Kansas, being more particularly described as follows:
>
> See Exhibit "A" attached hereto and made part of this instrument by reference;

has entered into an Option to Purchase Real Estate for said property with EVERGY KANSAS CENTRAL, INC., a Kansas corporation, as Buyer.

In connection with said Option to Purchase Real Estate, the Owner hereby authorizes EVERGY KANSAS CENTRAL, INC., to act on his behalf in obtaining all permits and/or zoning changes necessary for compliance with Buyer's intended use of the property.

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

[Remainder of page intentionally blank, signature pages follow.]

Attachment: Staff Report (13343 : Special Use for an electrical substation)

Dated this 22 day of August, 2022.

EVERGY KANSAS CENTRAL, INC.,
a Kansas corporation

David J. Cederberg

David J. Cederberg
Print Name Here

By: Matt J. Armfield

Name: Matt J. Armfield

Title: Manager, Real Estate Services Project Management

Donna L. Cederberg

Donna L. Cederberg
Print Name Here

Attachment: Staff Report (13343 : Special Use for an electrical substation)

STATE OF Kansas)
) SS:
COUNTY OF Riley)

INDIVIDUAL ACKNOWLEDGMENT

I, Dustin Bocox, do hereby certify that
Notary Name Here

David J. Cederberg and Donna L. Cederberg, a married couple, personally known to me to be the same person(s) whose name(s) is/are subscribed to the foregoing instrument, appeared before me in person and acknowledged that he/she/they signed and delivered the said instrument as his/her/their free and voluntary act, for the uses and purposes therein set forth.

GIVEN under my hand and seal this 22 day of August, 2022.

DUSTIN LEE BOCOX
NOTARY PUBLIC
STATE OF KANSAS

Dustin Bocox
Notary Public

Dustin Bocox
Print Name Here

My appointment expires:

January 5, 2026

Attachment: Staff Report (13343 : Special Use for an electrical substation)

CORPORATE ACKNOWLEDGMENT

STATE OF Kansas)
) SS:
COUNTY OF Shawnee)

BE IT REMEMBERED, that on this 22 day of August, 2022, before me, a Notary Public in and for said State, came Matt J. Armfield as Manager, Real Estate Services Project Management of EVERGY KANSAS CENTRAL, INC., a Kansas corporation, to me personally known to be the same person who executed the foregoing instrument and duly acknowledged the execution of the same for and on behalf of, and as the act and deed of, said corporation.

IN WITNESS WHEREOF, I have subscribed my name and affixed my official seal the day and year last above written.

My Appointment Expires:

6-15-2024

Signature

Notary Public

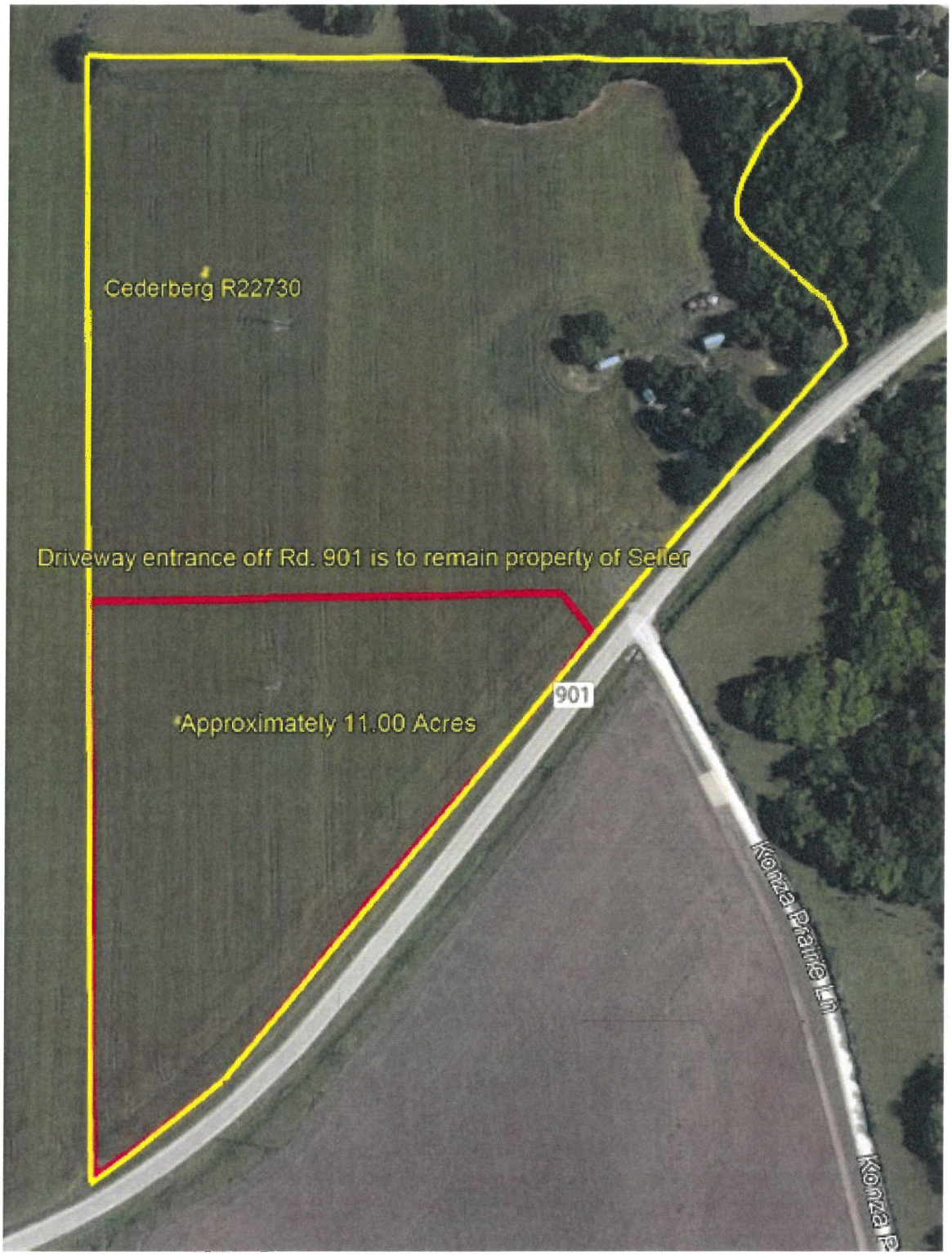
Sheila Townsend

Print name

Sheila Townsend
NOTARY PUBLIC—STATE OF KANSAS
MY APPT EXP: 6-15-2024

Attachment: Staff Report (13343 : Special Use for an electrical substation)

Exhibit "A"



Attachment: Staff Report (13343 : Special Use for an electrical substation)

Attachment: Staff Report (13343 : Special Use for an electrical substation)

Site Plan



N

Scale: 1" = 60'

0 60'

Legal Description:

A tract of land in the Northwest Quarter of Section 12, Township 11 South, Range 7 East of the 6th P.M. in Riley County, Kansas being described by Patrick Leo LaFontaine, PS 1690 on December 14, 2022 as follows: Commencing at the Northwest corner of said Quarter; thence S02°30'15"E along the West line of said Quarter a distance of 1044.34 feet for the POINT OF BEGINNING; thence N88°54'22"E, 776.11 feet; thence S51°22'15"E, 165.12 feet to a point on the South line a tract as described in Deed Book 825, Page 3784; thence along the South line of said tract, S38°37'45"W, 1096.12 feet; thence continuing along the South line of said tract, S68°04'45"W, 190.00 feet to a point on the West line of said Quarter; thence N02°30'15"W, 1016.46 feet to the POINT OF BEGINNING. Containing 12.62 acres more or less.

Rev.	By	Date	Description

PREPARED FOR:

Evergy

SBB Engineering, LLC
transportation- site development - surveying
101 South Kansas Avenue
Topeka, Kansas 66603
Ph: (785) 215-8630 / www.sbbengl.com

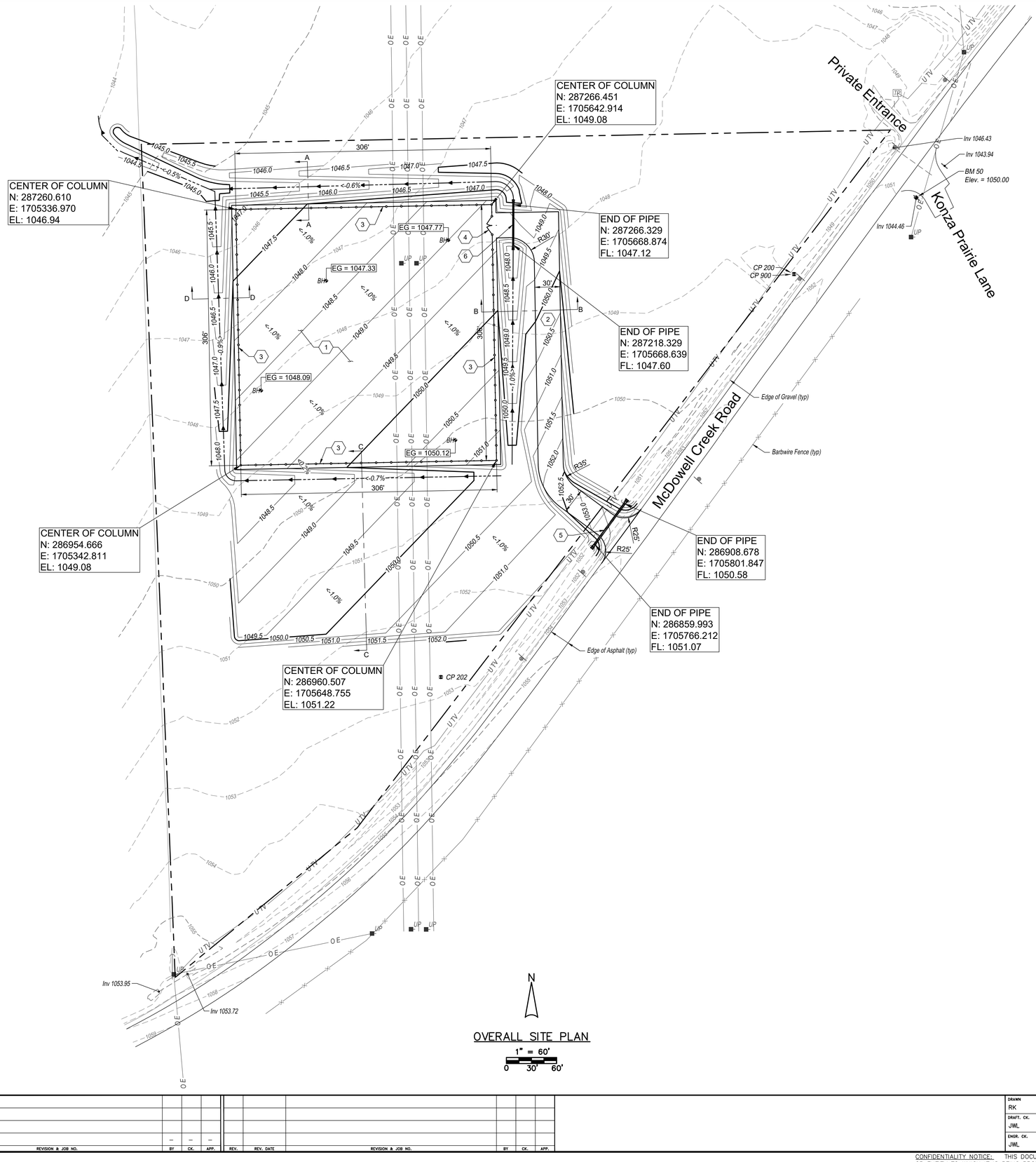
SHEET TITLE:

PROJECT LOCATION:

McDowell Creek Road & Konza Prairie Lane
Ashland, Kansas 66502

SBB Proj. No.:	22-170
Drawn by:	JEM
Checked by:	PLL
Date:	1/11/2023
Sheet No.:	1 of 1

Attachment: Staff Report (13343 : Special Use for an electrical substation)



OVERALL SITE PLAN

1" = 60'

0 30' 60'

GENERAL NOTES

1. UNLESS NOTED OTHERWISE, ALL PROPOSED SPOT ELEVATIONS AND CONTOURS ARE TO FINAL SURFACE.

CONSTRUCTION NOTES

1. SUBSTATION PAD TO EXTEND 5.0' BEYOND THE FENCE (OR AS NOTED ON PLAN) AND SHALL BE CONSTRUCTED WITH EARTHEN FILL ACCORDING TO WESTAR ENERGY'S SUBSTATION CONSTRUCTION SPECIFICATIONS. SUBSTATION PAD TO BE SURFACED WITH 3" OF COMPACTED AB-3 AGGREGATE SUB-BASE AND 3" OF CRUSHED AGGREGATE SURFACE. 3" OF CRUSHED AGGREGATE SURFACE TO BE BID SEPARATELY.
2. ACCESS ROAD TO THE SUBSTATION TO BE SURFACED WITH A MINIMUM 6" OF COMPACTED AB-3 AGGREGATE SURFACE.
3. SUBSTATION FENCE TO BE 8'-0" HIGH CHAIN-LINK FENCE PLUS 3 STRANDS OF BARBED WIRE. SEE "FENCE DETAILS" FOR SUBSTATION CHAIN-LINK FENCE AND GATE DETAILS. SUBSTATION PERIMETER SHALL BE SECURE AT ALL TIMES. ALL MATERIALS TO BE DOMESTICALLY MADE AND CERTIFIED "MADE IS USA".
4. CONSTRUCT 20' DOUBLE SWING CHAIN-LINK GATE. GATE TO BE DOMESTICALLY MADE AND CERTIFIED "MADE IN USA".
5. INSTALL 60 LF 18" REINFORCED CONCRETE PIPE WITH END SECTIONS AT 0.82% SLOPE.
6. INSTALL 48 LF 12" REINFORCED CONCRETE PIPE WITH END SECTIONS AT 1.00% SLOPE.

SBB # 22-170

DWG. NO.	REV.	REV. DATE	REVISION & JOB NO.	BY	CK.	APP.
	0	–	–	–	–	–

DRAWN	DATE	APPROVED	DATE
RK	11/2022		
DRAFT. CK.	DATE	SCALE	
JWL	11/2022	NOT TO SCALE	
ENGR. CK.	DATE	JOB NO.	
JWL	11/2022		

KONZA SWITCHING STATION
OVERALL SITE PLAN

evergy.

DWG. NO. SXXXXX_S10301

SHT. NO. 4 OF 13

FILE NAME: 22-170 SITE_OVRL.DWG
LAST EDITED BY: RKATZER 11/29/2022 7:40 AM

CONFIDENTIALITY NOTICE: THIS DOCUMENT/DRAWING CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION BELONGING TO EVERGY. THE INFORMATION IS INTENDED ONLY FOR THE USE OF THE INDIV
OR ENTITY TO WHICH IT IS BEING PROVIDED BY EVERGY. THE UNAUTHORIZED DISCLOSURE, COPYING, OR DISTRIBUTION OF THIS DOCUMENT/DRAWING OR THE MATERIAL IT CONTAINS IS STRICTLY PROHIBIT

Attachment: Staff Report (13343 : Special Use for an electrical substation)

Frequently Asked Questions

Attachment: Staff Report (13343 : Special Use for an electrical substation)

Evergy's Konza Electrical Substation

FAQs
January 10, 2023

This substation rebuild is necessary to increase the reliability of the electric distribution service in Riley County. Here are the answers to some questions you might have about this project.

What is the problem?
This substation rebuild would address multiple issues, including wildlife-induced outages, difficult maintenance access (due to the proximity of the electrical bus-work), and aging equipment. Also, the larger footprint would allow for additional load-growth in the future.

What's the solution?
Evergy's planning engineers have determined that a new substation is needed to provide a strong source of electricity into the area and increase the reliability and available power for the customers in Riley County.

Why build the substation at this location?
Several important factors led to the selection of the proposed substation site:

- *The proposed location in close proximity to existing transmission lines.* The proposed location allows us to easily relocate the existing line terminals.
- *Willingness of the owner to sell.* Evergy prefers to deal only with willing sellers when purchasing substation sites.
- *Size of the tract.* This site is large enough to provide a buffer space between the substation, existing landowners, local roads and future development. The fenced portion of the substation will occupy approximately 2.5 acres.
- *Future expansion.* The proposed size of the substation will allow us to accommodate future load growth for Riley County.

What is the anticipated schedule for construction?
The development of the site could begin in December of 2024 with hopes of having the substation operational by June of 2026.

What is the function of a substation?
The main purpose of this substation is to transform power from a higher voltage to a lower voltage and control the power flow to other substations in the area. Bulk power is transported most efficiently over long distances when it is at very high voltages, so substations like this one would serve as the point at which bulk power for the area is transformed to a lower voltage before being distributed to homes and businesses.

Inside the substation, the transformer changes the voltage from 2-115kV lines to multiple 34.5kV distribution circuits. The switches and breakers are used to turn power to individual circuits off and on just like in a home but on a larger scale. The electronic devices are used for monitoring and remote switching.

Attachment: Staff Report (13343 : Special Use for an electrical substation)

What will it look like?
The electrical equipment will be in a fenced yard with a crushed rock surface. The fence-line dimensions will be 306' x 306'. The remainder of the property will be for buffer and green space.

The fence will be 8' high chain link plus 3 strands of barbed wire for a total height of 9'. The tallest equipment is about 35', not including the poles that connect to the transmission lines.

Yard lights will be switch-operated and will only be used during emergencies.

Will the new substation impact the future use or development of adjacent properties?
Based on similar projects in several other counties, we have found that home builders and developers who know about the plans for a future substation in advance are rarely reluctant to build on the adjacent lots. The value of property adjacent to a substation site has not been measurably different from similar property further away.

How will it affect public utilities and services?
The substation will not generate waste, increase traffic, etc., and does not require water or sewer, so no additional services will be necessary. Ample parking space for maintenance vehicles is available inside the substation.

Will there be a lot traffic in and out of the substation?
Except during construction, the station will be unmanned. Equipment and operation checks are performed by Evergy personnel about once a month.

What should we do if there's an emergency at the substation?
Do the same thing you do for all other emergencies- call 911. Evergy will provide the fire department our emergency contact information and a fire preplan so they will be able to respond quickly and correctly.

What impact will the substation have on the environment?
A substation does not actually generate or produce a product, so it does not pollute air, land or water. A substation does not produce dust, fumes, odors, smoke or vibration.

The humming sound many people associate with a substation comes from the transformer. Today's transformers are significantly quieter than old ones. As with any sound, it dissipates with distance from the source.

We have contacted the Kansas Department of Wildlife & Parks, the U.S. Fish & Wildlife Service, and the Kansas State Historical Society and ask them to assess the impact of our project on fauna, flora and nearby historical sites.

Standard sediment and erosion control measures will be used during construction. Crushed rock inside the substation and grass outside will provide permanent erosion control.

Evergy is pleased that the location and design of the proposed substation will ensure an adequate supply of electricity to our customers and yet minimize the impact on the surrounding area.

Attachment: Staff Report (13343 : Special Use for an electrical substation)

evergy

RECLAMATION PLAN

KONZA SUBSTATION, RILEY COUNTY, KS

APRIL 7, 2023

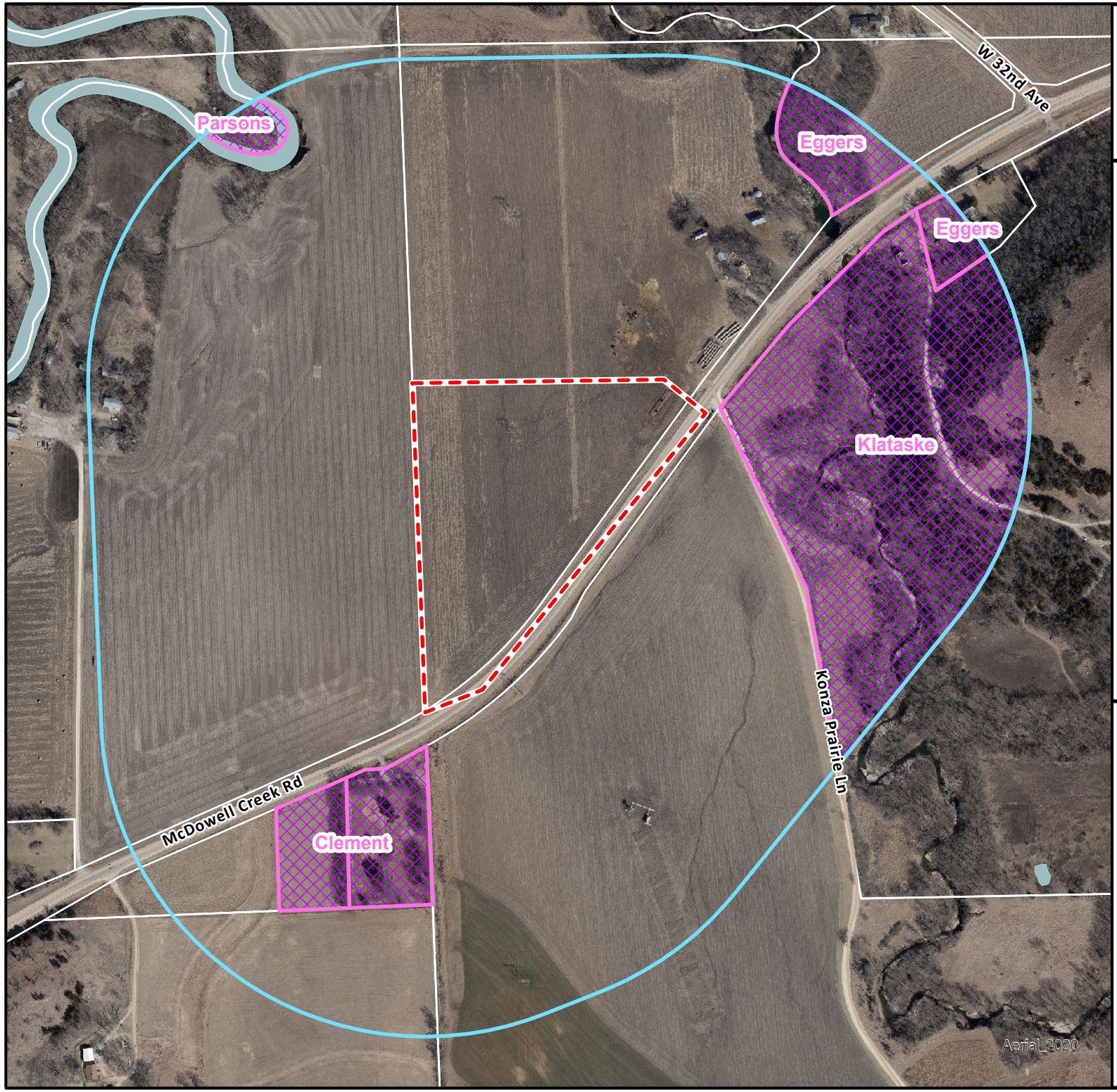
Evergy is preparing to construct a new electrical substation, located west of the intersection of Konza Prairie Lane and McDowell Creek Road, just beyond the limits of the City of Manhattan, in Riley County, Kansas. As shown on the attached Site Plan, the new Konza substation, located at 4531 McDowell Creek Road, will encompass approximately 2.5 acres of the 12.6-acre property that is currently utilized for agricultural purposes. This location for the substation is ideally located adjacent to Evergy's existing 115 kV transmission line that will be connected to the substation to accommodate future load growth in the region. Construction of the new Konza substation is planned be completed by June 2026.

This Restoration Plan (Plan) has been developed at the request of the Riley County Planning and Zoning Department to provide additional detail regarding Evergy's plans to construct the new Konza substation. The substation will consist of a 306'x306' fenced area and a crushed rock surface within to house electrical equipment. An entrance and access road will be installed west of McDowell Creek Road for access to the substation gates. Proper erosion and sediment control measures will be installed, maintained, and inspected during any land disturbing activities and throughout construction. Once all utility installations are complete and within seven (7) days of final grading, temporary brome/rye seeding will be planted and installed. Permanent seeding shall occur between August 15th and September 30th or between February 15th and May 15th. All disturbed areas outside the substation boundary will be seeded with a native grass seed mixture where appropriate.

In the event the Konza substation becomes obsolete or is no longer needed, the existing substation will be de-energized and all aboveground infrastructure (e.g., electrical equipment, transformers, fencing, etc.) will be removed from the property and reused/recycled if possible or otherwise properly disposed at an off-site location. To the maximum extent possible, all below ground infrastructure, such as concrete footings/foundations, driveway entrances, underground cables/wiring, etc., will be removed from the property. If complete removal is not feasible, remaining below ground infrastructure will be removed to at least 3-ft below ground surface. Upon completion of site demolition activities, the property will be returned to its present grade with compacted soil, contoured to facilitate drainage and sodded.

Please direct any questions or concerns to Jessica Keck, Mgr. Permitting & Civil Engineering at 785-379-4481 or Jessica.Keck@evergy.com.

Attachment: Staff Report (13343 : Special Use for an electrical substation)



Information Technology
RILEY COUNTY
Geographic Information Systems

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PROTEST PETITION

Evergy Kansas Central

#2611200000003000

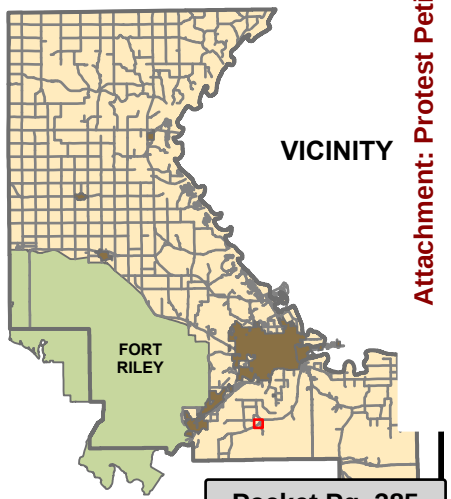
Special Use
Konza Substation

12-11-7

Legend

- SITE (12.62 ac)
- 1000' Buffer Less Si (140.35 ac)
- Protest Owners (28.88 ac)

Percent of Protest = 20.5%



Attachment: Protest Petition 4-19-23 (13343 : Special Use for an electrical substation)

PROTEST PETITION SUMMARY

Evergy Kansas Central
Special Use – Konza Substation

After figuring the total acreage within the 1000' radius, excluding the road right-of-way, and excluding the site itself, we found it equals 140.35 acres. This is the area inside the blue line, but outside the red/white line.

The area of the property owned by the protest petitioners equals 28.88 acres and is the purple area on the map.

To figure if this meets the required 20%, we took the protest petitioners area (28.88 acres) and divided it by the total area (140.35 acres). This figure equals 20.5%.

Therefore, it does meet the requirement for a valid protest.

Attachment: Protest Petition 4-19-23 (13343 : Special Use for an electrical substation)

PROTEST PETITION

FILED
2023 APR 19 PM 2:35
COUNTY CLERK
RILEY COUNTY, KANSAS

We, the undersigned, hereby file an official protest with Riley County, Kansas, opposing the Special Use Authorization to establish and operate an electrical substation on the following described property:

Legal Description: A tract of land in the Northwest Quarter of Section 12, Township 11 South, Range 7 East of the 6th P.M. in Riley County, Kansas being described by Patrick Leo LaFontaine, PS 1690 on December 14, 2022 as follows: Commencing at the Northwest corner of said Quarter; thence S02°30'15"E along the West line of said Quarter a distance of 1044.34 feet for the POINT OF BEGINNING; thence N88°54'22"E, 776.11feet; thence S51°22'15"E, 165.12 feet to a point on the South line a tract as described in Deed Book 825, Page 3784; thence along the South line of said tract, S38°37'45"W, 1096.12 feet; thence continuing along the South line of said tract, S68°04'45"W, 190.00 feet to a point on the West line of said Quarter; thence N02°30'15"W, 1016.46 feet to the POINT OF BEGINNING. Containing 12.62 acres more or less.

Address: 4531 McDowell Creek Rd, Manhattan, KS.

Said Special Use Authorization was considered by the Riley County Planning Board on the 10th day of April, 2023, and said Board recommended denial of said Special Use authorization.

The following statement applies to each person signing this petition: "I have personally signed this petition. I am the owner of record of the property located at the address adjacent to my signature."

OWNER(S) OF RECORD (SIGNATURE)	OWNER(S) OF RECORD (PRINTED)	PROPERTY ADDRESS	DATE
Leonard A. Clemens Jr. Trustee	Ashland Township	PID 2611100000001810 Cemetery · East ½ 4830 McDowell Crk Rd.	04/13/
Leonard A. Clemens Jr. Trustee	Ashland Township	Cemetery West ½ PID 2611100000011000	04/13/
x Raleigh L. Eggers	RALEIGH L. EGGERS	2900W 32nd Ave 2611200000002000	04/15/
	Jared Parsons	3721 S 33rd St	4/16/
Casey Parsons	Casey Parsons	3721 S. 33rd St. 2611100000002000	4/16/2
	Carol Klataske		
x Carol Klataske	4490 McDowell Creek Rd. 66502		4-16-
x Ronald D. Klataske	Ronald D. Klataske	4490 McDowell Creek Rd. 2611200000002010	4-16-

Attachment: Protest Petition 4-19-23 (13343 : Special Use for an electrical substation)

OWNER(S) OF RECORD (SIGNATURE)	OWNER(S) OF RECORD (PRINTED)	PROPERTY ADDRESS	DATE

I am the circulator of this petition and a resident of the State of Kansas and possess the qualifications of an elector of the State of Kansas. I have personally witnessed the signing of the petition by each person whose name appears thereon.

Laurence A. Clement Jr
(Signature of Circulator)

3881 S. 20th ST.
(Circulator's Residence Address)

State of Kansas
County of Riley

Signed and sworn to (or affirmed) before me on April 19th, 2023 (date)

by Laurence A Clement Jr (name(s) of person(s) making statement).

(Seal, if any)

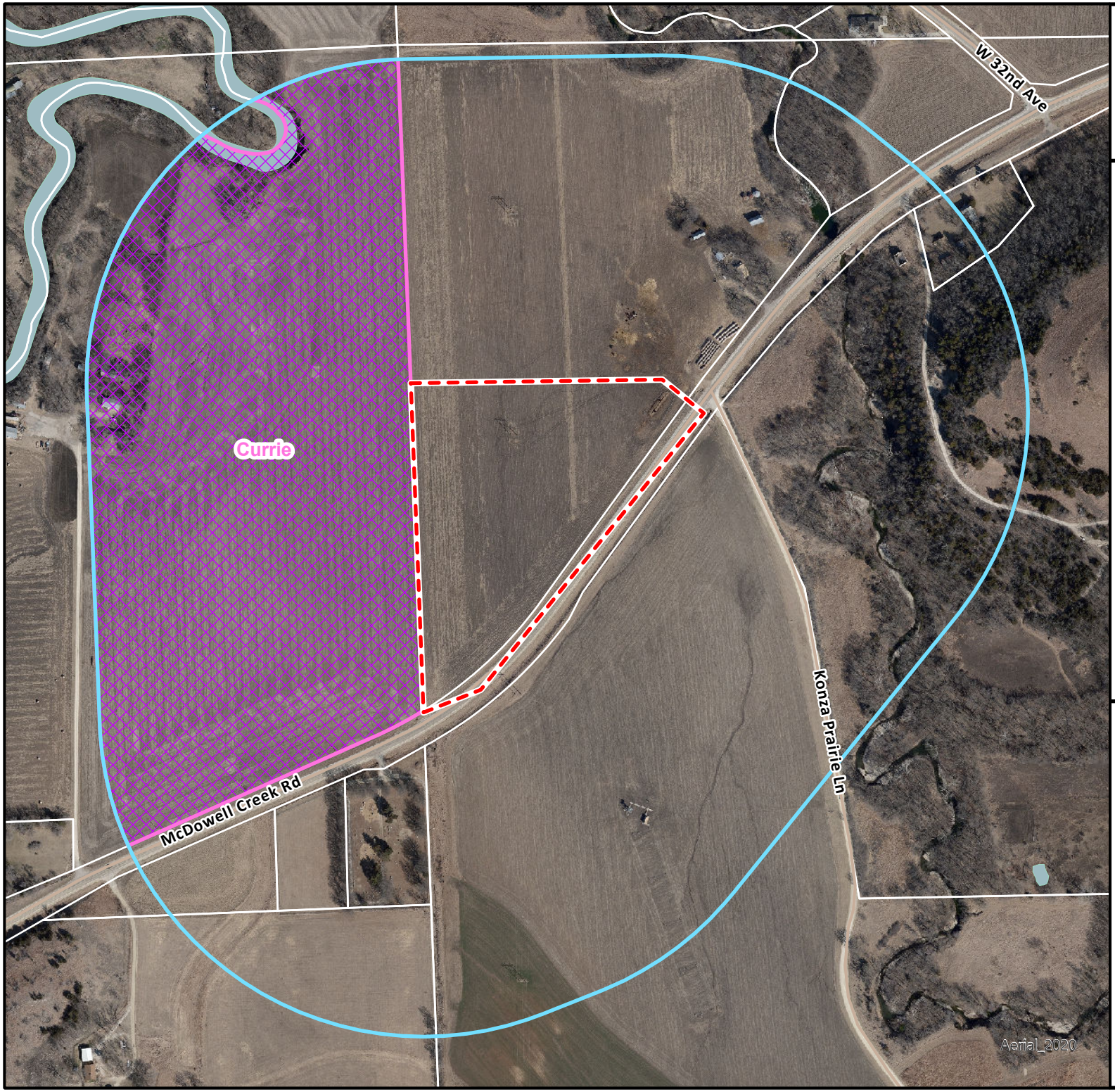
STATE OF KANSAS NOTARY PUBLIC
JOSEPH GODOWN
My Appointment Expires
November 23, 2025

Joseph Godown
(Signature of notarial officer)

Notary
Title (and Rank)

[My appointment expires: November 23, 2025]

Attachment: Protest Petition 4-19-23 (13343 : Special Use for an electrical substation)



Information Technology
RILEY COUNTY
Geographic Information Systems

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W E
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PROTEST PETITION

Evergy Kansas Central

#2611200000003000

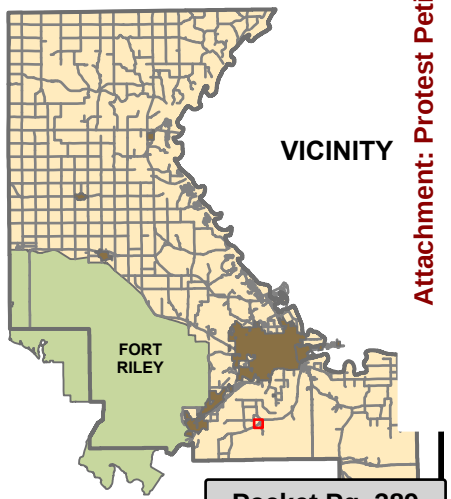
Special Use
Konza Substation

12-11-7

Legend

- SITE (12.62 ac)
- 1000' Buffer Less Si (140.35 ac)
- Protest Owners (45.19 ac)

Percent of Protest = 32.1%



Attachment: Protest Petition 4-24-23 (13343 : Special Use for an electrical substation)

PROTEST PETITION SUMMARY

Evergy Kansas Central
Special Use – Konza Substation

After figuring the total acreage within the 1000' radius, excluding the road right-of-ways, and excluding the site itself, we found it equals 140.35 acres. This is the area inside the blue line, but outside the red/white line.

The area of the property owned by the protest petitioners equals 45.19 acres and is the purple area on the map.

To figure if this meets the required 20%, we took the protest petitioners area (45.19 acres) and divided it by the total area (140.35 acres). This figure equals 32.1%.

Therefore, it does meet the requirement for a valid protest.

Attachment: Protest Petition 4-24-23 (13343 : Special Use for an electrical substation)

PROTEST PETITION

FILED
2023 APR 24 AM 10:40
COUNTY CLERK
RILEY COUNTY KANSAS

We, the undersigned, hereby file an official protest with Riley County, Kansas, opposing the Special Use Authorization to establish and operate an electrical substation on the following described property:

Legal Description: A tract of land in the Northwest Quarter of Section 12, Township 11 South, Range 7 East of the 6th P.M. in Riley County, Kansas being described by Patrick Leo LaFontaine, PS 1690 on December 14, 2022 as follows: Commencing at the Northwest corner of said Quarter; thence S02°30'15"E along the West line of said Quarter a distance of 1044.34 feet for the POINT OF BEGINNING; thence N88°54'22"E, 776.11feet; thence S51°22'15"E, 165.12 feet to a point on the South line a tract as described in Deed Book 825, Page 3784; thence along the South line of said tract, S38°37'45"W, 1096.12 feet; thence continuing along the South line of said tract, S68°04'45"W, 190.00 feet to a point on the West line of said Quarter; thence N02°30'15"W, 1016.46 feet to the POINT OF BEGINNING. Containing 12.62 acres more or less.

Address: 4531 McDowell Creek Rd, Manhattan, KS.

Said Special Use Authorization was considered by the Riley County Planning Board on the 10th day of April, 2023, and said Board recommended denial of said Special Use authorization.

The following statement applies to each person signing this petition: "I have personally signed this petition. I am the owner of record of the property located at the address adjacent to my signature."

OWNER(S) OF RECORD (SIGNATURE)	OWNER(S) OF RECORD (PRINTED)	PROPERTY ADDRESS	DATE
Donna Weisbender	Donna Weisbender Trustee Jim and Lois J. Currie Trust	2600 S 25th 261110000000 1000	4/24

COUNTY CLERK
RILEY COUNTY, KANSAS
2023 APR 24 AM 10:40
FILED

Attachment: Protest Petition 4-24-23 (13343 : Special Use for an electrical substation)

OWNER(S) OF RECORD (SIGNATURE)	OWNER(S) OF RECORD (PRINTED)	PROPERTY ADDRESS	DATE

I am the circulator of this petition and a resident of the State of Kansas and possess the qualifications of an elector of the State of Kansas. I have personally witnessed the signing of the petition by each person whose name appears thereon.

Lawrence A. Clement Jr. (Signature of Circulator)

3881 S. 20th St. (Circulator's Residence Address)

State of Kansas
County of Riley

Signed and sworn to (or affirmed) before me on April 24th, 2023 (date)

by Lawrence A Clement Jr (name(s) of person(s) making statement).

(Seal, if any)

STATE OF KANSAS NOTARY PUBLIC
JOSEPH GODOWN
My Appointment Expires
November 23, 2025

Joseph Godown
(Signature of notarial officer)

Notary
Title (and Rank)

[My appointment expires: November 23, 2025]

Attachment: Protest Petition 4-24-23 (13343 : Special Use for an electrical substation)

TO: **Planning and Development Board Members,** Riley County, Kansas. April 4, 2023.

I am a retired K-State professor and have been a resident of Riley County for 45 years living at my current address on Shane Creek Lane for more than 35 years. As a member of the Ashland Community I have serious concerns about the plans of Evergy to build a transfer station on McDowell Creek Road across from the Konza Prairie entrance.

1. It adds no energy value to our community.
2. Evergy's plans have not been transparent or well thought out.
3. It will detract from the scenic value of McDowell Creek Road, a designated Scenic Byway, which brings tourists and visitors to Manhattan.
4. The surrounding counties and Manhattan have put great effort into attracting these kinds of visitors through the Flint Hills Discovery Center, a project I personally spent much time and effort on seeing to completion.
5. Many of those visitors come to walk the Konza Prairie Nature Trail (many thousands/per year according to Trail counts).
6. Konza Prairie Biological Station is an internationally recognized site for grassland research. Its presence in our community adds to the value of the region and should be protected from such unsightly development and environmental disturbance.
7. The transfer station would be across from the Ashland Cemetery which has historic and current value to our community and many other relatives and visitors who continue to visit the site.
8. Many in this community are land owners that are responsible for the beautiful ranches and farms that help make McDowell Creek Road truly a Scenic Byway. They have serious concerns.
9. The Ashland Community as a whole is against Evergy's plans.

Please protect our community from unsightly, unnecessary and potentially damaging development.

The vote against the transfer station site is a common sense, bipartisan decision for our elected officials to make on behalf of the Ashland Community and the greater Riley County (Manhattan) area as well. There are other options available with much less impact.

Sincerely,

Valerie A Wright

Valerie Wright, Retired Education Director, Konza Prairie Biological Station

Emeritus professor, Department of Entomology

Kansas State University

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

From: Richard Knorp rknorp1949@gmail.com
Subject: Re: Letter about electric substation
Date: Apr 6, 2023 at 1:57:32 PM
To: Richard Knorp rknorp1949@gmail.com

April 6th, 2023

Dear Sir,

It has been brought to my attention that the company EVERGY is planning on building an electrical sub station on Ashland bottoms. My wife and I have recently purchased land and built a house on the property.We felt that we were blessed with this land that we acquired and built what we planned to be our retirement home. We put a large window facing south and east so as to enjoy the view of the sun rising and setting along with the abundant wildlife. We have witnessed Snow Geese by the thousands landing on our property , humming birds, and many other birds along with deer, coyotes and other animals. Our house is everything we hoped it would be. We fear though that large electrical lines and poles will produce unwanted light, noise and unsightly obstructions. I have been told that there are other places that could be available and not be as detrimental to the untarnished landscape of the Konza Prairie.

Thank You

Richard Knorp
2802 W 40th Ave
Manhattan, Ks. 66502

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

From: Amanda Webb
To: Bob Isaac; Lisa Daily
Subject: FW: Konza
Date: Friday, April 7, 2023 4:32:30 PM

FYI -

From: Cindy Kabriel <ckabriel@rileycountyks.gov>
Sent: Friday, April 7, 2023 4:27 PM
To: Amanda Webb <awebb@rileycountyks.gov>
Subject: FW: Konza

Cindy Kabriel
Senior Administrative Assistant
Riley County Clerk's Office
110 Courthouse Plaza, B118
Manhattan, KS 66502
phone: (785) 565-6202
fax: (785) 537-6394

From: Lori Muir <lmuir@rileycountyks.gov>
Sent: Friday, April 7, 2023 4:26 PM
To: Cindy Kabriel <ckabriel@rileycountyks.gov>
Subject: FW: Konza

From a Facebook Post:

To our Konza Prairie Nature Trail Users and Supporters -

This is to inform you of a discussion between Evergy, Inc. and Riley County Planning and Development board involving the potential construction of a new electrical switching station on the north side of McDowell Creek Road near the entrance to the Konza Prairie Biological Station. The station would be similar in appearance to a typical electrical substation and surrounded by a chain link fence. The station and associated infrastructure would be easily viewable from the top of the Konza Prairie Nature Trail, as indicated in the photo.

Riley County has not yet approved the petition for the construction of this station and now is the time for those who have concerns to let their opinions be known.

To share your concerns you may either:
- write the Riley County Planning and Development Board (sending 5 copies of your letter) addressed to: County Clerk, Attn. Planning and Development Board, 110 Courthouse Plaza, Manhattan, KS 66502 or drop the letters in the Courthouse Plaza Riley County tan box at the entrance (not the US post box) by Monday April 10th.

- attend and/or express a verbal opinion on April 10 at the 7:30 pm meeting of the Board at 115 N 4th Street. Enter the double doors facing East on the North side of the building.

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

April, 7 2023

Dear County Commissioner,
Seems Evergy and anyone else in favor of the proposed switching station on McDowell Creek Rd. is sadly out of touch. I was born near Aggieville and raised in Manhattan. I have lived on McDowell Creek Rd since 1979. I am vehemently opposed to this switching station that Evergy wants to build near the entrance to Konza Prairie. Near that site too is Ashland cemetery. I know 2 boys buried there who both died in tragic accidents. One of the grandfathers still visits almost every week. Graves there are faithfully tended. The switching station would be a depressing distraction.

The Konza Prairie is one of the first places many people visit when coming to the Flint Hills/Manhattan area whether from out of state or out of country. I know this having been a volunteer there for over 20 years and having helped host both visitors and researchers . A large electrical facility hardly lends to the ambiance at the entrance or to a good first impression. Hardly good for the reasearch at Konza either. Organisms travel outside the fences.

I have driven this road many thousands of times in the years I have lived here. It breaks my heart to see it developed, to see increased agricultural spraying, to observe the dramatic decrease in insects, birds, mammals and reptiles in the area. This switching station does not have to be another negative. It is my understanding that there are options. Let's USE THEM.

Most sincerely,
Cindy Quinlan

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

April 8, 2022

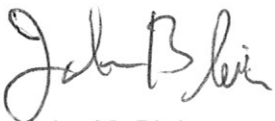
Riley County Clerk
Attn. Planning and Development Board
110 Courthouse Plaza
Manhattan, KS 66502

Dear Members of the Riley County Planning Board:

I'm writing to express my concern about the request from Evergy for a permit to place a switching station on the north side of McDowell Creek Road near Konza Prairie Lane, the main entrance to the Konza Prairie Biological Station. The Konza Prairie Biological Station is an internationally-recognized research station, supporting the activities of researchers from Kansas State University and numerous other universities and government agencies. It also is a tourist attraction and a destination for visitors from around the country looking for an opportunity to experience the sights and sounds of a relatively pristine tallgrass prairie landscape in one of the last parts of the country where vast tracts of prairie exist. The publicly accessible Konza Prairie nature trail is used extensively by both visitors and locals. It provides an opportunity to get away from the trappings of city and suburban life and experience the prairie in a relatively natural setting. Individuals and groups can walk along the Kings Creek gallery forest, through diverse lowland prairies, and then climb to the top of grass-covered hills overlooking the Flint Hills prairies to the south and the rural agricultural vista of the Kansas River valley to the north. The views from the top of the nature trail can be breathtaking!

However, the views from the nature trail and the rural experience that visitors expect will be diminished if Evergy is permitted to construct a switching station on property across from the Konza Prairie entrance. First, the switching station would alter the rural and scenic nature of the lower portion of McDowell Creek Road, a strikingly beautiful stretch of road, and create an "industrial" feel to the entry area around the Konza Prairie preserve. Second, the switching station would be clearly visible from the highest and most scenic points along the public nature trail, detracting from the vistas that both local hikers and non-local visitors expect from a nature preserve. In sum, locating the switching station as currently proposed by Evergy will have a substantial negative impact on the rural character of the area and the quality of the "prairie experience" for visitors to the Konza Prairie Biological Station. I, therefore, respectfully request that you and the other planning board members vote no on the proposed request and ask Evergy to consider other options.

Sincerely,



John M. Blair
2204 Elco Circle
Manhattan, KS 66502

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

4/8/2023

Dear Planning and Development Board Members,

The proposed electrical station across from Konza Prarie is a short-sighted solution with a very devastating effect. Please do not allow this to happen. Konza Prarie is so unique to THE WHOLE WORLD, there surely can be some other place they can locate their station. The visual impact would totally clash with this environmental treasure and it is deeply troubling that they would even propose this site. What a horrible thing to see next to the most beautiful and RARE piece of the tiny amount of remaining Tallgrass Prarie. We must protect the land around it from this type of eyesore, never mind the unknown impact it could do to this protected environment. I beg you to preserve this area for future generations.

Evergy has enough resources to find a different place that won't interfere with **Manhattan's best asset**, despite whatever they may claim.

Thank you for the work you do,

Christine Edmunds

Christine Edmunds

1437 Fearon Lane
Manhattan, Kansas 66502

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

Lisa Daily

Subject: FW: Online Form Submittal: Commissioner - John Ford

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Saturday, April 8, 2023 2:51 PM
To: John Ford <jford@rileycountyks.gov>
Subject: Online Form Submittal: Commissioner - John Ford

Commissioner - John Ford

First Name	John
Last Name	Blair
Address	2204 Elco Circle
City	Manhattan
State	KS
Zip	66502
Daytime Phone Number	7853414663
Email Address	jblair.ks@gmail.com
Question / Comment	I'm writing to express my concern about the request from Evergy for a permit to place a switching station on the north side of McDowell Creek Road near Konza Prairie Lane, the main entrance to the Konza Prairie Biological Station. The Konza Prairie Biological Station is an internationally-recognized research station, supporting the activities of researchers from Kansas State University and numerous other universities and government agencies. It also is a tourist attraction and a destination for visitors from around the country looking for an opportunity to experience the sights and sounds of a relatively pristine tallgrass prairie landscape in one of the last parts of the country where vast tracts of prairie exist. The publicly accessible Konza Prairie nature trail is used extensively by both visitors and locals. It provides an opportunity to get away from the trappings of city and suburban life and experience the prairie in a relatively natural setting. Individuals and groups can walk along the Kings Creek gallery forest, through diverse lowland prairies, and then climb to the top of grass-covered hills overlooking the Flint Hills prairies to the south and the rural agricultural vista of the Kansas River valley to the north. The

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

views from the top of the nature trail can be breathtaking!

However, the views from the nature trail and the rural experience that visitors expect will be diminished if Evergy is permitted to construct a switching station on property across from the Konza Prairie entrance. First, the switching station would alter the rural and scenic nature of the lower portion of McDowell Creek Road, a strikingly beautiful stretch of road, and create an "industrial" feel to the entry area around the Konza Prairie preserve. Second, the switching station would be clearly visible from the highest and most scenic points along the public nature trail, detracting from the vistas that both local hikers and non-local visitors expect from a nature preserve. In sum, locating the switching station as currently proposed by Evergy will have a substantial negative impact on the rural character of the area and the quality of the "prairie experience" for visitors to the Konza Prairie Biological Station. I, therefore, respectfully request that you and the other planning board members vote no on the proposed request and ask Evergy to consider other options.

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Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

Lisa Daily

Subject: FW: Online Form Submittal: Commissioner - Greg McKinley

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Sunday, April 9, 2023 7:58 PM
To: Greg McKinley <gmckinley@rileycountyks.gov>
Subject: Online Form Submittal: Commissioner - Greg McKinley

Commissioner - Greg McKinley

First Name	Luann
Last Name	Miller
Address	3630 rockyford ave
City	Manhattan
State	Ks
Zip	66502
Daytime Phone Number	7854102845
Email Address	l67@cox.net
Question / Comment	Evergy has many sub stations they could add to if their reasoning is to provide more power to Ogden and fort Riley rather then one along the river near the Konya. Located near annaberg, Ogden, the TEC college. South of I 70 and McDowell. Rumor has it, it's for a sand plant. Building there along the river would cost the company more to go across river. Something bigger is coming to need that power.

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Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

April 9th, 2023

County Clerk
Attn: Planning and Development Board
110 Courthouse Plaza
Manhattan, KS 66502

Dear Riley County Planning and Development Board,

I am writing as a resident of Manhattan who has lived in Riley County most of my life to express my concern about Evergy's proposed electrical switching station near the Konza Prairie Long Term Ecological Research Station (LTER, http://lter.konza.ksu.edu/) and trails for the following reasons:

The Konza Prairie is a part of the last tallgrass prairie in the world. While it doesn't receive as much attention as the Amazon Rainforest this ecosystem is just as unique. The research taking place at the LTER is critically important; the data collected and the knowledge gained is recognized and respected globally. Any project that might interfere with this work should be rigorously examined in partnership with the researchers working at this site, and an environmental impact assessment should be made available to the public.

The Konza Prairie is cherished by many people in our community and beyond. It is one of few public natural spaces that is near Manhattan and is accessible to community members year-round. People go here to step away from the noise and sites of the city. I regularly see families taking their photos together here. My best friend got engaged at the top of the hill. When I meet new friends in Manhattan from Nepal or India or Afghanistan or Ukraine, and ask about what they enjoy in Manhattan, the Konza Prairie trails are always near the top of the list. Konza's beauty is not a 'loud' sort, like the Rocky Mountains or the Redwoods or the ocean -- it's a quieter kind, but it captures people's hearts all the same. I often hear people say they've never seen anything like it. This sense of place is important to preserve, too. The switching station may seem a relatively small thing, but small things have a way of slipping under our noses. Each one individually may seem inconsequential, but then one day we look back and wonder how we lost so much of something we love.

The Manhattan community deserves a voice in this project. I'm grateful for the opportunity to write this letter and to attend the meeting on the evening of April 10th. However, as far as I can tell, the only notice given about either option came from the Konza Prairie Nature Trail's Facebook page on Friday, April 7th. Unless it's about an emergency or natural disaster, such short notice for an event intended to allow the community to share their concerns about a proposed project is unacceptable.

It's not clear to me why this site was chosen, or what stage this project is at -- if Evergy has just completed a feasibility analysis and is running this potential site by the community, or if they're farther along. I sincerely hope the former is true, but even if that's the case, the meeting should have been publicized more widely at least two weeks in advance of the date. If the latter is true, and this project is already finalizing, I can only say that I am exhausted and

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

disheartened to be seeing this happen again. In the fall of 2021, Kansas Gas gave barely three days' notice for an engagement meeting about a pipeline repair project near Browning Avenue. Although they had known about the need for repairs and been planning for this project for months, they didn't consult the community until a week or so before they wanted to start working, and the first thing in their planned work was to completely clear cut small urban forest just south of Anthony Middle School.

My friend and I lived right next to Anthony and walked by that forest every day. We only heard about the project meeting because we overheard them mention it while walking the trail that runs along those trees. We went door to door in the neighborhood over the weekend -- no one had received notice about the meeting or the project, but a number of folks shared that Kansas Gas had clear cut trees elsewhere with no notice to the nearby residents several years before. Thankfully, enough of us showed up to that first meeting that two more meetings were scheduled to talk through the project. Kansas Gas representatives expressed frustration that we were delaying their timeline. Again, though, this was something they had known about for months. They could have held meetings when they first learned repairs were needed to hear the community's concerns. After the subsequent meetings and a lot of community members raising their voices, Kansas Gas agreed to clear cut only 20 feet on either side of the line, which is all that was needed for repairs anyway.

That was a separate company, and I am not sure if the City or the County was involved. Regardless, I raise it because I hope you, as a member of the Planning and Development Board, will recognize that this is not a trend or standard we want to set as a community.
Community engagement efforts should:

- Be held early in the planning process to inform project siting and design, and recur as plans develop and the project moves toward implementation
- Occur through multiple means (meetings, letters, online forms)
- Include public notice through multiple venues (postcards, social media, email) at least two weeks in advance of the meeting or response deadline
- Provide transparency about projects (plans, maps of proposed sites, environmental impact assessments)
- Offer translation, interpretation, and/or other services if needed for residents with differing abilities and for those whose first language is not English

While investor-owned utilities are providing valuable services to our community, their projects and actions can be controversial and damaging to natural spaces that are highly valued by the community. It is highly important to work on developing better processes together. Some helpful thoughts on more effective engagement processes can be found in the Spectrum of Community Engagement (https://tinyurl.com/effective-engagement).

Thank you for your work, your time, and your consideration.

Sincerely,

Sarah Inskeep

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

3033 Conrow Dr.
Manhattan, KS 66503
April 10, 2023

Riley County Planning & Development Board
110 Courthouse Plaza
Manhattan, KS 66502

To Whom it May Concern:

It has come to my attention as a citizen of Manhattan that Evergy and the Riley County Planning and Development Board are considering constructing an electrical switching station on the north side of McDowell Creek Road near the entrance to the Konza Prairie Biological Station.

While I understand the possible necessity of such a station, I think this placement is ill advised. The Konza Prairie is a true national treasure. It is one of the few original prairies left in the United States. As such, it draws visitors and scientists from all over the world. When one looks out over this beautiful area from the top of the nature trail, the last thing one wants to see is an electrical switching station. Surely there is still a place in our county for unspoiled vistas that delight the eye, soothe the soul, and offer hope for the preservation of this unique corner of our natural environment.

The construction of such a station would also compromise the area with noise, disruption, and the destruction of the land upon which it will be placed. How will this impact the area wildlife? Will it have a long-term effect? Why even take that chance?

The Konza Prairie Biological Station is a sanctuary, hiking mecca, and scientific marvel. Riley County KS is privileged to have this remarkable expanse of preserved prairie. We have a duty to do our utmost to protect it for future generations. Visual integrity is part of that protection.

Please seriously consider these concerns and those voiced by others prior to making any decision regarding the location of the substation. This McDowell Creek Road location would be an eyesore and may cause environmental issues that would be impossible to reverse.

Thank you.

Sincerely,

Cindy S. Tillman

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

From: Cindy Kabriel
To: Amanda Webb; Lisa Daily
Subject: FW: Online Form Submittal: Commissioner - Greg McKinley
Date: Monday, April 10, 2023 1:35:53 PM

Cindy Kabriel
Senior Administrative Assistant
Riley County Clerk's Office
110 Courthouse Plaza, B118
Manhattan, KS 66502
phone: (785) 565-6202
fax: (785) 537-6394

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Monday, April 10, 2023 1:19 PM
To: Greg McKinley <gmckinley@rileycountyks.gov>
Subject: Online Form Submittal: Commissioner - Greg McKinley

Commissioner - Greg McKinley

First Name	Karen
Last Name	Erichsen
Address	12061 Clarks Creek Road
City	Junction City
State	ks
Zip	66441
Daytime Phone Number	7853070466
Email Address	erichsenfarm2629@gmail.com
Question / Comment	Dear County Commissioner McKinley- I am writing to object the proposal of the Evergy Transfer station being proposed on McDowell Creek Road. As a land owner on McDowell Creek Road in Riley county as well as a land owner in Geary County, I believe there has to be a less invasive space to locate this Evergy station. I would be happy to allow you to consider our land on that road if it means keeping it away from our family's cemetery and the beautiful Konza Prairie. My husband, as well as my grandson who tragically passed away,

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

are resting peacefully in that cemetery. Our family goes there to grieve and find peace as well

Also, the world famous Konza prairie is located right next to the cemetery. The area is a wildlife sanctuary. People from ALL over the world come and visit this location. There are many other locations away from the cemetery and the prairie on McDowell Creek that this could be relocated to. Please, please reconsider the location of this transfer station. Please allow our family's and other families not be disrupted on this final resting place. Please reach out to me if you have further questions.

Sincerely,

Karen Erichsen

Email not displaying correctly? View it in your browser.

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

From: Cindy Kabriel
To: Amanda Webb; Lisa Daily
Subject: FW: Online Form Submittal: Commissioner - John Ford
Date: Monday, April 10, 2023 1:36:24 PM

Cindy Kabriel
Senior Administrative Assistant
Riley County Clerk's Office
110 Courthouse Plaza, B118
Manhattan, KS 66502
phone: (785) 565-6202
fax: (785) 537-6394

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Monday, April 10, 2023 12:44 PM
To: John Ford <jford@rileycountyks.gov>
Subject: Online Form Submittal: Commissioner - John Ford

Commissioner - John Ford

First Name	Joanna
Last Name	Erichsen
Address	702 Adam Drive
City	Wamego
State	KS
Zip	66547
Daytime Phone Number	7854790071
Email Address	joannaerichsen@yahoo.com
Question / Comment	Dear County Commissioner Ford- I am writing to object the proposal of the Evergy Transfer station being proposed on McDowell Creek Road. Three years ago I had to lay my 10 year old son to rest in a cemetery on McDowell creek. Ashland bottoms is a beautiful, peaceful area where families can go to visit loved ones. Also, the world famous Kanza prairie is located right next to the cemetery. The area is a wildlife sanctuary. People from ALL over the world come and visit this location. There are many other locations away from the cemetery

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

and the prairie on McDowell Creek that this could be relocated to. Please, please reconsider the location of this transfer station. Please allow my baby boy to rest in the beautiful, natural area in which we chose his final resting place. Please reach out to me if you have further questions.

Sincerely,

Joanna Beth Erichsen (Mother of Grady Erichsen)

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Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

From: Cindy Kabriel
To: Amanda Webb; Lisa Daily
Subject: FW: Online Form Submittal: Commissioner - Greg McKinley
Date: Monday, April 10, 2023 1:37:28 PM

Cindy Kabriel
Senior Administrative Assistant
Riley County Clerk's Office
110 Courthouse Plaza, B118
Manhattan, KS 66502
phone: (785) 565-6202
fax: (785) 537-6394

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Monday, April 10, 2023 11:33 AM
To: Greg McKinley <gmckinley@rileycountyks.gov>
Subject: Online Form Submittal: Commissioner - Greg McKinley

Commissioner - Greg McKinley

First Name	Jonathan
Last Name	Mertz
Address	*Field not completed.*
City	Manhattan
State	KS
Zip	*Field not completed.*
Daytime Phone Number	7853414173
Email Address	dctoks@gmail.com
Question / Comment	I have an economic development concern. Many people do not think of it in this way, but the Konza Prairie is listed on several regional and national "best hiking trails" lists. It draws in many people from outside the region. These people also fill their cars with gas, grab lunch, and some spend the night in Riley County. They come to the Konza with the expectation of experiencing a unique prairie, including the views. I understand that a power sub-station needs to be constructed but I am concerned for the long term cost to community if it is built in the proposed location. The current proposed location could have a negative impact on

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

regional and national lists, which would have a negative impact on the community as a whole. I encourage you to not approve the current location. Thank you.

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Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

Date: April 8th, 2023

County Clerk
Attn: Planning and Development Board
110 Courthouse Plaza
Manhattan, KS 66502

Dear Riley County Planning and Development Board,

I oppose the construction of an electrical switching substation on the North side of McDowell Creek Road near the entrance of the Konza Prairie Biological Station for several reasons:

The construction of the electrical switching station would obstruct the view of the natural beauty on the Konza Prairie Nature Trail. Cultural resources are non-renewable resources that are important to our nation's history as they tell the story of our human past and interaction with the natural environment. The Konza Prairie is a rare example of an intact, natural environment. Named for the Kansa or Kaw Indians, the Konza is a last example of the connection between a tall grass prairie ecosystem and the associated historic record.

The proposed project is certain to introduce visual, atmospheric, and audible elements, diminishing the integrity of local historic properties. Diminishing character-defining attributes of historic properties is considered an adverse effect (36 CFR §800.5). How will the adverse effects be mitigated and what are the alternatives for the project? The proposed project should be classified as an EIS due to the undertaking having the potential to significantly affect the human environment. Tribal participation should be heavily considered via consultation in order to identify resource protection areas such as traditional cultural landscapes and traditional cultural places. The undertaking is required to comply with Section 106 of the National Historic Preservation Act and any adverse effect on a historic property is subject to review by the Advisory Council on Historic Preservation. It is important to remember that, individually, minor impacts can collectively result in substantial long-term impacts or effects in the form of cumulative effects. The Konza Prairie's cultural resources and oral stories are vulnerable and at risk due to the proposed undertaking. The cultural record preserved at the Konza Prairie is significant and must be preserved because once it's gone, it's gone.

This project will negatively impact the educational capabilities and research capacity of the Konza Prairie Long-Term Ecological Research (LTER) site. According to the Konza Prairie LTER's website, "The Konza Prairie LTER program was one of the first six site-based LTER programs funded by the National Science Foundation in 1980 to support research on long-term ecological phenomena (www.lternet.edu)." Their databases span decades, showing how watersheds, fire burning, and wildlife habituation affect our natural world.

The construction of the electrical switching station will severely impact the credibility and viability of the research done at the Konza Prairie LTER. Substantial amounts of noise pollution accompany substation construction. This pollution negatively affects the surrounding wildlife in several ways, including disrupting animal communication, mating behaviors, and foraging patterns, increasing stress levels in wildlife, affecting their overall health and reproductive success, and negatively impacting the ability of wildlife to detect predators, increasing their vulnerability to predation. These adverse outcomes will harm the research abilities of the Konza Prairie LTER.

Lastly, the abrupt and last-minute scheduling of this meeting, along with the form of notice used, is not acceptable for community engagement. Many individuals may be traveling or not checking social media for government updates immediately after a federal holiday.

Sincerely,

Alex Corrado

Alex Corrado

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

April 6, 2023

Riley County Planning and Development Department Member,

I am Becky Lind living at 3550 McDowell Creek Road, Manhattan, KS 66502.
My husband and I purchased our home in 1981 because of its location in the beautiful valley of Ashland Bottoms. The Scenic Drive on McDowell Creek Road provided a beautiful daily drive either direction to Manhattan or Ft. Riley for work and school. We were pleased with the zoning for agriculture and acreage requirement for residential homes. When I became aware that our mailing address might become RC 901 instead of the historically known McDowell Creek Road, I petitioned with signatures of every person living on our road and was successful keeping the historical term of McDowell Creek Road.

We have a close-knit community of neighbors from 177 bridge to Exit 307 with pot luck dinners, chili feeds, 4-H club, holiday activities, neighborhood Ashland Community Church and Community Center, monthly coffees, Community Club, and Ladies Luncheons. We also publish a community list of addresses, phones, and emails with a system of community email and texting notifications to stay up to date on neighborhood activities.

I am now concerned about the proposed electrical substation and its effect on the historical, beautiful Flint Hills view of the scenic valley and our neighborhood. Historical homesteads and new homes have increased value because of the desired peaceful scenic location. The substation with chain link fence topped by rolls of razor wire and lit all night with bright lights will disrupt that view from the Scenic Drive to Manhattan from Interstate Exit 307 for auto and bicycle traffic, the hikers view from the Konza Prairie, and the view from many homes in and overlooking the valley. In turn it will decrease the desirability and value of our homes on McDowell Creek Road and those who view the industrial brightly lit substation.

Manhattan tourism encourages thousands of annual visitors to the Konza Prairie Biological Station. The industrial substation should not be located across the highway from and in direct view of the Konza

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

Prairie entrance and the natural hiking trails that many come out at dusk for the sunset views across the valley.

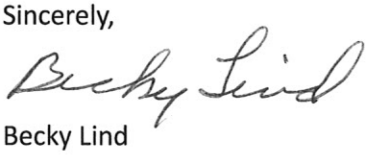
The substation location in view of the cemetery is inappropriate. The well maintained and currently used Ashland Cemetery is located across the highway from the proposed substation. Ashland Church and Community holds annual Memorial Day Services and well as family gravesite burial services in the Cemetery. My neighbor, Joyce Swallow whose husband Clarence was buried in Ashland Cemetery in 2019, has spent many tears and lost much sleep because of the proposed substation close to the cemetery. It is an emotional and spiritual concern of the families and our neighborhood.

As we travel McDowell Creek Road every Sunday to attend Ashland Community Church the beautiful landscape creates a peaceful pastoral frame of mind as we drive to the little white historic Church with the traditional steeple. A substation placed close to our historic church is inappropriate.

A neighbor has recently made a $40,000 memorial donation to build a wonderful covered picnic shelter in the yard of the Community Center next to the church. The view of the agricultural valley is wonderful for our neighborhood get togethers as well as family reunions. I believe the view will be disrupted by the substation with chain link fence topped by razor wire and the industrial structures inside.

With the negative effect on property values and esthetics of our homes, the decrease in desirability to live in Ashland bottoms, the disruption of the Scenic Drive to Manhattan, the proximity to the Konza Prairie, Ashland Cemetery, Ashland Community Church, and Ashland Community Center I recommend rejecting the permit request to locate an electrical substation in Ashland Bottoms on McDowell Creek Road.

Sincerely,



Becky Lind

Ashland Community Resident

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

From: Cindy Kabriel
To: Amanda Webb; Lisa Daily
Subject: FW: Online Form Submittal: Commissioner - John Ford
Date: Tuesday, April 11, 2023 8:02:00 AM

Came in after 5:00 p.m.

Cindy Kabriel
Senior Administrative Assistant
Riley County Clerk's Office
110 Courthouse Plaza, B118
Manhattan, KS 66502
phone: (785) 565-6202
fax: (785) 537-6394

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Monday, April 10, 2023 6:18 PM
To: John Ford <jford@rileycountyks.gov>
Subject: Online Form Submittal: Commissioner - John Ford

Commissioner - John Ford

First Name	Deborah
Last Name	Mangelsdorf
Address	2920 W. 40th Ave
City	MANHATTAN
State	KS
Zip	66502
Daytime Phone Number	7857769111
Email Address	konzavet@gmail.com
Question / Comment	Deborah L Mangelsdorf 2920 W 40th Avenue Manhattan, KS 66502 785-587-5926 konzavet@gmail.com Re: Proposed Evergy Substation in Ashland Bottoms

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

To: Riley County Commisioners

I am a resident of the Ashland Community, with property that would be impacted by the placement of the proposed substation and proposed power lines in this area. I am greatly opposed to the plan.

The drive between Manhattan and the Interstate is considered scenic, featuring the agriculturally rich Kansas River bottoms in immediate contrast to the majestic and geographically unique Flint Hills and the Tallgrass Prairie. There is no other place on Earth with this interface.

The significance of the ecosystem there, paired with the unique opportunity for research on the Konza Prairie in unparalleled. This area and the hiking trails are a prominent feature in published advertising for visitors and potential residents of the Manhattan area.

One cannot separate from this pristine area the rich and deeply rooted historical value as seen in several homesteads, family farms, homes and barns, the Ashland Community Church, and the Ashland Community Cemetery.

Placing an electrical power substation in the proposed site would be an abomination. Please research alternate plans. The corridor along K-18 on the North side of the Kansas River, already developed and featuring much of the infrastructure that fits the needs of Evergy would seem like a viable alternative.

Sincerely,
Deborah L Mangelsdorf

Email not displaying correctly? View it in your browser.

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

Deborah L Mangelsdorf
2920 W 40th Avenue
Manhattan, KS 66502
785-587-5926
konzavet@gmail.com

Re: Proposed Evergy Substation in Ashland Bottoms

To: Riley County Planning and Development Dept Board Members

I am a resident of the Ashland Community, with property that would be impacted by the placement of the proposed substation and proposed power lines in this area. I am greatly opposed to the plan.

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Sincerely,
Deborah L Mangelsdorf

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

Date: April 8th, 2023

County Clerk
Attn: Planning and Development Board
110 Courthouse Plaza
Manhattan, KS 66502

Dear Riley County Planning and Development Board,

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Sincerely,

Jamie Pogel

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

From: Cindy Kabriel
To: Amanda Webb; Lisa Daily
Subject: FW: Online Form Submittal: Commissioner - John Ford
Date: Tuesday, April 11, 2023 8:02:24 AM

Another one after 5:00 p.m.

Cindy Kabriel
Senior Administrative Assistant
Riley County Clerk's Office
110 Courthouse Plaza, B118
Manhattan, KS 66502
phone: (785) 565-6202
fax: (785) 537-6394

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Monday, April 10, 2023 5:14 PM
To: John Ford <jford@rileycountyks.gov>
Subject: Online Form Submittal: Commissioner - John Ford

Commissioner - John Ford

First Name	Lori
Last Name	Hambright
Address	*Field not completed.*
City	Chapman
State	KS
Zip	*Field not completed.*
Daytime Phone Number	7853136565
Email Address	kanzacattlevines@hotmail.com
Question / Comment	April 10, 2023 To: Riley County Kansas Commissioners Preserve Ashland Bottoms/McDowell Creek Road area NO Substation Historic, pristine, tucked away and loads of beauty in its natural environment. The lowlands climbing up to the hills, sunrises, sunsets. Just over the river and meander just minutes from the

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

cityscape of Manhattan and you have the Ashland Bottoms. How lucky could Riley County be? How lucky could Riley County be in KEEPING this gem?
I only got to know this area just over 25 years ago and wondered why the rest of my life before that was I deprived of the gorgeous, curving drive down McDowell Creek Road.
Many times my family spent Mother's Day at the greenhouse/gardens, drove leisurely through the KSU farm there & attended an auction there. It's so beautiful. The Konza Prairie is used a lot by our family for hiking/running and participating in the races held there, most recent on April 1st. Years ago, we even considered purchasing a home on McDowell Creek Road.
My husband has driven for over 28 years to work in Manhattan. Two children work (1 still does) in Manhattan. So, we have contributed greatly to the wheels of Riley County & Manhattan's economies, even though we live in Dickinson County.
And, Ashland Cemetery! How can putting this glowing substation in the lowland area, right by the cemetery of families of many generations. It is God's resting place for my great-nephew, too soon took from us at age 10, just 3 years ago. This and all cemeteries serves as a healing place of meditation for my brothers' family as well as others.
What of the Environmental impact? What will it do to the populations of turkey, deer, bird species and other animals that now live & pass through this area. What about the Konza Prairie & it's research, and the bison? What measured effects do we need to learn AFTER its TOO Late?

I know in this world of Money, and 'We want it now & easy', there is more demand on electricity. BUT, at what cost? All those power lines sending current & the overpowering of the lights. WHY HERE? Is this power to be used locally? Will it stay here?
I have seen many of the types of substations while crossing Utah on I-80 at night. We at first thought they were towns/cities in the distance. That is how illuminated they are.
This would not only ruin Ashland Bottoms forever, but I bet the 'glow' would illuminate parts of Manhattan. It will be a great detriment to land and home values. Electric current can cause health issues being exposed for long and regular time. And, what of the life cycle of the grasses and crops in the area? Not getting night darkness/cool down during hot summer growing periods & the residents who have domestic livestock in the area.
The people/cities/companies who think they need more electric power should have these substations put in their backyards. Please consider other well-researched and thought-out options for a substation. Not Ashland Bottoms.

Most Sincerely,

Lori Riffel Hambright

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

Dickinson county resident & family since 1874
Chapman, Ks.

Email not displaying correctly? View it in your browser.

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

Lorn Clement, Ashland Township Trustee
3881 S. 20th St.
Manhattan, KS 66502
785.556.1556

Near Final DRAFT
April 10, 2023

COMMENTS RE: Evergy's application for a Special Use Permit – "Konza Substation" (A proposed electrical substation out in an open field, adjacent to McDowell Creek Rd. and across the road from the Ashland Cemetery and the entrance to the Konza Prairie Biological Research Station.)

I am the Ashland Township Trustee, my home address is 3881 South 20th Street but the Township must speak for the dead, so I will go first.

Besides being the Township Trustee, I serve on the Riley County Rural Economic Development Advisory Board, where I can share my knowledge and experience as a registered landscape architect, a licensed attorney, a faculty member of K-State's Landscape Architecture & Regional and Community Planning Department for almost 40 years, being a resident of Manhattan since 1980, and of Ashland Bottoms since 1991.

I served on the Riley County Planning Board for more than 20 years. Some of my work, when I sat in your seat, involved analyzing and communicating the negative visual impacts of the huge towers and turbines used in wind energy conversion systems (WECS) and, in particular, their negative impacts in scenic areas such as the Flint Hills.

My purpose here, given the five-minute rule on public comments, is to introduce some neighbors, friends and arguments against the proposed Special Use Permit for Evergy's substation project, after reminding the planning board of one of the primary goals of the 2025 Vision Comprehensive Plan; and the work of Thomas Michael Power, published in his book *Lost Landscapes and Failed Economies*.

My neighbors and friends will speak to our additional arguments in some depth, after I mention the foremost goal of our comprehensive plan and TMP's research.

First:
Vision 2025

Why is it that in the U.S. we name our suburban streets and land development projects for the things we destroy in the process of building them?

With a rye smile at the irony, we say "well, that's the price of progress" with little thought or regret..

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

Now, as it did during the fight against the giant wind turbines in the core area of the Flint Hills, the refrain of Joni Mitchell's wise song *Big Yellow Taxi* comes to mind:

> Don't it seem to go,
> You don't know what you've got 'til its gone ..
>
> Take paradise and put up a parking lot!

Please refer to the attachment concerning the first goal of the current comprehensive plan: to preserve prime agricultural soils and rural character as local and regional contributors to economic development and stability.

By the way, I have been recruited to serve on the committee that will update the comprehensive plan. I am confident that I can assure you the first and foremost goal of that plan will remain an essential part of the Vision for Riley County.

Second:
Main points from *Lost Landscapes and Failed Economies*:

There are real costs to individuals and the community at large when something in the foreground of a community's scenic views ruins the view for residents who live there, and visitors who are passing through.

Thomas Michael Power is an economist who has studied the economic impact of extractive industries such as mining and logging in the western U.S. Large-scale infrastructure projects are also addressed in his research.

His research on the importance and consequential contributions of scenic landscape qualities – to local and regional economic well-being -- is published in his book *Lost Landscapes and Failed Economies: The search for a value of place* (1996 Island Press). This book documents the negative effects of extractive industries and infrastructure projects that ignore visual quality. One of his main points: The attractiveness of visible landscape should not be dismissed as an "extra" or less valuable component of roadways. Think about the economic value of the Blue Ridge Parkway in Virginia and North Carolina; The Sky Line Mill Creek Scenic Drive in Wabaunsee County; or the Native Stone Scenic Byway in four nearby counties just east of town ... Manhattan is trying to capitalize on the same thing with McDowell Creek Road.

Scenic qualities attract new business owners and employees who want to live in a community with a high quality of life. So do retirees, who often bring with them large sums of retirement dollars, which will be spent locally and regionally. Similarly, recreational open space and landscape attractions such as the Konza

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

Prairie hiking trails, scenic byways for pleasant drives "in the country" and art gallery walking paths, and other "amenities" are strong drivers for local economies. They are not convenient "extras" to be taken for granted.

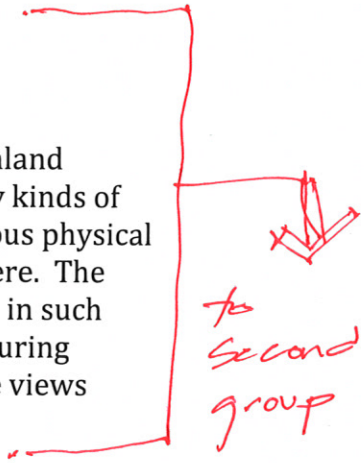
Third:
The arguments that some of my neighbors and friends will present include those listed below. They will present their concerns in their own words, respecting the five-minute rule.

Those with property within the 1000' notification zone:

I think Raleigh Eggers might go first ... **Ashland Township's History of Working Together**

Ashland Cemetery – Sacred Ground, Setting and Meaning
– Pastor Barkey

Across the road and kitty-corner to the Konza Substation site is the Ashland Cemetery, who's site was chosen for its beautiful rural character. Many kinds of investments have been made there: trees, headstones, markers of various physical types. Important rituals occur there and cherished memories dwell there. The cemetery's quality will be severely diminished if this substation is built in such close proximity. The views from the cemetery, although experienced during spiritual moments, are perhaps as important, or even more so, than the views from McDowell Creek Road in general.



Konza Prairie Biological Research Station -- Significance and Experience
- Ron Klataske

The end of the story is always the most-remembered part, right? To leave the magical experience (some would say transcendental experience) of walking the trails on the Konza Prairie, by driving out the public access drive -- with the view of the substation straight ahead -- before turning left or right on McDowell Creek Rd. would not be a positive departure. Exclamations of "how could that possibly happen here!!" would not be unlikely.

Concerns about the cemetery and overhead wires
- Jared Parsons

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

Those with property outside the notification zone (this is NOT an exclusive list):

Ashland Cemetery . P.B.

Screening and Lighting
- Bonnie Slocum

My knowledge and experience as a landscape architect tell me that screening materials, if used, will not make a significant difference. They will not diminish the negative visual impacts of the substation, given the topography, its scale, and proximity to the road.

Bonnie and John's experience with night lighting of substations is very concerning.

Preservation of Farmland and Prime Soils as Agriculture
- Emma Leuthold

Scenic Drives – McDowell Road, from I-70 to Manhattan
- Dick Seaton and Ryan Klataske

Open space has real value, not just for the landowner, but for the city of Manhattan and Riley County, both of which are intent on attracting various types of workers, faculty, retirees, and tourists. Indeed McDowell Creek Rd. is a designated scenic drive up to town from I-70, promoted by a large sign with the message, "Scenic Route/Drive to Manhattan" at the highway exit several miles down the road. That sign was placed at that location to promote economic development.

The ends of McDowell Creek Road have suffered in recent years, with an abandoned burned out house and the wreck of what used to be Equerry Stables at the south end by, the interstate, and the Hartford sand quarry and the Shilling asphalt plant at the northern end near the intersection with K-177.

It will be no surprise to anyone when I say/write that an electric substation, with its chain-link and razor wire fence, its transformers, towers and wires, will be visually intrusive and considered an additional eyesore. Right in the heart of our community.

Home Values – Negative Impacts
Maureen Olewnik and Barb Van Slyke

The negative aesthetic effects of this utilitarian intrusion will negatively affect the dollar value of nearby homes, many of which have been renovated and much

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

improved over the years. Many are oriented to views across the open lands of the Bottoms and of the Flint Hills in the distance. The owners of these properties have reasonable and substantial "investment-backed expectations" that the value of their homes will be maintained (and increase) with a predictable and continuous rural character of the neighborhood.

Cumulative Effects
Maureen Olewnik

There are cumulative effects with physical changes and intrusions in the landscape. The south and north ends of McDowell Creek Road have been mentioned already. The homes and cemetery adjacent to the Konza Substation site will, in addition, have a new neighbor with the coming fire station right next door. That is very good for the community as a central location for quick response and service, but very unfortunate as the visual and acoustic aspects will not be conducive to the current quiet and contemplative atmosphere of this most rural part of the "scenic drive to Manhattan."

Mutual Interests – Site Selection Process
Patrick O'Neal

Its not the substation we object to, if its really necessary. We need reliable power, and we appreciate Evergy's efforts and investments to do that well. It's the choice of location; it would seem other locations could be identified and developed. Some might offer pre-existing screening materials (trees - but not too close due to wind and fire worries) or settings in which the substation would not stand out so much due to a backdrop of trees or hillsides.

The Township Board has recently collaborated with Evergy to learn about and understand the site selection criteria used for identifying and selecting possible alternative suitable sites. It seems to be the case that those efforts did not go very far..

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

From the Riley County Vision 2025 Comprehensive Plan
Executive Summary p. 3-2

AGRICULTURAL PRESERVATION AND RURAL CHARACTER

BACKGROUND AND INTENT

Riley County encompasses 622 square miles, of which 13 square miles (approximately 2%) is water. The land area is 610 square miles or approximately 390,400 acres. Excluding Fort Riley Military Reservation, which occupies 81,647 acres in Riley County, the total land area is 308,753 acres. Cropland and grassland in Riley County accounts for 268,795 acres or 87% of the land area (excluding Fort Riley). In 2002, the U.S. Census Bureau records that there were 222,269 acres in farms or 71% of the land area (excluding Fort Riley). By either measure, agricultural land in Riley County is a significant portion of the land area.

Agricultural land is also important in many other ways.

The agricultural landscape is an **essential part of the character and environmental quality that makes Riley County such an extraordinary place to live, work, or visit.**

This landscape is also an **integral part of the regional economy that sustains livelihoods, contributes to the tax base of the County, and sustains the natural renewable resources necessary for growth and stability in the future**. Distinct from but strongly connected to agricultural land is the concept of rural character.

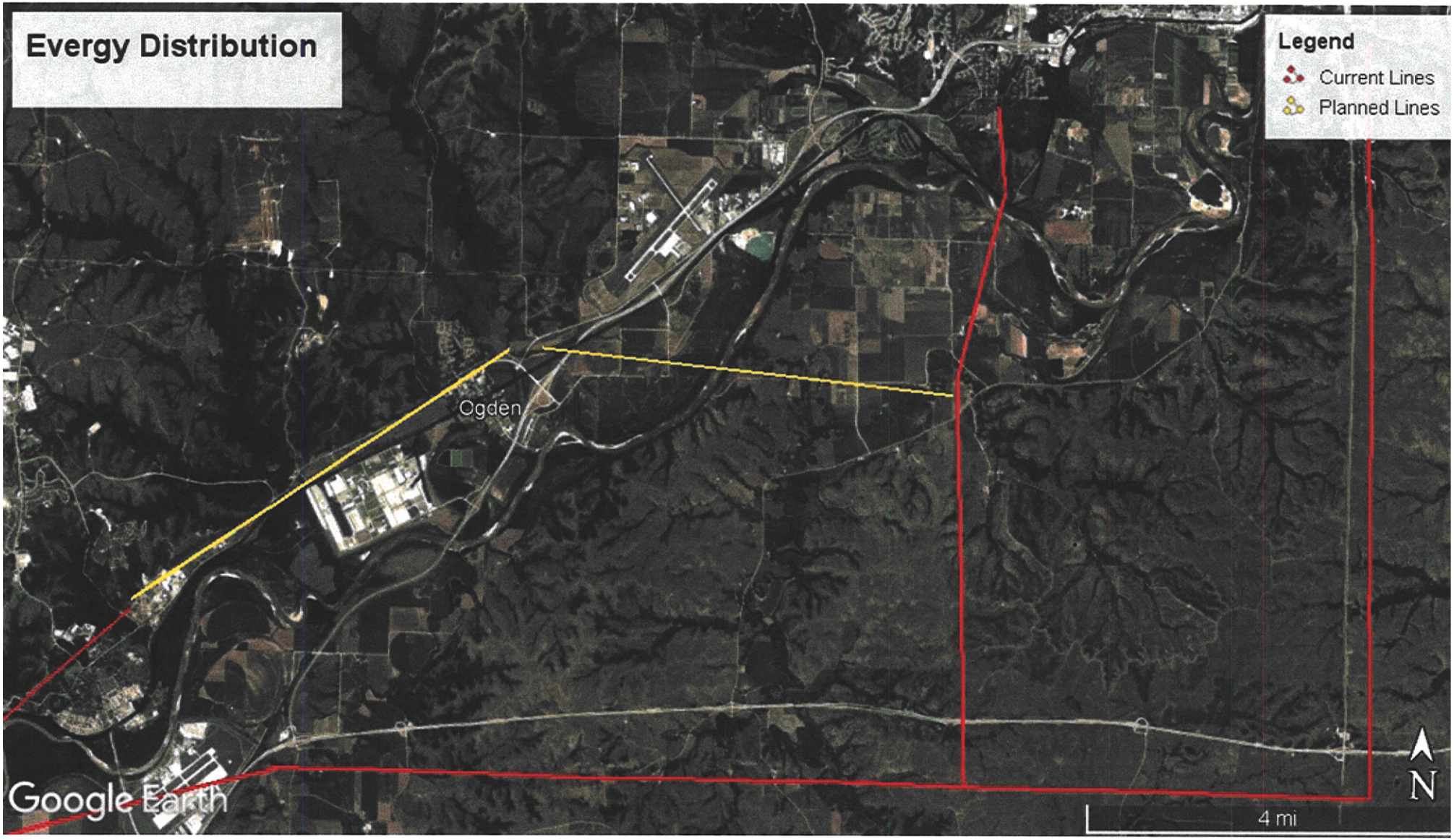
Rural character itself has many environmental, social and economic benefits.

This [first substantive] chapter further defines and illustrates **the importance of preserving these two distinct attributes, agriculture and rural character,** and details goals, objectives and policies to accomplish this portion of —THE VISION.

GOAL, OBJECTIVES AND POLICIES

A1.1 Use the Land Evaluation – Site Assessment (LESA) system to help prioritize agricultural lands for preservation.

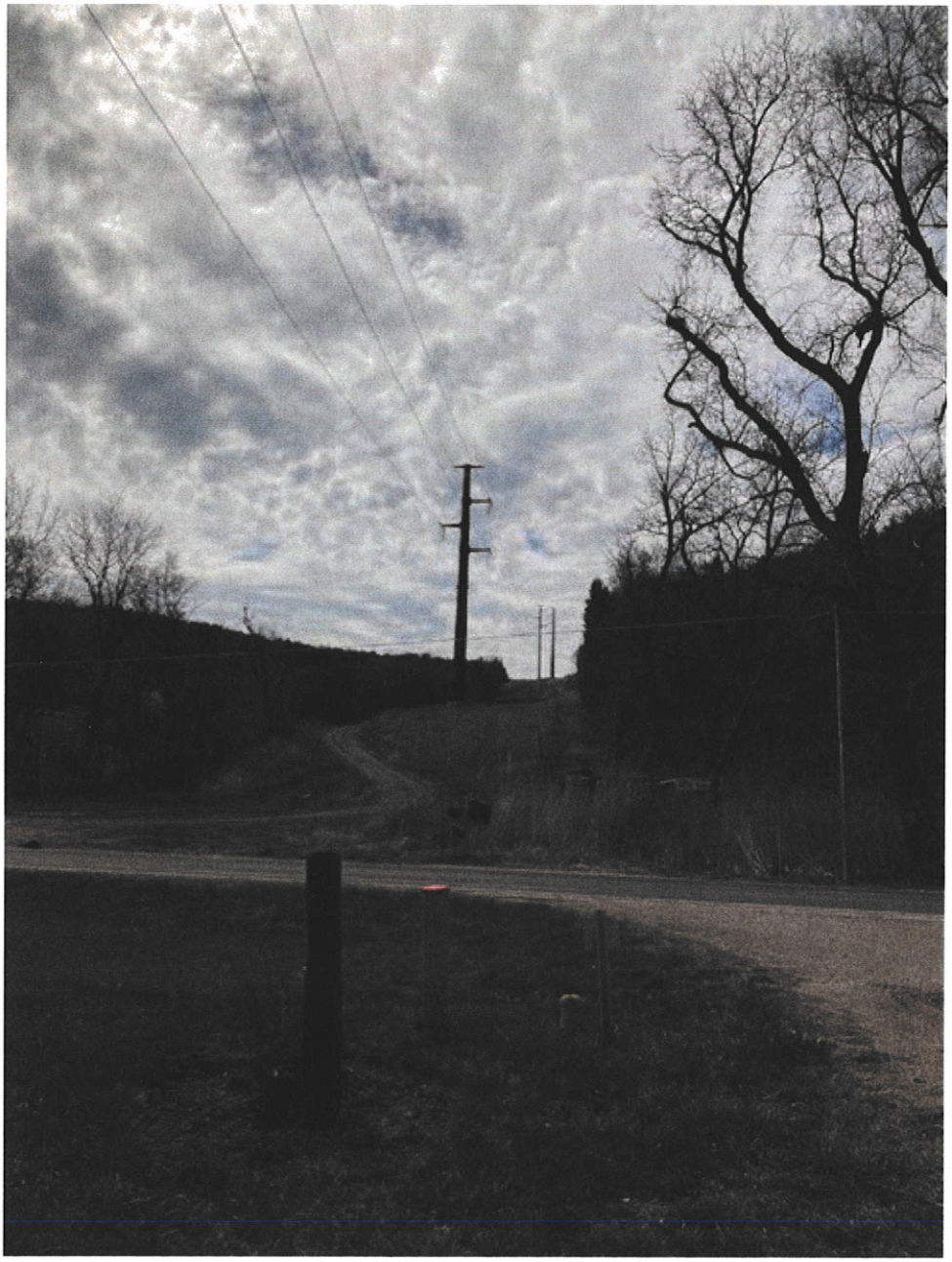
Attachment: Public Correspondence (13343 : Special Use for an electrical substation)



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Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

APRIL 10th ORDER OF GO: DRAFT 3 6 April 2023

Contacts:
Lorn Clement, Ashland Township Trustee
3881 S. 20th St.
785.556.1556
lacjr@ksu.edu or lornclement@gmail.com

Patrick O'Neal, Ashland Township Treasurer
785.477.2347
poneal@ksu.edu

Jeff Ruckert, Ashland Township Clerk
785.565.8293
jctt.97@gmail.com

Speakers at the April 10th 2023 Riley County Planning Board Meeting

April 10th Public Hearing concerning Evergy's "Konza Substation" Special Land Use Permit application for the Cederberg property across McDowell Creek Rd. from the Ashland Cemetery and the public entrance to the Konza Prairie Biological Research Area

First group:
Land owners and residents within the 1000' notification zone (NZ) who will follow anyone speaking for the application (Cederbergs?) .. there might be some rebuttal

Second group:
Then those who live outside the NZ, again following anyone who speaks for approval of the request .... again, there might be some time for rebuttals

Within the NZ:

Lorn C. as Township Trustee, speaking for the Cemetery and the Dead
- (Wilbur Erickson's great comment at the end of our meeting at the CB last night)
- Introduction of self and the speakers as concerned citizens who will address themes of landscape preservation with minimal redundancy, respecting the rules for public comments

RC Vision 2025 Comprehensive Plan - First Goal, etc. (see attachment)
Lost Landscapes Failed Economies - main points
issues of scale and contrast -- image of monopoles and power lines

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

Raleigh Eggers, land owner
- community preservation, history of the Ashland community working together to prevent incompatible development

Ron Klataske land owner, active conservationist
- Konza Prairie experience; choices made with own property to protect it (cons. easement on adjacent 80 acres), view of substation when leaving the KP, etc.

Jared Parsons
- anticipated negative impacts of overhead lines on his and his childrens' quality of life, etc.

Currently outside the NZ

Pastor Paul Barkey
- cemetery setting, sacred ground, meaning for community, etc.

Ron Klataske's son Ryan
- rural character, "scenic route to Manhattan" from I-70 (KDOT tourism sign), etc.

Emma Leuthold
- concerns about losing excellent farm ground, negative effects on home value, etc.

Bonnie Slocum
- lighting of substation at night -- video or photo

Maureen Olewnik and Barb van Slyke
- negative impacts to views from her house and economic value of the property
- cumulative effects of landscape changes do occur and can be much worse than anticipated when rezoning occurs or Special Use Permits are issued – Olewniks will suffer significantly when the new fire station is built across the road from their property. The electrical substation would compound the deleterious effects of highly visible infrastructure installations that are not designed with aesthetics in mind....

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

Dick Seaton
- scenic approaches to Manhattan, etc.

Patrick O'Neal, speaking for the Konza as manager ???

- meeting with Every to identify alternative locations and to know evaluation criteria for them .... visual and spatial impacts, landscape/rural character preservation are not included
- map showing likely route across the middle of AB .. aerial photo with red line
- wrap-up and reiteration of key points and arguments

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

Date: April 8th, 2023

County Clerk
Attn: Planning and Development Board
110 Courthouse Plaza
Manhattan, KS 66502

Dear Riley County Planning and Development Board,

As a resident of Riley County, I strongly oppose the construction of an electrical switching station near the Konza Prairie. The nature of this notice and the last-minute scheduling of this meeting is unacceptable as a form of community engagement. Most people travel following a federal holiday and do not check social media for important government updates. I oppose the substation because of the nature of the notice, ruination of the beauty of the Konza Prairie, and the adverse ecological effects of construction pollution.

The construction of a new electrical switching station on the North side of McDowell Creek Road near the entrance of the Konza Prairie Biological Station will obstruct the wildlife systems and poetic beauty of the Prairie. Each and every hiker who enjoys these trails and prairie land will be subject to viewing a large electrical substation surrounded by a chain link fence while trying to view the Konza from the top of the trail. This new build will deter people from visiting a beautiful staple of Manhattan and the surrounding area. In addition, the placement of this electrical switching will inhibit the natural ecosystems living on the Konza Prairie.

The substation's proximity to the Konza Prairie Long-Term Ecological Research (LTER) site poses a risk to the current research efforts. According to the Konza Prairie LTER website, "Since its inception, the Konza LTER program has focused on fire, grazing and climatic variability as three critical and interactive drivers that affect ecological pattern and processes in grasslands worldwide." A construction project, especially of this scale, this close to the Prairie, will affect the viability and credibility of current research projects. Environmental impacts associated with substations include substantial noise pollution and airborne dust. Noise pollution has incredibly adverse effects on animals, including:

- disrupting animal communication, mating behaviors, and foraging patterns
- increasing stress levels in wildlife, affecting their overall health and reproductive success
- negatively impacting the ability of wildlife to detect predators, increasing their vulnerability to predation
- certain species of wildlife, such as birds, can experience hearing damage or loss due to chronic exposure to loud anthropogenic noise

In conclusion, I am against constructing a substation at this location because of its threat to the scientific endeavors being completed at the Konza Prairie LTER. In allowing this project to continue, you are ignoring its adverse impacts on a beautiful educational tool in our community.

Sincerely,

MaKenna Eilert

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

1803 Laramie St.
Manhattan, KS 66502
April 10, 2023

Riley County Planning & Development Board
110 Courthouse Plaza Manhattan, KS 66502

Dear Board:

I am a citizen of Manhattan. I hope the construction of an electrical switching station does not occur near the entrance to the Konza Prairie Biological Station. We are fortunate to have some of the last remaining prairie in the world. It is a nature preserve, a place to study and save and from which to learn.

Thank you for considering my opinion. Numerous people trek the Konza. Numerous plants and animals call it home. Please consider building this switching station at another site.

Sincerely,
Melinda Rose

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

Nancy J. Calhoun
2001 Dunbar Road
Manhattan, KS 66502-3907

To: Riley County Department of Planning and Development
RE: Special Use Permit Application – Proposed Konza Substation
McDowell Creek Rd.
Manhattan, Riley County, Kansas

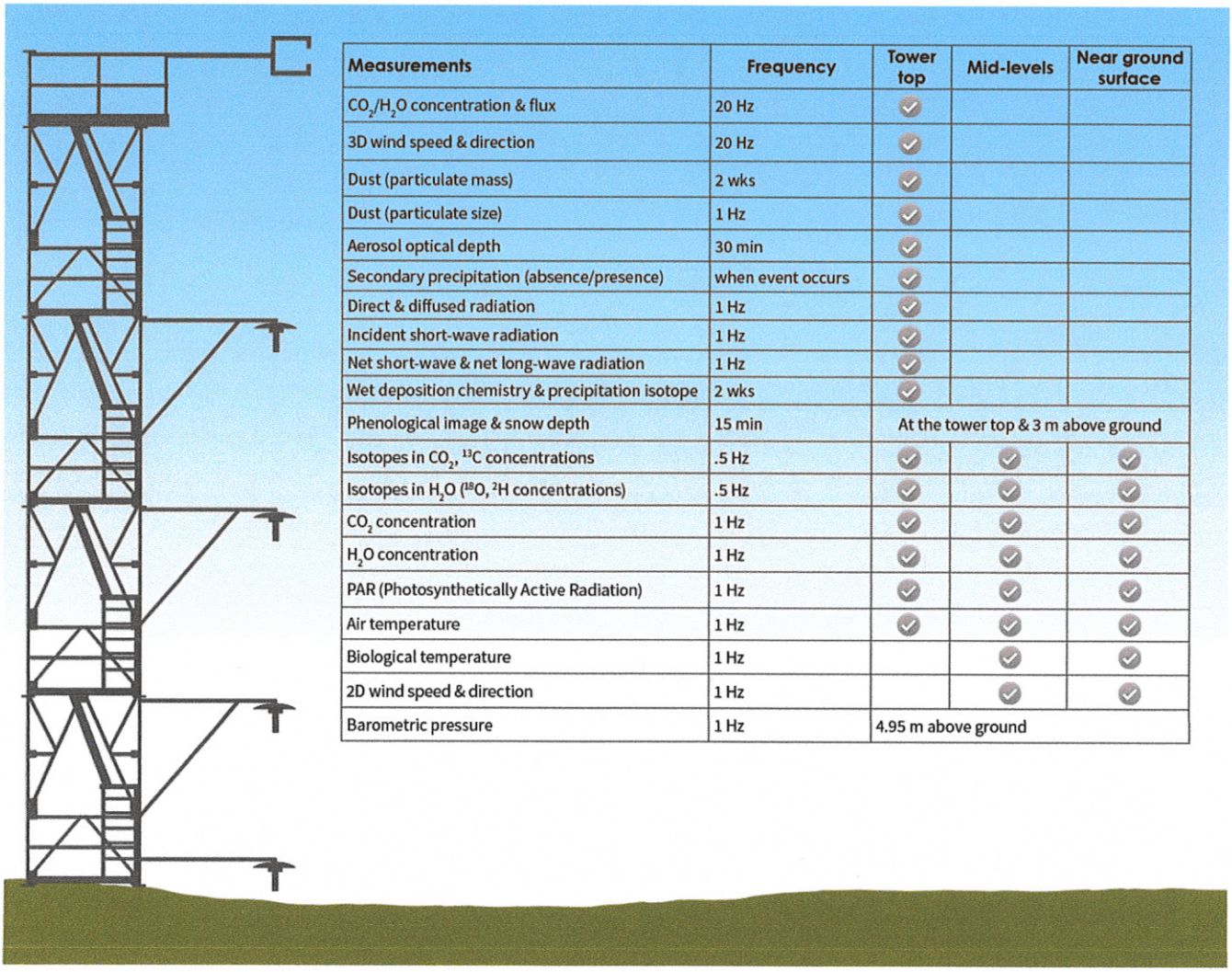
Evergy> We have consulted with the Kansas Department of Wildlife & Parks, the U.S. Fish & Wildlife Service, and the Kansas State Historical Society and asked them to assess the impact of our project on wildlife and nearby historical sites.

My (Nancy Calhoun) question? Did Evergy consult with the National Science Foundation regarding the impact of the substation on the measurements made by the National Ecological Observatory Network (NEON) research tower that is just across the road from the proposed site.

See https://www.neonscience.org/data-collection/flux-tower-measurements

Key flux tower measurements

NEON tower sensors regularly measure the following key data:



Measurements	Frequency	Tower top	Mid-levels	Near ground surface
CO_2/H_2O concentration & flux	20 Hz	✓		
3D wind speed & direction	20 Hz	✓		
Dust (particulate mass)	2 wks	✓		
Dust (particulate size)	1 Hz	✓		
Aerosol optical depth	30 min	✓		
Secondary precipitation (absence/presence)	when event occurs	✓		
Direct & diffused radiation	1 Hz	✓		
Incident short-wave radiation	1 Hz	✓		
Net short-wave & net long-wave radiation	1 Hz	✓		
Wet deposition chemistry & precipitation isotope	2 wks	✓		
Phenological image & snow depth	15 min	At the tower top & 3 m above ground		
Isotopes in CO_2, ^{13}C concentrations	.5 Hz	✓	✓	✓
Isotopes in H_2O (^{18}O, ^{2}H concentrations)	.5 Hz	✓	✓	✓
CO_2 concentration	1 Hz	✓	✓	✓
H_2O concentration	1 Hz	✓	✓	✓
PAR (Photosynthetically Active Radiation)	1 Hz	✓	✓	✓
Air temperature	1 Hz	✓	✓	✓
Biological temperature	1 Hz		✓	✓
2D wind speed & direction	1 Hz		✓	✓
Barometric pressure	1 Hz	4.95 m above ground		

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

RILEY COUNTY PLANNING AND ZONING BOARD

10 April 2023

My name is Paul Barkey. I live at 4236 Grantham Dr., St. George, KS.

I am addressing the spiritual aspects of Ashland Bottoms and McDowell Creek Road which is a Kansas Scenic By-way.. Prominent along the Scenic By -way is the Ashland Bottoms Cemetery. Ashland Community was founded in 1855. One of the founding residents of Ashland was William Stone. His marriage to Matilda was the first celebrated in the new town. They farmed on McDowell Creek and in 1862 their infant daughter, Mary Elizabeth, died. She was buried on their property and his wife Matilda was buried next to their daughter in 1876. William Stone transferred the two acres on which his wife and daughter were buried to the Ashland Township, to be used as a cemetery. William Stone died in 1923 and at the age of 92 was buried in Lot 104 of Ashland Cemetery. The property surrounding the cemetery was purchased by the Ellis family from Mr. Floersch in 1942 and donated to the Township to expand and define the boundaries. Jim and Lois Currie purchased additional land from the Ellis's and added additional land to the west for future needs.

The proposed location of the Evergy Switching station adjacent to the Ashland Bottoms Cemetery is particularly troubling to me and people I love. For the last twenty-five years I have had the wonderful and singular blessing of serving as pastor of Ashland Community Church. Each time that we drive McDowell Creek Road it is a spiritual experience due to the beauty of the valley. Each trip by the cemetery is deeply spiritual as we are filled with wonderful memories of those who though no longer with us are in our thoughts in a special way. There are people here this evening who have children, parents, grandparents, great-grandparents, aunts, uncles, cousins, friends and neighbors in this cemetery as their final resting place. They feel an unspoken covenant with those buried there to maintain the cemetery as a place of respect and reverence.

Cemeteries have a critical purpose in our culture and in particular in our community. The beautiful Ashland Cemetery is a place of goodbyes, remembrances and the promise of Easter, the resurrection and eternal life. The cemetery is maintained by volunteer assistance from the Ashland Bottoms 4-H Club, their leaders, parents and other family members. They also decorate the cemetery and place flags on the graves of all veterans who have served our country. Ashland holds an annual Memorial Day service in the cemetery followed by a reception at Ashland Community Church.

Ashland Township Cemetery is made up of 272 lots which are 8 feet by 15 feet. This includes 45 men and women who served their community and country in all branches of service. Among them are those who served in the Civil War, Indian Wars. World War I, World War II, Korea, Viet Nam, the Gulf War, Iraq and Afghanistan.

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

The natural beauty of the Ashland Cemetery is deeply moving. The quiet of Ashland Bottoms, the Konza, trees, creeks, birds, and wildlife are all a part of why people choose to be buried there. There have also been occasions when individuals, not from Ashland Bottoms, following the burial of a family or friend at the cemetery have asked how they could arrange to be buried there. They are touched by the natural beauty and sense of peace. People are buried there from a variety of communities, churches, denominations and religions. Some have chosen Ashland Cemetery as their final resting place even though they have moved away from the area years ago.

I would like to leave you with a moot question. What if the Switching Station was in place, and we were looking for a place to establish a new cemetery in the area. Would we choose to establish the cemetery at its present location, if the Switching Station was already there? I think not, and I don't think that as members of the Planning Board that you would choose to locate the cemetery there either. We all know that it doesn't fit.

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

My name is Ron Klataske and I live at 4490 McDowell Creek Road, Manhattan KS 66502

There are several overarching reasons why the Evergy proposal to establish a substation along McDowell Creek Road and the associated high voltage transmission lines that will follow is inappropriate for the Ashland Community and the values shared by a vast majority of the residents who cherish this pastoral community--one of the last near Manhattan that remains largely intact as agricultural with traditional farmsteads, a community building, church and cemetery. The "Scenic River Road" designation for McDowell Creek Road from Interest 70 is reflective of that fact.

This pastoral landscape has not been industrialized. With one exception three decades ago when there was a misguided proposal for a landfill transfer station in one of the prairie valleys, residents have not had to come together to preserve the natural and pastoral character of this community, and protect the lifetime investments that many have made with home improvements, construction and land that are now family legacies.

Our family was blessed with the opportunity to purchase a farm from our friends Elston and Ethel Nordstrum 34 years ago and build a home five years ago. With a sense of obligation to others and the natural environment we built in an old limestone quarry and left almost all cedars and other trees surrounding it intact to dramatically reduce any visual impact on neighbors or appreciation of this setting by the thousands of visitors to Konza Prairie each year.

Beyond that consideration, my wife and I donated a conservation easement for a 40-acre parcel of native grassland to the Kansas Land Trust in 1995 and added a conservation easement for an additional 40 acres through the USDA Grassland Reserve Program. Both easements were first of their kind in the Flint Hills and in Kansas respectively. Hikers and youth groups that look westward from the Konza trail have a view of this native prairie land.

Tragically, this same view extends to include the site of Evergy's proposed substation. The view of the substation and future additional

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

infrastructure from the trail will be most immediately intrusive for the greatest number of people at sunset. However, nothing will compare to the jarring intrusiveness of the facilities if at some future date lighting is added, transforming the views from Konza, that of neighbors and the cemetery just across the road. We can see the small memorial lights in the cemetery from our home at night, but they are a reflection of various families love, not industrialization of this special setting where reverence should be the priority.

Our family enjoys the sight and sounds of joy that reflect the enjoyment that families and youth express as they use the trail. There are often fifty to a hundred vehicles parked at the entrance to the trail. All aspects of Konza are collectively of great economic and other value to the greater Manhattan community. Where else can folks experience the natural and agrarian heritage of Kansas in this way.

In addition to the conservation easements and other stewardship considerations I have outlined, we transformed the small fields along Kings Creek and the Konza Prairie Lane into prairie restorations with native grasses and wildflowers.

For the thousands of visitors, youth and other educational groups, scientists from throughout the country and world, the entrance to and exit from Konza will be transformed from a view combining a combination of natural and pastoral features to that of an industrial structure seemingly out of place for now, and increasing in the future with expansions only known (but not shared with you or the community) by Evergy officials.

Only 4 percent of our continent's tallgrass prairie remain in any form. Preserving and applying the greatest degree of stewardship feasible is of paramount importance. Konza is one of a few intact prairie landscapes where this can be assured. (I am privately proud to have proposed purchase of the property to TNC fifty years ago.) Several governors have held that the Heart of the Flint Hills should be protected against development of expansive industrial scale windpower. In the spirit of that recognition, public utilities should give deference to the Flint Hills that surround the Ashland Community when designing

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

transmission line corridors and placement of substations. There are alternative routes,

As an adjacent landowner and home owner in the Ashland Community, I request that the Riley County Planning Board deny the request by Evergy for a Special Use Permit to establish a substation at the location delineated along McDowell Creek Road.

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

Good evening, members of the Planning Board.

My name is Dr. Ryan Klataske and I'm here to urge you to oppose construction of the electrical switching station in Ashland Bottoms at the entrance to Konza Prairie, one of our community's most treasured natural resources, a hub for outdoor recreation, and a symbol of the environmental, cultural, and economic value of the Flint Hills and tallgrass prairie. The Konza Prairie--and the scenic views from its hiking trail—are a source of civic pride and identity. Just think of all the businesses and organizations in our community with names like Konza and Tallgrass, and the many others who take pride in our unique landscape and the products, experiences, and quality of life it provides. When we see images of Manhattan or Kansas, we often see photos of the Konza Prairie and the view from top of the hill that looks across the valley. A sign on I-70 even describes the road through this valley as the Scenic River Road to Manhattan. If this proposed station is built, it will become a visible part of these images at a detriment to the scenic value of our community.

I'm speaking to you today from multiple points of view: first, as someone whose family's land, which we work hard to conserve and care for, will be directly impacted by this proposed development. As you heard from my father, Ron Klataske, our family owns over 150 acres directly across from—and within 1000 feet of—the proposed site. One of our favorite spots to watch the sun go down is up on the hill, looking out over the pastoral landscape, which if built, would include this electrical switching station. Another cherished place to play with my children—where I played as kid—is the pristine creek that runs through our land. It's hard to imagine looking up at the switching station as we catch crawdads and listen to kingfishers. My wife and I have also considered restoring an old barn on the property and offering nature-based tourism opportunities—but this proposed switching station would make this plan unfeasible by diminishing the surrounding scenic rural character.

Although I'm troubled by the potential impact to the value of our land, I want to stress that I'm most concerned about the surrounding rural community in which our land and family are embedded. This community has come together to stand in opposition to this development and there are many folks who could not speak here tonight who are deeply worried about their land and home values, the impact on the nearby cemetery, and the scar this construction would leave on the rural character of this valley. As Manhattan continues to grow, we should actively work to preserve the heritage and scenic value of rural areas and surrounding communities. We should also aim to grow without disregarding and diminishing the lives of people already there.

Second, I'm speaking to you as an avid hiker and a member of the Friends of the Konza Prairie, as well as someone who believes that we need more opportunities for both visitors and local people to get outdoors and experience the prairie—and we also need to protect the places we have, and this starts with opposing this switching station. Promoting access to the outdoors is not only good for the health of individuals in our community, but it contributes to tourism and our local economy. There are many individuals and families in our community and region who move here from elsewhere, and with limited access to public land, the hiking trail at Konza is crucial for providing access to the prairie. Protecting the viewshed from this trail is one way we

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can continue to make Manhattan a place where people are proud to raise their families, and where both locals and visitors can hike, bike rural roads, and enjoy the beauty of the Flint Hills. Our unique scenery is one thing that makes Manhattan special, and we should protect it.

Third, as a cultural anthropologist, I've seen first-hand how communities around the world, including farming and ranching regions like Kansas, can benefit from nature-based and agriculture-based tourism, as well as efforts to value and protect rural character and scenery. These efforts are not only good for landowners, but they can be good for surrounding towns and economies too. Because this proposed switching station would dramatically impact the scenic value and character of Ashland Bottoms, it diminishes the potential for this community—and the broader public—to benefit from similar forms of nature-based tourism and land use. All too often around the world, development takes place without consideration for local people, and this shouldn't be another example.

My final point is that while this statement might seem like another "not in my backyard" argument, the goal is to highlight the fact that the Konza Prairie is the backyard of ALL OF US. We all can use it and we should all care about its scenic value and the rural character of Ashalnd Bottoms. This proposal is not just bad for my family, it's bad for all of us in Manhattan and Riley County. I ask you to deny the special use permit.

Thank you for your time and consideration.

Ryan Klataske, PhD
813 Juniper Drive
Manhattan, KS 66502
rklataske@gmail.com

Family farm located at:
4490 McDowell Creek Road
Manhattan, KS 66502

Attachment: Public Correspondence (13343 : Special Use for an electrical substation)

RESOLUTION NO. 050123-

RESOLUTION AMENDING THE ZONING MAP OF RILEYCOUNTY CONCERNING THE USE OF CERTAIN REAL ESTATE LOCATED IN ASHLAND TOWNSHIP

SPECIAL USE AUTHORIZATION

WHEREAS, pursuant to the provision of Section 3.16 of the Riley County Land Development Regulations, Evergy Kansas Central, Inc., petitioners, and David & Donna Cederberg, property owners, have made application that an exception be granted to the Land Development Regulations, to permit a Special Use in the "AG" (Agricultural District) zoning district; and

WHEREAS, Riley County Planning Board, after appropriate notice, conducted a public hearing on said request on April 10, 2023;

WHEREAS, the Riley County Planning Board has found that all of the requirements have been met for this request; and

WHEREAS, Riley County Planning Board has found that the requested Special Use will be contrary to the public interest and that the spirit of the Land Development Regulations shall be not observed; and

WHEREAS, the Riley County Planning Board has submitted its recommendation and report to the Board of Commissioners of Riley County, Kansas, recommending denial of the application; and

WHEREAS, more than 14 days have elapsed since the conclusion of the public hearing on the application and a valid protest against the proposal signed and acknowledged by owners of 20% of the total area, which is located within 1,000 feet of the boundaries of the property proposed for the Special Use, has been filed with the County Clerk of Riley County, Kansas, and all information presented has been carefully considered by the Board of Commissioners of Riley County, Kansas.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF RILEYCOUNTY, KANSAS:

Section 1. That the facts set forth in the Planner's staff report and the recommendation of the Riley County Planning Board filed in the office of the Planning and Development

Attachment: Resolution Approve (13343 : Special Use for an electrical substation)

Department have been received and considered by the Board of Commissioners of Riley County, Kansas and have been determined to be the controlling facts concerning the application.

1. The entrance and access road to the substation shall consist of and be maintained with all-weather surfacing;
2. No portion of the site shall be used for the storage of equipment, vehicles, materials or supplies except during construction;
3. All outdoor light fixtures shall be shielded with cutoff fixtures and directed downward to prevent off-site glare;
4. All areas outside of the fenced/walled area shall be graded and seeded (grass); and
5. A Reclamation Plan shall be submitted to and approved by the Riley County Planning Board.

Section 2. A Special Use Authorization to establish and operate an electrical substation on the following described real estate in Riley County, Kansas:

A tract of land in the Northwest Quarter of Section 12, Township 11 South, Range 7 East of the 6th P.M. in Riley County, Kansas being described by Patrick Leo LaFontaine, PS 1690 on December 14, 2022, as follows: Commencing at the Northwest corner of said Quarter; thence S02°30'15”E along the West line of said Quarter a distance of 1044.34 feet for the POINT OF BEGINNING; thence N88°54'22”E, 776.11 feet; thence S51°22'15”E, 165.12 feet to a point on the South line a tract as described in Deed Book 825, Page 3784; thence along the South line of said tract, S38°37'45”W, 1096.12 feet; thence continuing along the South line of said tract, S68°04'45”W, 190.00 feet to a point on the West line of said Quarter; thence N02°30'15”W, 1016.46 feet to the POINT OF BEGINNING. Containing 12.62 acres more or less.

is hereby granted by the Board of Commissioners of Riley County, Kansas, and that the Riley County Official Zoning Maps shall be changed to reflect the amendment, that the original resolution incorporating said official maps by reference is hereby amended and that said official maps be reincorporated by reference as amended.

This resolution shall take effect and be in force from and after its publication in the official county newspaper.

Attachment: Resolution Approve (13343 : Special Use for an electrical substation)

GRANTED this 1st day of May, 2023

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

_____
Kathryn G. Focke, Chair

_____
John Ford, Vice Chair

_____
Greg McKinley, Member

ATTEST:

_____
Rich Vargo, Riley County Clerk

Attachment: Resolution Approve (13343 : Special Use for an electrical substation)

RESOLUTION NO. 050123-

RESOLUTION DENYING CHANGING THE ZONING MAP OF RILEY COUNTY CONCERNING THE USE OF CERTAIN REAL ESTATE LOCATED IN ASHLAND TOWNSHIP

SPECIAL USE AUTHORIZATION

WHEREAS, pursuant to the provision of Section 3.16 of the Riley County Land Development Regulations, Evergy Kansas Central, Inc., petitioner, and David & Donna Cederberg, owners, have made application that an exception be granted to the Land Development Regulations, to permit a Special Use in the AG Agricultural District zoning district.

WHEREAS, Riley County Planning Board, after appropriate notice, conducted a public hearing on said request on April 10, 2023;

WHEREAS, the Riley County Planning Board has found that all of the requirements have been met for this request; and

WHEREAS, Riley County Planning Board has found that the requested Special Use will be contrary to the public interest and that the spirit of the Land Development Regulations shall be not observed; and

WHEREAS, the Riley County Planning Board has submitted its recommendation and report to the Board of Commissioners of Riley County, Kansas, recommending denial of the application;

WHEREAS, more than 14 days have elapsed since the conclusion of the public hearing on the application and a valid protest against the proposal signed and acknowledged by owners of 20% of the total area, which is located within 1,000 feet of the boundaries of the property proposed for the Special Use, has been filed with the County Clerk of Riley County, Kansas, and all information presented has been carefully considered by the Board of Commissioners of Riley County, Kansas.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF RILEYCOUNTY, KANSAS:

Section 1. That the facts set forth in the Planner's staff report and the recommendation of the Riley County Planning Board filed in the office of the Planning and Development

Attachment: Resolution Deny (13343 : Special Use for an electrical substation)

Department have been received and considered by the Board of Commissioners of Riley County, Kansas and have been determined to be the controlling facts concerning the application.

1. The entrance and access road to the substation shall consist of and be maintained with all-weather surfacing;
2. No portion of the site shall be used for the storage of equipment, vehicles, materials or supplies except during construction;
3. All outdoor light fixtures shall be shielded with cutoff fixtures and directed downward to prevent off-site glare;
4. All areas outside of the fenced/walled area shall be graded and seeded (grass); and
5. A Reclamation Plan shall be submitted to and approved by the Riley County Planning Board.

Section 2. A Special Use Authorization to establish and operate an electrical substation on the following described real estate in Riley County, Kansas:

A tract of land in the Northwest Quarter of Section 12, Township 11 South, Range 7 East of the 6th P.M. in Riley County, Kansas being described by Patrick Leo LaFontaine, PS 1690 on December 14, 2022 as follows: Commencing at the Northwest corner of said Quarter; thence S02°30'15”E along the West line of said Quarter a distance of 1044.34 feet for the POINT OF BEGINNING; thence N88°54'22”E, 776.11 feet; thence S51°22'15”E, 165.12 feet to a point on the South line a tract as described in Deed Book 825, Page 3784; thence along the South line of said tract, S38°37'45”W, 1096.12 feet; thence continuing along the South line of said tract, S68°04'45”W, 190.00 feet to a point on the West line of said Quarter; thence N02°30'15”W, 1016.46 feet to the POINT OF BEGINNING. Containing 12.62 acres more or less.

is hereby denied by the Board of Commissioners of Riley County, Kansas, and that the Riley County Official Zoning Maps shall not be changed to reflect the proposed amendment.

Attachment: Resolution Deny (13343 : Special Use for an electrical substation)

DENIED this 1st day of May, 2023

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

_____
Kathryn G. Focke, Chair

_____
John Ford, Vice Chair

_____
Greg McKinley, Member

ATTEST:

_____
Rich Vargo, Riley County Clerk

Attachment: Resolution Deny (13343 : Special Use for an electrical substation)