

Bobbie Walthall

To: Diane Stoddard
Subject: RE: Funding Announcement - Sunflower Foundation and City of Lawrence

Good afternoon,

On behalf of the Sunflower Foundation, it is my pleasure to inform you that the Sunflower Board of Trustees has approved a grant to the City of Lawrence (in partnership with LiveWell Lawrence and Lawrence Parks & Recreation) to assist in construction with the Rock Chalk Park portion of the “Lawrence Loop.” The amount the board approved is **up to \$110,000 for trail construction, and an additional \$10,000 for fundraising/promotion** based on the finalized, approved budget to be included in the grant contract. We are thrilled to partner with your community in the effort to improve the health of Kansans.

Charlie Bryan has graciously offered to be the primary grant liaison for this ambitious project and multi-sector team. I realize most of the information below is for his benefit, but I also believe you can never over-communicate and make sure everyone connected to a project understands the process, or at least has access to that information. **Charlie, I will depend on you to forward this email to the city manager Tom Markus with any preface information that might be necessary.** Please let me know if he should be included directly on any further group communications, or others that should be added/deleted.

SPECIFIC STEPS FOR CITY OF LAWRENCE

- Budget for Trail Construction - I will send Charlie some paperwork to complete regarding the project budget. It's fairly simple but we need a bid.
- Bid – we need an actual bid in order to establish fair market value. I expect David Cronin's team can work with Charlie on that. I realize the project with the Baldwin Creek trail is already underway, and the ability to save costs by using the same construction crew was a selling point for this grant. So while we usually require multiple bids, one bid from the construction company you are already using will be appropriate. If those construction bids come in a big bundled chunk, please help us decipher the costs in order to expedite your grant contract. It is very helpful if you can marks/highlight/delineate the costs within the bid that are the actual allowable expenses of the Sunflower grant.
 - I have attached a worksheet reminding you of the allowable costs for this grant. I saw that the city approved the match funds at the May 3 meeting so we won't go over the match requirements (which you've met) unless you have additional questions.

- The timeline for this grant is July 1 to December 31, 2017. This includes the fundraising/promotion for the Lawrence Loop. I realize the entire loop might not be done at that time, but the RCP portion will need to be.
- Charlie, I will follow up with you directly regarding the \$10,000 for promotion and fundraising. We will need a Scope of Work and budget related to that. Will those funds go directly to the City of Lawrence or the LDC Health Department as the fiscal agent for Lawrence Livewell? You don't need to answer today but something to discuss. I will also follow up with you directly regarding any other background materials I need at this point for our database.

The rest of the information below is fairly generic in regards to all our trail grants.

GRANT AMOUNT

- As a reminder, final grant awards are based on your actual final bids/budget. Thus, the final amount listed in the Letter of Agreement (grant contract) may be different than your original requested amount.
- The final grant award will be determined when your submitted bids have been reconciled with the budget
- At no time will the grant award be larger than the requested amount. In some cases, your project expenses may be higher than you predicted in your budget and grant request. While we sympathize with these situations, the amount approved by our Board of Trustees cannot be increased.

LETTER OF AGREEMENT (GRANT CONTRACT)

- Once the budget documents and bids have been reviewed, we will execute the Letter of Agreement (LOA), or grant contract. The individual listed on the grant application as the primary contact will be sent two copies of the LOA.
- Please sign and return one copy; the other copy is for your own record keeping. We suggest that the recipient of the LOA make additional copies and share with others closely involved with the project, such as the project manager and lead partnering organizations.
- Sending a signed, scanned copy of the LOA by email back to us is acceptable.
- Please do not begin construction on the trail until your LOA has been signed and returned.
- Unless your grant requested a different timeline, you will have one year from the LOA date to complete the trail project and return the final report. Please note the specific reporting dates (progress report, final report) will be listed in the grant contract.

REIMBURSEMENT OF EXPENSES

- No expenses can be reimbursed until the LOA is signed and the grant timeline is underway. Once you receive a bill/invoice for reimbursable expenses, you may submit a

copy along with the completed “Request for Grant Payment” form. You will be reimbursed for 50% of the eligible, submitted expenses until the final grant award (stipulated in the LOA) is reached.

- Materials and services directly related to actual trail construction will be reimbursed before any trail enhancements such as trees and signage. You may choose to request grant payment throughout the project or at the very end.

FUTURE FORMS

- Please visit the webpage listed above to familiarize yourself with other forms you will need for the future, including request for grant payment, grant change request, and reporting guidelines.
- As a reminder, you will be asked to submit a progress report and financial form midway through the project (usually 6 months), and a final report and financial form at the end of the project.
- We need to have the final report submitted in order to pay the full amount of your final request for grant payment.

PUBLIC ANNOUNCEMENT OF AWARDS

- Within the next few weeks, the foundation will send out an e-news with the list of Sunflower Trails grantees and a brief description of their project. If you have a webpage dedicated to your trail project that you want included in the announcement or promoted on our Facebook page, please contact Phil Cauthon at pcauthon@sunflowerfoundation.org.
- You are encouraged to share your good news and promote the grant award; however, we ask that you wait until the grant contract is received before announcing the final grant amount. As a reminder, that number sometimes varies from the original requested amount.
- If you need quotes or information about the Sunflower Foundation and the Sunflower Trails program, please visit our website at www.sunflowerfoundation.org or contact us.

Thank you for allowing us to partner with you on this exciting project. I am particularly eager to see how the \$10K will be used to catalyze a true community-wide campaign to #finishtheloop.

Best Regards,

Elizabeth

Elizabeth Stewart Burger, PhD, MBA
Program Officer, Healthy Living & Active Communities
Sunflower Foundation: *Health Care for Kansans*
1420 SW Arrowhead Road, Suite 2N

Topeka, KS 66604

Office: 785.232.3000 Toll Free: 866.232.3020

eburger@sunflowerfoundation.org

www.sunflowerfoundation.org

Our Mission: Serving as a Catalyst to Improve the Health of Kansans.

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