We encourage everyone to view the meeting live via YouTube.

Leavenworth County Board of County Commissioners Regular Meeting Agenda

300 Walnut Street, Suite 225 Leavenworth, KS 66048 September 24, 2025 9:00 a.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE/MOMENT OF SILENT PRAYER
- III. ROLL CALL
- IV. PUBLIC COMMENT: Public Comment shall be allowed at the beginning of each meeting and opened again at the end of the meeting after all regularly scheduled agenda items. Comments shall be limited to five minutes per person; however, commenters may speak for up to five minutes at both the beginning and end of each meeting. There should be not expectation of interaction by the Commission during this time. Everyone wishing to make comments either on items on the agenda or not are encouraged to provide their comments in writing no later than 8:00 a.m. the Monday immediately preceding the meeting. These comments will be included in the agenda packet for everyone to access and review. This allows the Commission to have time to fully consider input and request follow up if needed prior to the meeting. During times when the Courthouse is closed to the general public anyone wishing to make public comment will provide their comments in writing no later than 8:00 a.m. the Monday immediately preceding the meeting. The comment will be included and distributed with the normal meeting packet.
- V. ADMINISTRATIVE BUSINESS:
 - a) County Clerk report
- VI. CONSENT AGENDA: The items on the Consent Agenda are considered by staff to be routine business items. Approval of the items may be made by a single motion, seconded, and a majority vote with no separate discussion of any item listed. Should a member of the Governing Body desire to discuss any item, it will be removed from the Consent Agenda and considered separately.

- a) Approval of the minutes of the meeting of September 17, 2025
- b) Approval of the schedule for the week of September 29, 2025
- c) Approval of the check register
- d) Approve and sign the OCB's
- e) Approve Case DEV-25-060 Papa Ponderosa
- f) Approve Case DEV-25-079/080 Big Timber Ranch

VII. FORMAL BOARD ACTION:

- a) Consider a motion to accept a 5-year lease agreement with VLP Equipment Share for a skid steer with an annual lease payment in the amount of \$8,873.25.
- b) Consider a motion to approve Board Order 2025-12, granting a disaster relief tax abatement for tax ID's 1-31803, 1-29683 and 1-29089.
- c) Consider a motion to authorize the chairperson to sign the Council on Aging's Second Amendment to the Older Americans Act Title III programs grant for FFY 25.
- d) Consider a motion to approve the FY25 Community Corrections Year-End Outcome Reports for FY25 Adult Comp Plan.
- e) Consider a motion to approve the FY25 Community Corrections Year-End Outcome Reports for FY25 Juvenile Comp Plan.
- f) Consider a motion to find that the proposed Final Plat as outlined in Case DEV-25-086 is compliant with the County Zoning and Subdivision Regulations and move that the proposed Final Plat be conditionally approved and accepted by this Board subject to the conditions set forth in the staff report and as adopted by the Planning Commission.
- VIII. PRESENTATIONS AND DISCUSSION ITEMS: presentations are materials of general concern where no action or vote is requested or anticipated.
 - a) Executive session if needed

IX. ADJOURNMENT

LEAVENWORTH COUNTY COMMISSIONERS MEETING SCHEDULE

Monday, September 22, 2025

Tuesday, September 23, 2025

9:45 a.m. Workforce Partnership meeting

12:00 p.m. MARC meeting

Wednesday, September 24, 2025

9:00 a.m. Leavenworth County Commission meeting

• Commission Meeting Room, 300 Walnut, Leavenworth KS

Thursday, September 25, 2025

Friday, September 26, 2025

ALL SUCH OTHER BUSINESS THAT MAY COME BEFORE THE COMMISSION

ALL MEETINGS ARE OPEN TO THE PUBLIC

******September 17, 2025 ******

The Board of County Commissioners met in a regular session on Wednesday, September 17, 2025. Commissioner Culbertson; Commissioner Reid, Commissioner Smith and Commissioner Dove are present; Commissioner Stieben is present by phone; Also present: Mark Loughry, County Administrator; Misty Brown, County Counselor; Bill Noll, Infrastructure and Construction Services; Fran Keppler, County Clerk

PUBLIC COMMENT:

Jessica Shockey-Donaldson and Tom Putthoff commented.

ADMINISTRATIVE BUSINESS:

Commissioner Smith spoke about funds to the Port Authority.

Fran Keppler updated the Board on voter registration.

Commissioner Dove visited with Farm Bureau and they will notify the Board when their meetings are held.

A motion was made by Commissioner Culbertson and seconded by Commissioner Dove to accept the consent agenda for Wednesday, September 17, 2025 as presented.

Motion passed, 5-0.

Bill Noll requested approval of an agreement with KDOT for an Innovative Technologies Program grant for the purchase of a laser cleaning machine.

A motion was made by Commissioner Culbertson and seconded by Commissioner Reid to approve the agreement with KDOT for Innovative Technologies Program grant for project 52C-5380-01 for the purchase of a laser cleaning machine.

Motion passed, 5-0.

Mr. Noll requested approval of the purchase of a roadside boom mower tractor.

A motion was made by Commissioner Culbertson and seconded by Commissioner Reid to approve the purchase of a roadside boom mower tractor from Heritage Tractor in the amount of \$210,154.00.

Motion passed, 5-0.

Mr. Noll presented a revised 5-year capital improvement plan.

Commissioner Stieben ended his phone participation.

A motion was made by Commissioner Culbertson and seconded by Commissioner Smith to approve a revised 5-year capital improvement plan for road and bridge improvement projects.

Motion passed, 4-0.

A motion was made by Commissioner Culbertson and seconded by Commissioner Smith to set aside the participatory dust abatement projects for 1 year.

Motion passed, 3-1 Commissioner Reid voting nay.

Mr. Noll requested approval of a contract for the replacement of bridge T-50.

A motion was made by Commissioner Reid and seconded by Commissioner Dove to approve the design and construction engineering contract with Finney and Turnipseed for the replacement of bridge T-50 located on Stranger Road.

Motion passed, 4-0.

Mr. Noll presented the IKE transportation program.

It was the consensus of the Board to support the projects presented.

Commissioner Reid spoke about voter turnout.

Commissioner Dove addressed the port-a-potty rental for the Veteran's Day Parade.

Mark Loughry indicated he has reached out to the committee to get a definite price amount.

A motion was made by Commissioner Culbertson and seconded by Commissioner Smith to adjourn.

Motion passed, 4-0.

The Board adjourned at 10:08 a.m.

LEAVENWORTH COUNTY COMMISSIONERS MEETING SCHEDULE

Monday, September 29, 2025

Tuesday, September 30, 2025

Wednesday, October 1, 2025

9:00 a.m. Leavenworth County Commission meeting

• Commission Meeting Room, 300 Walnut, Leavenworth KS

Thursday, October 2, 2025

7:30 a.m. Kansas Economic Outlook Conference

• Century II Convention Center, Wichita, KS

Friday, October 3, 2025

ALL SUCH OTHER BUSINESS THAT MAY COME BEFORE THE COMMISSION

ALL MEETINGS ARE OPEN TO THE PUBLIC

START DATE: 09/16/2025 END DATE: 09/18/2025

WARRANT		WARRANT	VEND #/	VENDOR NAME/	D-0.00-1-D-1-01-			
NUMBER	TYPE	DATE	PCH DOC #	ACCOUNT NUMBER	DESCRIPTION		AMOUNT	TOTAL
599	AP	09/18/2025	829	THOMSON REUTERS - WES	ST			
				5-001-5-11-210	10000590171 WEST	INFORMATION C WARRANT TOTAL	1,059.97	1,059.97
115949	AP	09/18/2025	1537	AMERICAN RESPONSE VEH	HICLE INC			
				5-001-5-05-306	OBLONG LIGHT REF	LECTIVE	51.00	
						WARRANT TOTAL		51.00
115950	AP	09/18/2025	2541	BEST PLUMBING SPECIAL	LTIES, INC			
				5-001-5-07-357	65483 JAIL PLUMB		759.90	
						WARRANT TOTAL		759.90
115951	AP	09/18/2025	570	BRIARWOOD PRODUCTS LI				
				5-001-5-07-359	SHANK-FREE MOP H		500.08	500.00
115952	7.10	00/10/2025	100	COLLING AUTOMORIVE LI		WARRANT TOTAL		500.08
115952	AP	09/18/2025	198	COLLINS AUTOMOTIVE LI 5-001-5-07-213	2268 UNIT 112 RE	DATDC	123.15	
				5-001-5-07-213		WARRANT TOTAL	123.13	123.15
115953	ΔD	09/18/2025	24545	CDW GOVERNMENT INC		WARRANI IOIAL		123.13
113733	711	05/10/2025	21313	5-001-5-18-301	3773122 STARTECH	DP TO VGA ADA	339.00	
				3 001 3 10 301		WARRANT TOTAL	333.00	339.00
115954	AP	09/18/2025	8103	CHARTER COMMUNICATION				
				5-001-5-18-213	122236601 COMMU	NICATIONS	2,213.40	
						WARRANT TOTAL		2,213.40
115955	AP	09/18/2025	5637	CLEARWATER ENTERPRISE	ES,LLC			
				5-001-5-05-215	206420317B24244	STATION 1	3.31	
						WARRANT TOTAL		3.31
115956	AP	09/18/2025	5362	DIAMOND DRUGS, INC				
				5-001-5-07-219	KSDV INMATE PRES	CRIPTIONS	1,744.34	
						WARRANT TOTAL		1,744.34
115957	AP	09/18/2025	21300	STEVE CROSSLAND				
				5-001-5-19-213	TRAINING & CONTI		75.97	
115050		00/10/0005	020	DOT ODEDDAY & GOVE TIME		WARRANT TOTAL		75.97
115958	AP	09/18/2025	832	DOLSBERRY & SONS INC 5-001-5-05-384	OR WAGIED ORD OR	AMION 1	580.50	
				5-001-5-05-384	GE WASHER SET ST	WARRANT TOTAL	580.50	580.50
115959	ΔD	09/18/2025	8686	EVERGY KANSAS CENTRAI		WARRANI IOIAL		300.30
113737	711	05/10/2025	0000	5-001-5-05-215	1441295826 STATI	ON 1	804.78	
				5-001-5-07-223	BILL-4982094843		1,262.16	
				5-001-5-07-223	BILL-4982094843	ELECTRIC SERVI	25.84	
						WARRANT TOTAL		2,092.78
115960	AP	09/18/2025	1011	FEDEX				
				5-001-5-19-302	TRANSPORTATION C	HARGES 2049388	3.48	
				5-001-5-19-302	TRANSPORTATION C	HARGES 2049388	3.26	
				5-001-5-19-302	204938834 TRANSP	ORTATION CHARG	32.94	
						WARRANT TOTAL		39.68
115961	AP	09/18/2025	70	FREESTATE ELECTRIC CO				
				5-001-5-05-215	541120106 STATIO		437.57	
				5-001-5-14-220	7800005808 ELECT		1,063.14	
		00/40/	225			WARRANT TOTAL		1,500.71
115962	AP	09/18/2025	236	INTERPRETERS INC	TAMED DD 2777 2777	TGD 0/05/0005	265 00	
				5-001-5-19-221	INTERPRETER SERV		367.80	367.80
						WARRANT TOTAL		30/.80

START DATE: 09/16/2025 END DATE: 09/18/2025

WARRANT	CHK	WARRANT	VEND #/	VENDOR NAME/			
NUMBER	TYPE	DATE	PCH DOC #	ACCOUNT NUMBER	DESCRIPTION	AMOUNT	TOTAL
115963	AP	09/18/2025	8416	IRON MOUNTAIN INC			
				5-001-5-19-220	RSSW3 SCHREDDING	329.71	
					WARRANT TOTAL		329.71
115964	AP	09/18/2025	66366	KANSAS GAS SERVICE			
				5-001-5-05-215	510263944155692109 STATION 2	53.09	
					WARRANT TOTAL		53.09
115965	AP	09/18/2025	3197	LEAGUE OF KS MUNICIPA	LITIES		
				5-001-5-09-202	CITY ATTORNEY ASSOCIATION	120.00	
					WARRANT TOTAL		120.00
115966	AP	09/18/2025	4755	LEAVENWORTH PAPER AND	OFFICE S		
				5-001-5-19-301	OFFICE SUPPLIES DIST CT	885.83	
				5-001-5-19-301	CREDIT FOR OFFICE SUPPLIES	32.70-	
				5-001-5-19-301	12448 CASTERS DIST CT	50.17	
				5-001-5-19-301	2448 MONTHLY PLANNER DIST CT	42.70	
					WARRANT TOTAL		946.00
115967	AP	09/18/2025	537	CHERRYROAD MEDIA INC			
				5-001-5-05-201	MEDICAL DIRECTOR BID	123.55	
				5-001-5-06-218	PUBLIC NOTICES	24.96	
				5-001-5-06-218	PUBLIC NOTICES	11.38	
				5-001-5-06-218	PUBLIC NOTICES	31.15	
				5-001-5-06-218	PUBLIC NOTICES	35.95	
				5-001-5-06-218	2150 PUBLIC NOTICES PZ	17.18	
				5-001-5-06-218	2150 PUBLIC NOTICES PZ	13.58	
				5-001-5-06-218	2150 PUBLIC NOTICES PZ	12.58	
				5-001-5-06-218	2150 PUBLIC NOTICES PZ	37.35	
				5-001-5-06-218	21250 PUBLIC NOTICES PZ	33.95	
				5-001-5-06-218	21250 PUBLIC NOTICES PZ	24.36	
				5-001-5-06-218	21250 PUBLIC NOTICES PZ	23.57	
					WARRANT TOTAL		389.56
115968	AP	09/18/2025	26952	LEGAL LANGUAGE SERVIC	CES		
				5-001-5-19-221	INTERPRETER 9/5/2025	892.50	
					WARRANT TOTAL		892.50
115969	AP	09/18/2025	2111	LIFTOFF,LLC			
				5-001-5-18-254	OFFICE 365 28 EACH	1,960.00	
					WARRANT TOTAL		1,960.00
115970	AP	09/18/2025	688	LOGICALIS			
				5-001-5-18-254	LEACOU01 VMWARE UPGRADE	4,735.00	
					WARRANT TOTAL		4,735.00
115971	AP	09/18/2025	2059	MIDWEST OFFICE TECHNO	DLOGY INC		
				5-001-5-07-208	CONTRACTCST001360 K01 COPIER	52.97	
					WARRANT TOTAL		52.97
115972	AP	09/18/2025	2666	SAVANNAH HUGHES			
				5-001-5-07-205	MILEAGE FOR NCIC	38.50	
					WARRANT TOTAL		38.50
115973	AP	09/18/2025	60	NUTRIEN AG SOLUTIONS,	INC		
				5-001-5-53-305	1692697 CHEMICALS	553.00	
				5-001-5-53-305	1692697 CHEMICALS	9,045.12	
					WARRANT TOTAL		9,598.12
115974	AP	09/18/2025	4801	SURVEY AND MAPPING, I	ıLC		
				5-001-5-42-293	TECHNICAL SUPPORT UPDATE FIRE	75.00	

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START DATE: 09/16/2025 END DATE: 09/18/2025

WARRANT		ARRANT	VEND #/	VENDOR NAME/	220022222		5053
NUMBER	TYPE	DATE	PCH DOC #	ACCOUNT NUMBER	DESCRIPTION	AMOUNT	TOTAL
					WARRANT TOTAL		75.00
115975	AP 09	/18/2025	113	SUMNERONE INC			
				5-001-5-19-204	COPIER	117.04	
					WARRANT TOTAL		117.04
115976	AP 09	/18/2025	42	TRONICOM, INC			
				5-001-5-32-264	CS000037743 FIRE ALARM SYSTEM	2,276.93	
				5-001-5-32-264	CS000037743 FIRE ALARM SYSTEM WARRANT TOTAL	578.48	2,855.41
115977	2D 09	/18/2025	261	TELEFLEX FUNDING LLC	WARRANI IOIAL		2,055.41
113377	111 05	, 10, 2025	201	5-001-5-05-381	FIELD SUPPLIES EMS	1,650.00	
					WARRANT TOTAL	_,	1,650.00
115978	AP 09	/18/2025	883	TMA LASER GROUP INC			
				5-001-5-07-301	TONER CARTRIDGE	117.00	
					WARRANT TOTAL		117.00
115979	AP 09	/18/2025	2	WATER DEPT			
				5-001-5-14-220	001656-0000881 CH WATER SERV	2,486.00	
				5-001-5-33-392	711 MARSHAL WATER SERV	51.79	
				5-001-5-33-392	711 MARSHAL WATER SERV	1,035.27	
				5-001-5-32-392 5-001-5-05-215	034695-0012425 601 3RD WATER S 4395-13661 WATER SERV STATION	3,517.56 93.14	
				3-001-3-03-213	WARRANT TOTAL	93.14	7,183.76
115980	AP 09	/18/2025	23163	RADIOMETER AMERICA IN			,,103.70
				5-108-5-00-606	29235 CUVETTES	312.00	
					WARRANT TOTAL		312.00
115981	AP 09	/18/2025	702	MTS PARTNERS, INC			
				5-118-5-00-301	PRINTER PARTS & TONER	3,069.00	
					WARRANT TOTAL		3,069.00
115982	AP 09	/18/2025	2111	LIFTOFF, LLC		4 450 00	
				5-118-5-00-301	OFFICE 356 FOR 21 COMPUTERS WARRANT TOTAL	1,470.00	1 470 00
115983	2D 09	/18/2025	20588	ADVANTAGE PRINTING	WARRANI IOIAL		1,470.00
113703	AI 05	/10/2025	20300	5-145-5-00-303	669 BUSINESS CARDS	65.00	
					WARRANT TOTAL		65.00
115984	AP 09	/18/2025	2621	TERRY BOOKER			
				5-145-5-00-256	MEAL SERVICES FOR COA	12,103.00	
				5-145-5-00-256	MEAL SERVICES FOR COA	15,086.50	
					WARRANT TOTAL		27,189.50
115985	AP 09	/18/2025	442	CARAWAY PRINTING			
				5-145-5-00-303	2 PART EXPENSE RECEIPTS	245.00	0.45
115006	7D 00	/10/2025	410	DENGKE COMMEDCIAL VEH	WARRANT TOTAL		245.00
115986	AP 09	/18/2025	418	PENSKE COMMERCIAL VEH 5-153-5-00-3	8052255000 REPAIRS TO #13	44,855.20	
				3-133-3-00-3	WARRANT TOTAL	41,033.20	44,855.20
115987	AP 09	/18/2025	461	LEAV CO COOP	W. W		11,055.20
				5-160-5-00-304	LEASOL PROPANE	320.07	
					WARRANT TOTAL		320.07
115988	AP 09	/18/2025	70	FREESTATE ELECTRIC CO	OPERATIVE		
				5-174-5-00-210	7778079400 ELECT SERV EISEN TO	802.46	
					WARRANT TOTAL		802.46
115989	AP 09	/18/2025	877	ADDY SYSTEMS LLC			

START DATE: 09/16/2025 END DATE: 09/18/2025

WARRANT	CHK WARRANT	VEND #/	VENDOR NAME/			
NUMBER	TYPE DATE	PCH DOC #	ACCOUNT NUMBER	DESCRIPTION	AMOUNT	TOTAL
		<u></u> _				
			5-194-5-00-2	TIME TAP TEAM BUSINESS	1,079.40	
				WARRANT TOTAL		1,079.40
115990	AP 09/18/2025	1867	REDWOOD TOXICOLOGY LA	ABORATORY		
			5-196-5-00-201	112368 DRUG TEST	16.50	
			5-196-5-00-201	112368 CONFIRMATION TEST	146.81	
				WARRANT TOTAL		163.31
115991	AP 09/18/2025	2059	MIDWEST OFFICE TECHNO	DLOGY INC		
			5-198-5-18-301	CANNON COPIER COST	108.68	
				WARRANT TOTAL		108.68
115992	AP 09/18/2025	8686	EVERGY KANSAS CENTRAI	INC		
			5-212-5-00-2	4234051420 TOWER ELEC. SERV	164.25	
			5-212-5-00-2	4234051420 TOWER ELEC. SERV	39.82	
			5-212-5-00-2	4234051420 TOWER ELEC. SERV	35.34	
			5-212-5-00-2	4234051420 TOWER ELEC. SERV	77.16	
				WARRANT TOTAL		316.57
115993	AP 09/18/2025	8686	EVERGY KANSAS CENTRAL			
			5-218-5-00-2	3967616041 ELECT SERV 1842 165	121.58	
445004	00/40/0005	550		WARRANT TOTAL		121.58
115994	AP 09/18/2025	760	AETNA LIFE INSURANCE		6 014 42	
			5-510-2-00-958	A59050001 AETNA LIFE SEPTEMBER	6,914.43	6 014 42
115995	3D 00/10/2025	260	CEN DICIMAL INC	WARRANT TOTAL		6,914.43
115995	AP 09/18/2025	208	GEN DIGITAL, INC. 5-510-2-00-941	1247233 9/2025 PREMIUMS	2,050.27	
			5-510-2-00-941	WARRANT TOTAL	2,050.27	2,050.27
115996	AP 09/18/2025	75.0	THE GUARDIAN LIFE INS			2,030.27
113990	AF 09/10/2023	750	5-510-2-00-961	GUARDIAN SHORT TERM PREMIUM	8,634.36	
			3 310 2 00 301	WARRANT TOTAL	0,031.30	8,634.36
115997	AP 09/18/2025	36	PATRICK J CAHILL	Wildelit Total		0,031.30
			5-001-5-09-231	COURT APPOINTED ATTORNEY	3,000.00	
				WARRANT TOTAL	,,,,,,,,	3,000.00
115998	AP 09/18/2025	362	BENJAMIN CASAD			
			5-001-5-09-231	CONTRACT 7/12/25 TO 8/11/2025	3,000.00	
				WARRANT TOTAL		3,000.00
115999	AP 09/18/2025	1219	CLERK OF DIST COURT-I	LEAV		
			5-001-5-11-201	0925-36 REQUEST 092-36 PHOTO C	4.00	
				WARRANT TOTAL		4.00
116000	AP 09/18/2025	973	EASTERN KANSAS EMERGE	ENCY PHYSI		
			5-001-5-07-219	INMATE MEDICAL BILLS	267.19	
			5-001-5-07-219	INMATE MEDICAL BILLS	98.48	
			5-001-5-07-219	INMATE MEDICAL BILLS	230.48	
				WARRANT TOTAL		596.15
116001	AP 09/18/2025	656	JAMES ANTWONE FLOYD			
			5-001-5-09-231	COURT APPOINTED ATTORNEY CHILD	1,245.00	
				WARRANT TOTAL		1,245.00
116002	AP 09/18/2025	894	FORENSIC MEDICAL MANA	AGEMENT SE		
			5-001-5-13-271	AUTOPSY, REPORT OF DEATH	21,175.00	
				WARRANT TOTAL		21,175.00
116003	AP 09/18/2025	1941	LAW OFFICE OF E ELAIN			
			5-001-5-09-231	COURT APPOINTED ATTORNEY	3,000.00	
				WARRANT TOTAL		3,000.00

FMWARREGR2 LEAVENWORTH COUNTY 9/19/25 8:24:37 FKEPPLER WARRANT REGISTER Page 5

START DATE: 09/16/2025 END DATE: 09/18/2025

TYPES OF CHECKS SELECTED: AP(ACCOUNTS PAYABLE)
CHECK RANGE SELECTED: * No Check Range Selected

WARRANT		WARRANT	VEND #/	VENDOR NAME/				
NUMBER	TYPE	DATE	PCH DOC #	ACCOUNT NUMBER	DESCRIPTION		AMOUNT	TOTAL
116004	AP (09/18/2025	434	HAMM QUARRIES				
110001		37, 10, 2023	13 1	5-160-5-00-213	100640 REPAIR T	RATLERS	550.50	
				5-160-5-00-213	100640 REPAIR T		831.25	
				3 100 3 00 113	100010 112111111 1	WARRANT TOTAL	001.20	1,381.75
116005	AP (09/18/2025	22605	HINCKLEY SPRINGS		101112		1,301.73
		.,,		5-001-5-11-208	17137512660768	WATER FILTRATIO	51.74	
						WARRANT TOTAL		51.74
116006	AP (09/18/2025	148	LEAV CO LAW LIBRARY				
		.,,		5-001-5-11-203	DUES FOR LIBRAR	Y FEES	10.00	
						WARRANT TOTAL		10.00
116007	AP C	09/18/2025	4755	LEAVENWORTH PAPER AND	OFFICE S			
				5-115-5-00-408	12448-0 FILING	CABINET	900.00	
						WARRANT TOTAL		900.00
116008	AP C	09/18/2025	9762	LEAVENWORTH POLICE DE	PT			
				5-001-5-11-503	LAW ENFORCEMENT	FEES	490.00	
						WARRANT TOTAL		490.00
116009	AP 0	09/18/2025	537	CHERRYROAD MEDIA INC				
				5-001-5-06-218	212580 PUBLIC NO	OTICES PZ	55.92	
				5-001-5-06-218	212580 PUBLIC NO	OTICES PZ	15.38	
				5-001-5-06-218	212580 PUBLIC NO	OTICES PZ	11.18	
						WARRANT TOTAL		82.48
116010	AP 0	09/18/2025	2666	AUSTIN MCDANIEL				
				5-160-5-00-202	PARKING CHARGES	REIMB	8.00	
				5-160-5-00-202	PARKING CHARGES	REIMB	8.00	
				5-160-5-00-202	PARKING CHARGES	REIMB	8.00	
						WARRANT TOTAL		24.00
116011	AP C	09/18/2025	10703	TIRE TOWN				
				5-160-5-00-207	SCRAP TIRE RECY	CLE	500.00	
						WARRANT TOTAL		500.00
116012	AP C	09/18/2025	5610	UNION MILL SUPPLY, LLC	!			
				5-001-5-07-359	PRO DRY 5 GAL		996.00	
						WARRANT TOTAL		996.00

GRAND TOTAL

176,738.20

FMWARREGR2 LEAVENWORTH COUNTY 9/19/25 8:24:37
FKEPPLER WARRANT REGISTER Page 6

START DATE: 09/16/2025 END DATE: 09/18/2025

176,738.20

TYPES OF CHECKS SELECTED: AP(ACCOUNTS PAYABLE)
CHECK RANGE SELECTED: * No Check Range Selected

FUND SUMMARY

001	GENERAL	76,215.62
108	COUNTY HEALTH	312.00
115	EQUIPMENT RESERVE	900.00
118	TREASURER TECH FUND	4,539.00
145	COUNCIL ON AGING	27,499.50
153	PUBLIC WORKS, EQUIP. RESERVE FUND	44,855.20
160	SOLID WASTE MANAGEMENT	2,225.82
174	911	802.46
194	VIOLENT OFFENDERS	1,079.40
196	DRUG TEST & SUPERVISION FEES	163.31
198	SPECIAL GRANTS	108.68
212	SEWER DISTRICT 2: TIMBERLAKES	316.57
218	SEWER DIST #5	121.58
510	PAYROLL CLEARING	17,599.06

TOTAL ALL FUNDS

Leavenworth County Request for Board Action Case No. DEV-25-060 Final Plat Papa Ponderosa

Consent Agenda

Date: September 24, 2025

To: Board of County Commissioners

From: Planning & Zoning Staff

Department Head Review: <u>John Jacobson, Reviewed</u>

Additional Reviews as needed:

Budget Review ☐ Administrator Review ☐ Legal Review ☐

Action Request:

Chairman, I find that the proposed Final Plat as outlined in case DEV-25-060 is compliant with the County Zoning & Subdivision Regulations and move that the proposed Final Plat be conditionally approved and accepted by this Board subject to the conditions set forth in the staff report and as adopted by the Planning Commission.

Analysis: The Papa Ponderosa Final Plat was originally approved on July 23, 2025. However, since it was approved, it was determined that 178th Street is not a high-volume road. The applicant has resubmitted the plat to remove the access restrictions originally included in order to comply with the access management standards for a high-volume road. No other modifications were proposed with this revision. The applicant is proposing to divide a 37-acre parcel into nine (9) lots. The Subdivision is classified as a Class C with all lots lying within the Rural Growth Area of Leavenworth County. Staff is supportive of a waiver of the requirement to connect to a sanitary sewer system as sanitary sewers are not located within 660' of the subdivision (see condition 3). Lots 1 through 7 will front onto 178th Street, varying in size from 1.25 to 1.9 acres. All lots have over one acre excluding ROW, allowing for enough area to support a private septic system. Lots 8 & 9 front onto Evans Road. Lot 8 will be 2 acres and Lot 9 will be more than 26 acres. Lot 9 also has existing accessory structures that will be removed. A condition of approval has been recommended to reflect that.

Recommendation: The Planning Commission voted 8-0 (1 absent) to recommend approval of Case No.DEV-25-060, Final Plat for Papa Ponderosa subject to conditions.

Alternatives:

- 1. Approve Case No. DEV-25-060, Final Plat for Papa Ponderosa, with Findings of Fact, and with or without conditions; or
- 2. Deny Case No. DEV-25-060, Final Plat for Papa Ponderosa, with Findings of Fact; or

- 3. Revise or Modify the Planning Commission Recommendation to Case No. DEV-25-060, Final Plat for Papa Ponderosa, with Findings of Fact; or
- 4. Remand the case back to the Planning Commission.

Budgetary Impact:

\boxtimes	Not Applicable
	Budgeted item with available funds
	Non-Budgeted item with available funds through prioritization
	Non-Budgeted item with additional funds requested

Total Amount Requested: \$0.00

Additional Attachments: Staff Report, Plat, Planning Commission Minutes

LEAVENWORTH COUNTY PLANNING COMMISSION STAFF REPORT

CASE NO: DEV-25-060 Papa Ponderosa

September 10, 2025

REQUEST: Consent Agenda

☐ Preliminary Plat

STAFF REPRESENTATIVE:

Amy Allison **Deputy Director**

SUBJECT PROPERTY: 00000 Evans Road (formerly 17675 Evans Rd)



APPLICANT/APPLICANT AGENT:

JOE HERRING HERRING SURVEYING 315 N. 5th Street Leavenworth, KS 66048

PROPERTY OWNER:

Kooser Family Living Trust 17559 Evans Rd Tonganoxie KS 66086

CONCURRENT APPLICATIONS:

NONE

LAND USE

ZONING: R-1 (43)

FUTURE LAND USE DESIGNATION:

Mixed Residential

LEGAL DESCRIPTION: SUBDIVISION: N/A

FLOODPLAIN: N/A

A tract of land in the Northeast Quarter of Section 17, Township 11 South, Range 22 East of the 6th P.M., in Leavenworth County Kansas.

STAFF RECOMMENDATION: APPROVAL

ACTION OPTIONS:

- 1. Recommend approval of Case No. DEV-25-060, Final Plat for Papa Ponderosa, to the Board of County Commission, with or without conditions: or
- 2. Recommend denial of Case No. DEV-25-060, Final Plat for Papa Ponderosa to the Board of County Commission for the following reasons;
- 3. Continue the hearing to another date, time, and place.

PROPERTY INFORMATION

PARCEL SIZE: 37.5 ACRES

PARCEL ID NO:

184-17-0-00-00-003.00

BUILDINGS:

N/A

PROJECT SUMMARY:

Request for final plat approval to subdivide property located at 00000 Evans Road (184-17-0-00-003.01) as Lots 1 through 9 of Papa Ponderosa.

ACCESS/STREET:

Evans Rd, Collector, Paved, ± 26' & 178th St -Local, Paved ± 24'

Location Map: FUTURE LAND USE: Mixed Residential



UTILITIES

SEWER: PRIVATE SEPTIC

FIRE: Stranger

WATER: Suburban Water

ELECTRIC: Evergy

NOTICE & REVIEW:

STAFF REVIEW:

8/25/2025

NEWSPAPER NOTIFICATION:

N/A

NOTICE TO SURROUNDING PROPERTY OWNERS: N/A

eaven	worth County Zoning and Subdivision Standards: Preliminary Review	Met	Not Met
5-40	Preliminary Plat Content	n/a	
0-20	Final Plat Content	X	
l - 6	Access Management	X	
- - B.a-c.	Entrance Spacing	X	
-6.C.	Public Road Access Management Standards	X	
}	Cross Access Easements	N/A	
)-20	Utility Requirements	X	
)-30	Other Requirements	X	
)-40	Minimum Design Standards	X	
)-50	Sensitive Land Development	N/A	
)-60.	Dedication of Reservation of Public Sites and Open Spaces	N/A	

STAFF COMMENTS:

The applicant is proposing to divide a 37-acre parcel into nine (9) lots. The Subdivision is classified as a Class C with all lots lying within the Rural Growth Area of Leavenworth County. Staff is supportive of a waiver of the requirement to connect to a sanitary sewer system as sanitary sewers are not located within 660' of the subdivision (see condition 3). Lots 1 through 7 will front onto 178th Street, varying in size from 1.25 to 1.9 acres. All lots have over one acre excluding ROW, allowing for enough area to support a private septic system. After reviewing road counts, it was determined that 178th Street is not a high-volume road and therefore entrance spacing does not require a higher standard of separation. The applicant has resubmitted the application removing the shared entrances and no access hatching along 178th Street, except for the section along the intersection. Lots 8 & 9 front onto Evans Road. Lot 8 will be 2 acres and Lot 9 will be more than 26 acres. Entrance spacing will have to comply with the Access Management Regulations. Lot 9 also has existing accessory structures that will be removed. A condition of approval has been recommended to reflect that.

PROPOSED CONDITIONS:

- 1. Building permits shall be required for any new construction.
- 2. Erosion control shall be used when designing and constructing driveways. A form of sediment control shall be installed before work begins and maintained throughout the time that the land disturbing activities are taking place. Re-vegetation of all disturbed sites shall be completed within 45 days after completion of final grading weather permitting.
- 3. A waiver for the use of private septic systems within this subdivision is granted with this approval.
- 4. At time of development, fire hydrants shall be required, if necessary infrastructure is available. If the infrastructure is not available to support fire hydrants, a letter from the Water District stating such must be provided prior to any building permit being issued.
- 5. Accessory Structures located on Lot 9 must be demolished per the plat notation.
- 6. The developer must comply with the following memorandums:
 - Memo Planning & Zoning, dated August 25.2025
 - Memo Survey, dated August 25, 2025
 - Memo Travis Miles, Suburban Water, dated May 9, 2025

ATTACHMENTS:

- A: Application & Narrative
- B: Zoning Map
- C: Road Map (A minimum of 1/4 mile)
- D: Memorandums

Any feed.

FINAL PLAT APPLICATION

Leavenworth County Planning and Zoning Department 300 Walnut St., Suite 212 Leavenworth, Kansas 913-684-0465

	Offi	ce Use Onl	V	
Township:	Plann	ing Commi	ssion Meetin	g Date: APR 3 0 2025
Case No.	r icirii	Date Rec	eived/Paid:	APR 3 0 2025
Zoning District Compr	ehensive Plan	I and Use I	Designation:	The second secon
				24 Sept. 74 Sept.
APPLICANT/AGENT INFORMATIO	N	OWNER I	NFORMATIO	ON
NAME: Herring Surveying Company		NAME:	Kooser Family Livi	ng Trust
MAILING ADDRESS: 315 North 5th	Street	MAILING	ADDRESS_1	7559 Evans Road
CITY/ST/ZIP: Leavenworth, KS 6604	18	CITY/ST/Z	IPTonganoxie	KS 66086
PHONE: 913-651-3858		PHONE	N/A	
EMAIL: herringsurveying@outlook.c				
	GENERAI	INFORM	ATION	
	GENERAL	INFORM	ATION	
Proposed Subdivision Name: PAPA Po	ONDEROSA			
Troposed Subdivision Name.				
Address of Property:00000 EVANS RO	AD		100000000000000000000000000000000000000	
PID:184-17-0-00-003	Urban	Growth Ma	anagement Are	a: N/A
	SUBDIVISIO	ON INFOR	MATION	
Gross Acreage: 38.4 AC	Number of Lo	The state of the s	AND DESCRIPTION OF THE PARTY OF	Minimum Lot Size: 1.25 AC
Maximum Lot Size: 28 Ac	Proposed Zoni			Density: N/A
Open Space Acreage: N/A	Water District			Proposed Sewage: Septic
Fire District: Stranger	Electric Provid	ler: Evergy		Natural Gas Provider: Propane
Covenants: ☐ Yes × No	Road Classific	ation: Local	- Collector	Arterial – State - Federal
	Cross-Access	Easement Re	equested:	Yes X No
List of all Requested Exceptions:	1.			
Exceptions may be granted per Article	2.			
56 or as otherwise stated in the	3.			
Zoning & Subdivision Regulations.	4.			
	5.			· 医克里斯克斯氏 医克斯克氏病 医皮肤炎 (1)
Is any part of the site designated as Flo		s x No	if yes, wh	at is the panel number:
I, the undersigned, am the owner, duly portion of Leavenworth County, Kansa approval as indicated above. Signature: Joe Herring - digitally signed 4/29	authorized agen s. By execution	, of the afor	ementioned pr	operty situated in the unincorporated

AFFIDAVIT Authorization of Contractors or Individuals to Act as Agents of a Landowner COUNTY OF LEAVENWORTH STATE OF KANSAS We/I RICK KOOSU and Property Loosu Being dully sworn, dispose and say that we/I are the owner(s) of said property located at 15 20 16 8 6 6 10 10 10 10 10 10 10 10 10 10 10 10 10	
following people or firms to act in our interest with the Leavenworth County Planning and Zoning Department for a period of one calendar year. Additionally, all statements herein contained in the information herewith submitted are in all respects true and correct to the best of our knowledge and belief.	
Authorized Agents (full name, address & telephone number)	
 Joseph A. Herring – Herring Surveying Company 315 N. 5th Street, Leavenworth KS 66048, 913-651-3858 	1,
Signed and entered this 18th day of September 2024	
Rick Kooser Peggy Kooser 17559 Evans Print Name, Address, Telephone Tonganous Kooser 16608	S
Signature	
STATE OF KANSAS)) SS	
COUNTY OF LEAVENWORTH)	
Be it remember that on this day of 20, before me, a notary public in to me for said County and State came to me personally known to be the same persons who executed the forgoing instrument of writing, are duly acknowledged the execution of same. In testimony whereof, I have hereunto set my han and affixed my notary seal the day and year above written.	nd
NOTARY PUBLIC	
My Commission Expires: (seal)	

Allison, Amy

From: Joe Herring herringsurveying@outlook.com

Sent: Friday, May 9, 2025 3:28 PM

To: Allison, Amy; PZ **Subject:** Fw: Affidavits

Notice: This email originated from outside this organization. Do not click on links or open attachments unless you trust the sender and know the content is safe.

Thank you - Joe Herring

J.Herring Inc., dba, Herring Surveying Company 315 N. 5th Street, Leavenworth, KS 66048 913-651-3858 - ROCK CHALK!

From: Peggy Kooser kooser.peggy@gmail.com **Sent:** Thursday, September 26, 2024 8:14 AM **To:** Joe Herring herringsurveying@outlook.com

Subject: Affidavits

Allison, Amy

From: Joe Herring herringsurveying@outlook.com

Sent: Thursday, March 13, 2025 6:15 PM

To: Johnson, Melissa

Subject: Fw: Papa Ponderosa - Kooser Property. Fire

Notice: This email originated from outside this organization. Do not click on links or open attachments unless you trust the sender and know the content is safe.

Sent via the Samsung Galaxy S22 5G, an AT&T 5G smartphone Get Outlook for Android

From: Mark B <stfdchief1760@gmail.com>
Sent: Thursday, March 13, 2025 6:12:47 PM
To: Joe Herring <herringsurveying@outlook.com>

Cc: DesignGroupShawnee@evergy.com <DesignGroupShawnee@evergy.com>; Boone Heston

<Boone.Heston@evergy.com>; Travis Miles <Travis@suburbanwaterinc.com>; trish@suburbanwaterinc.com

<trish@suburbanwaterinc.com>

Subject: Re: Papa Ponderosa - Kooser Property

Stranger Township Fire Department has no issues with this property.

Let me know if you have any questions.

Mark Billquist Stranger Township Fire Chief 913-369-0510

On Thu, Mar 13, 2025 at 4:09 PM Joe Herring herringsurveying@outlook.com wrote:

I believe all may have reviewed this property for a rezone. Kooser Family Trust on Evans Road. If you could submit the standard service letter to the me and the county for this project I would appreciate it.

Thank you - Joe Herring

J.Herring Inc., dba, Herring Surveying Company 315 N. 5th Street, Leavenworth, KS 66048 913-651-3858 - ROCK CHALK!

--

Mark Billquist

Stranger Township Fire Chief 10-33 Foundation National Treasurer <u>913-369-0510</u> mobile <u>stfdchief1760@gmail.com</u>

Step up and become the first line of defense as a mental health resource by asking four simple words, "How are you doing?".

Allison, Amy

From: Matt Roecker < Matt.Roecker@evergy.com>

Sent: Thursday, March 27, 2025 2:29 PM

To: Johnson, Melissa

Subject: RE: [EXTERNAL]Papa Ponderosa Utility purveyance letter

Notice: This email originated from outside this organization. Do not click on links or open attachments unless you trust the sender and know the content is safe.

Internal Use Only

Melissa,

Evergy has no issues with this plat.

Thanks

Matt Roecker

Evergy
TD Designer IV
matt.roecker@evergy.com
913-667-5116

From: Johnson, Melissa < MJohnson@leavenworthcounty.gov>

Sent: Thursday, March 27, 2025 1:44 PM

To: 'trish@suburbanwaterinc.com' <trish@suburbanwaterinc.com>; 'travis@suburbanwaterInc.com' <travis@suburbanwaterInc.com>; Design Group Shawnee <DesignGroupShawnee@evergy.com>

Cc: 'Joe Herring' <herringsurveying@outlook.com>; PZ <PZ@leavenworthcounty.gov>

Subject: [EXTERNAL]Papa Ponderosa Utility purveyance letter

This Message Is From an External Sender

This message came from outside your organization.

Report Suspicious

We have received an application for the above listed preliminary plat. Can you please send a response for what ever comment you would like to submit?

If you have any questions, please let me know.

Thank you,

Melissa Johnson Planner I Leavenworth County Planning & Zoning Department Leavenworth County Courthouse 300 Walnut St, Suite 212 Leavenworth County, Kansas 66048



May 9, 2025

Leavenworth County Planning and Zoning Leavenworth KS 66048

To Whom It May Concern:

Suburban Water Inc (SWC) has received the preliminary plat for the Papa Ponderosa subdivision in Leavenworth County, Kansas and has completed an initial review of the proposed development. SWC has existing infrastructure located in proximity and will provide water service to the proposed development. System improvements necessary to provide service to the proposed development will be provided by SWC to the developer upon approval of the preliminary and final plat by Leavenworth County.

Phone: 913 -724-1800

Web: suburbanwaterinc.com

Fax: 913-724-1505

If you have questions, please contact me at 913-724-1800.

Sincerely,

Travis J Miles

Travis J Miles President

A Subdivision in the Northeast Quarter of Section 17, Township 11 South, Range 22 East of the 6th P.M., Leavenworth County, Kansas.

FINAL PLAT

PREPARED FOR: Kooser Family Living Trust 17559 Evans Road Tongnaxie, KS 66086 PID NO. 184-17-0-00-00-003

RECORD DESCRIPTION:

Tract of land in the Northeast Quarter of Section 17, Township 11 South, Range 22 East of the 6th P.M., Leavenworth County, Kansas, as written by Joseph A. Herring PS-1296 on January 15, 2025, and more fully described as follows: Beginning at the Northwest corner of said Northeast Quarter; thence North 88 degrees 33'11" East for a distance of 608.53 feet along the North line of said Northeast Quarter; thence South 01 degrees 26'49" East for a distance of 315.00 feet; thence North 88 degrees 33'11" East for a distance of 175.00 feet; thence North 01 degrees 26'49" West for a distance of 315.00 feet to said North line; thence North 88 degrees 33'11" East for a distance of 527.31 feet along said North line to the West line of SMITH'S PONDEROSA REPLAT; thence South 01 degrees 43'14" East for a distance of 1320.94 feet along said West line; thence South 88 degrees 35'39" West for a distance of 1310.08 feet to the West line of said Northeast Quarter; thence North 01 degrees 45'13" West for a distance of 1320.00 feet along said West line to the point of beginning. Together with and subject to covenants, easements, and restrictions of record. Said property contains 38.46 acres, more or less, including road right of way. Error of Closure: 1 - 1166566

CERTIFICATION AND DEDICATION

The undersigned proprietors state that all taxes of the above described tract of land have been paid and that they have caused the same to be subdivided in the manner shown on the accompanying plat, which subdivision shall be known as: PAPA PONDEROSA

Easements shown on this plat are hereby dedicated for public use, the rights of way which are shown with dashed lines on the accompanying plat, and said easements may be employed to locate and maintain sewers, water lines, gas lines, poles and wires and any other form of public utility now and hereafter used by the public over, under and along the strips marked "Utility Easement" (U/E).

"Drainage Easements" or "D/E" shown on this plat are hereby dedicated for the purpose of constructing, using, replacing and maintaining a culvert, storm sewer, drainage ditch, or other drainage facility or tributary connections, including similar facilities, and appurtenances thereto, including the right to maintain, repair and replace the drainage facility and for any reconstruction and future expansion of such facility, together with the right of access for the same, is hereby dedicated for public use. Drainage Easements shall be kept clear of obstructions that impair the strength or interfere with the use and/or maintenance of storm drainage facilities. The maintenance and upkeep of said Easements shall be the responsibility of the individual owners of the lots whereupon said Easements are dedicated. Leavenworth County shall bear no responsibility for any maintenance and upkeep of said Easements.

Building Lines or Setback Lines (B.S.L.) are hereby established as shown on the accompanying plat and no building or portion

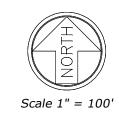
Ne, the undersigned owners of PAPA PO, 2025.	IDEROSA, have set our hands this day of
Peggy A. Kooser, Trustee Kooser Family Living Trust	
rame Peggy A. Kooser, Trustee to the kexecuted the forgoing instrument of wri	y of 2025, before me, a notary public in and for said County and State oser Family LIving Trust, to me personally known to be the same persons who and duly acknowledged the execution of same. In testimony whereof, I have ary seal the day and year above written.
iereunto set my nanu anu amxeu my n	
NOTARY PUBLIC	
NOTARY PUBLIC	(seal)
NOTARY PUBLIC	(seal) mmission, do hereby approve the foregoing plat of PAPA
NOTARY PUBLIC	(seal) ommission, do hereby approve the foregoing plat of PAPA, 2025. Chairman

County Clerk

Attest: Fran Keppler

REGISTER OF DEED CERTIFICATE: Filed for Record as Document No. on this _, 2025 at _____ o'clock __M in the Office of the Register of Deeds of Leavenworth County, Kansas,

Register of Deeds - TerriLois G. Mashburn



Chairman

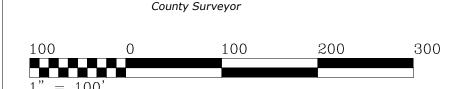
Mike Smith

Job #K-24-1838



I hereby certify that this survey plat meets the requirements of K.S.A. 58-2005. The face of this survey plat was reviewed for compliance with Kansas Minimum Standards for Boundary Surveys. No field verification is implied. This review is for survey information only.

Daniel Baumchen, PS#1363



RESTRICTIONS:

1) All proposed structures within this plat shall comply with the Leavenworth County Zoning and Subdivision Regulations or zoning regulation jurisdiction.

2) An Engineered Waste Disposal System may be required due to poor soil conditions.

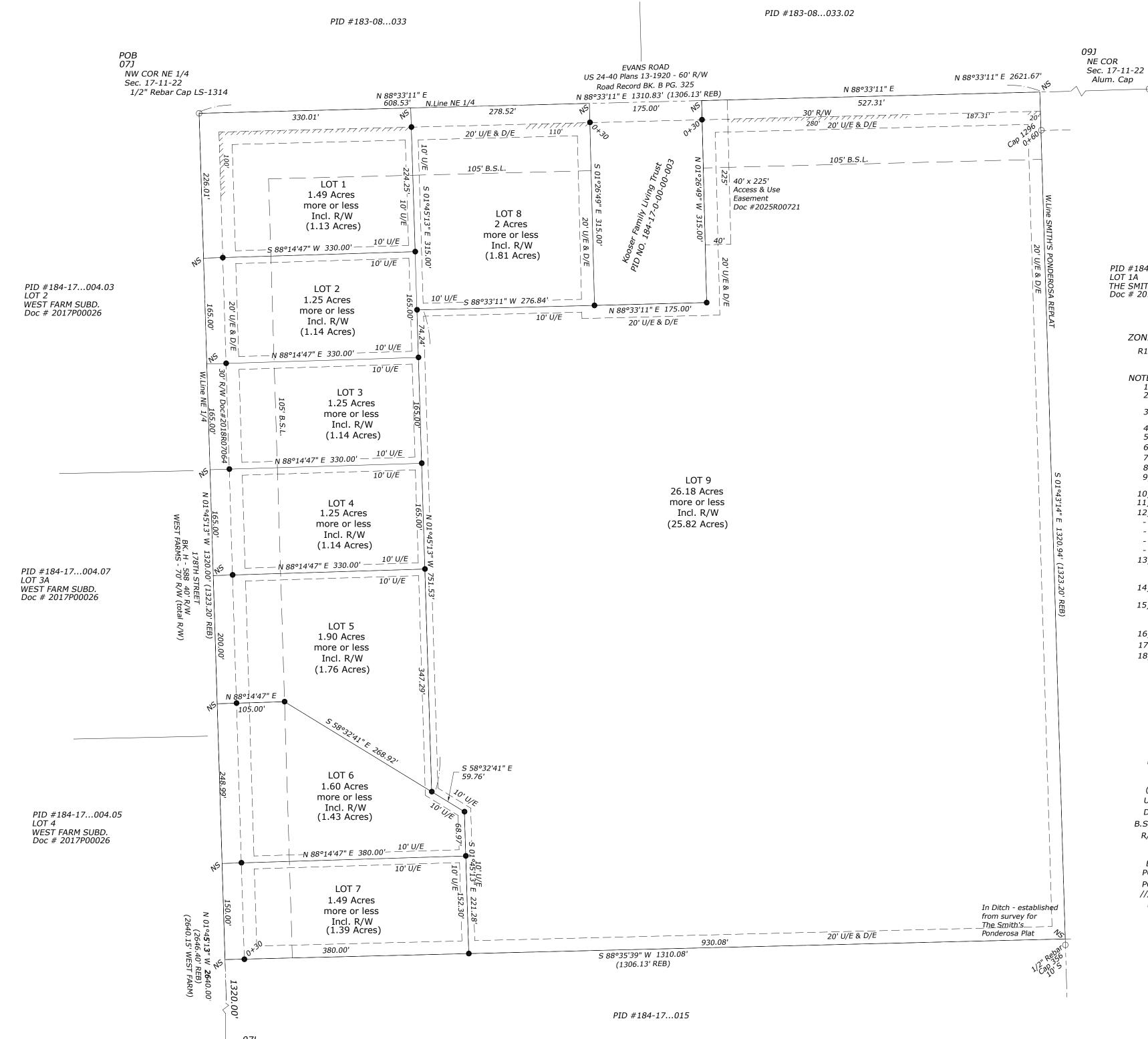
3) Erosion and sediment control measures shall be used when designing and constructing driveways and other structures. Re-vegetation of all disturbed areas shall be

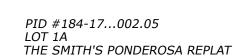
completed within 45 days after final grading. 4) Lots are subject to the current Access Management Policy

SW COR NE 1/4

Sec. 17-11-22 5/8" Rebar

5) All structures built within the subdivision shall comply with Resolution 2020-39, or as amended. 6) No off-plat restrictions.





ZONING:

R1 (43) - Resolution 2024-27

1) This survey does not show ownership.

2) All distances are calculated from measurements or measured this survey, unless otherwise noted.

3) All recorded and measured distances are the same, unless otherwise noted.

4) Error of Closure - See Descriptions 5) Basis of Bearing - KS SPC North Zone 1501

6) Monument Origin Unknown, unless otherwise noted.

7) Existing and Proposed Lots for Agriculture and Residential Use.

8) Road Record - See Survey 9) Benchmark - NAVD88

Project Benchmark (BM) - NW Cor NE 1/4 Sec 17 - 1/2" Rebar - Elev - 886' 10) Easements, if any, are created hereon or listed in referenced title commitment.

11) Reference Recorded Deed Doc # 2024R07391

12) Utility Companies -- Water - Suburban

- Electric - Evergy

- Sewer - Septic / Lagoon

- Gas - Propane / Natural Gas

13) Reference Security 1st Title File No. 3096145 dated 10-22-2024 - Easement to KCP&L in Book 361 Page 471 lies within existing and platted right of ways.

- Easement Book 400 Page 330, Book 461 Page 171, lies within existing and platted right of way. 14) Property is not in a Special Flood Hazard Area per FEMA FIRM Map 20103C0350G dated July 16, 2015

15) Building Setback Lines as shown hereon or noted below · All side yard setbacks - 10' (Accessory - 10'

- All rear yard setbacks - 30' (Accessory - 15')

16) Existing Structures, if any, shown in approximate location. 17) Fence Lines do not necessarily denote the boundary line for the property.

18) Reference Surveys: - THE SMITH'S PONDEROSA - Doc #2015P00018 - See

recorded plat for Quarter Section Breakdown and and location of Southeast corner of surveyed property

- THE SMITH'S PONDEROSA REPLAT- Doc #2016P00021 - (REB) - R.E.Bacon Survey Bk. S-8 Pg. 62 - NKA 1967S062

- WEST FARM SUBDIVISION Doc #2017P00026

- (JAH) - J.A.Herring Survey Doc #2025S008

- 1/2" Bar Set with Cap No.1296

○ - 1/2" Bar Found, unless otherwise noted.

() - Record / Deeded Distance

U/E - Utility Easement D/E - Drainage Easement

B.S.L. - Building Setback Line

R/W - Permanent Dedicated Roadway Easement

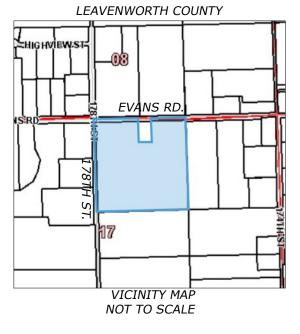
⊈ - Centerline

🖫 - Section Line BM - Benchmark

POB - Point of Beginning

POC - Point of Commencing //// - No Vehicle Entrance Access

NS - Not Set this survey per agreement with client





I hereby certify that this survey was made by me, or under my direct supervision, on the ground during the dates of April through May 2025 and this map or plat is correct to the best of my knowledge.

MEMO

To: Amy Allison **From:** Chuck Magaha

Subject: Papa Ponderosa Subdivision

Date: May 22, 2025

Amy, I have reviewed the final plat of the Papa Ponderosa Subdivision presented by Kooser Family Trust. The subdivision meets the requirements for fire hydrants and supported with a 6" water line as stated in the subdivision guidelines. The area, in which the subdivision is proposed, a fire hydrant should be placed at 1000 feet to the east of 178th Street and Evans Road to Lot 9, then 1000 feet to the south on 178th Street to Lot 7 from the intersection of 178th Street and Evans Road. There is an existing fire hydrant at 178th Street and Evans road. These fire hydrants should provide this subdivision.

I have no further recommendation for this subdivision.

If you have any questions please call me 684-0455.

Papa Ponderosa 2025

Allison, Amy

From: Anderson, Kyle

Sent: Tuesday, May 27, 2025 10:00 AM

To: Allison, Amy

Subject: RE: RE: DEV-25-060 Final Plat - Papa Ponderosa

We have not received any complaints on this property, and we are not aware of any septic systems currently installed on it

Kyle Anderson Environmental Technician/Code Enforcement Leavenworth County Planning & Zoning 300 Walnut St. Ste. 212 Leavenworth, KS 66048 913-684-1084

Disclaimer: This message and any attachments are intended only for the use of the recipient or their authorized representative. The information provided in this email is limited in scope and response detail by available information, current zoning and subdivision regulations. Depending on the level of development, the applicable regulations can change. Final approval cannot be granted until a complete application has been submitted, reviewed and approved by the governing body. Nothing in this message or its contents should be interpreted to authorize or conclude approval by Leavenworth County.

From: Allison, Amy <AAllison@leavenworthcounty.gov>

Sent: Wednesday, May 21, 2025 4:20 PM

To: Magaha, Chuck <cmagaha@lvsheriff.org>; Miller, Jamie <JMiller@leavenworthcounty.gov>; Dedeke, Andrew <adedeke@lvsheriff.org>; Brown, Misty <MBrown@leavenworthcounty.gov>; Khalil, Jon

<jkhalil@leavenworthcounty.gov>; San, Soma <SSan@leavenworthcounty.gov>

Cc: PZ <PZ@leavenworthcounty.gov>

Subject: RE: DEV-25-060 Final Plat - Papa Ponderosa

Good Afternoon,

The Leavenworth County Department of Planning and Zoning has received a request for a Preliminary and Final Plat for 9-lot subdivision for the property located 17675 Evans Rd.

The Planning Staff would appreciate your written input in consideration of the above request. Please review the attached information and forward any comments to us by June 4, 2025.

If you have any questions or need additional information, please contact me at (913) 684-0465 or at pz@leavenworthcounty.gov.

Thank you,

Amy Allison, AICP Deputy Director Planning & Zoning Leavenworth County 913.364.5757

Disclaimer

06-18-25 PW Combined No Comments

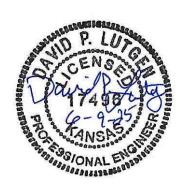
Papa Ponderosa

Leavenworth County Kansas

Drainage Report

March 12, 2025

Revised June 9, 2025



A Subdivision in the Northeast Quarter of Section 17, Township 11 South, Range 22 East of the 6th P.M., Leavenworth County, Kansas.

FINAL PLAT

PREPARED FOR: Kooser Family Living Trust 17559 Evans Road Tongnaxie, KS 66086 PID NO. 184-17-0-00-00-003

RECORD DESCRIPTION:

Tract of land in the Northeast Quarter of Section 17, Township 11 South, Range 22 East of the 6th P.M., Leavenworth County, Kansas, as written by Joseph A. Herring PS-1296 on January 15, 2025, and more fully described as follows: Beginning at the Northwest corner of said Northeast Quarter; thence North 88 degrees 33'11" East for a distance of 608.53 feet along the North line of said Northeast Quarter; thence South 01 degrees 26'49" East for a distance of 315.00 feet; thence North 88 degrees 33'11" East for a distance of 175.00 feet; thence North 01 degrees 26'49" West for a distance of 315.00 feet to said North line; thence North 88 degrees 33'11" East for a distance of 527.31 feet along said North line to the West line of SMITH'S PONDEROSA REPLAT; thence South 01 degrees 43'14" East for a distance of 1320.94 feet along said West line; thence South 88 degrees 35'39" West for a distance of 1310.08 feet to the West line of said Northeast Quarter; thence North 01 degrees 45'13" West for a distance of 1320.00 feet along said West line to the point of beginning. Together with and subject to covenants, easements, and restrictions of record. Said property contains 38.46 acres, more or less, including road right of way. Error of Closure: 1 - 1166566

CERTIFICATION AND DEDICATION

The undersigned proprietors state that all taxes of the above described tract of land have been paid and that they have caused the same to be subdivided in the manner shown on the accompanying plat, which subdivision shall be known as: PAPA PONDEROSA

Easements shown on this plat are hereby dedicated for public use, the rights of way which are shown with dashed lines on the accompanying plat, and said easements may be employed to locate and maintain sewers, water lines, gas lines, poles and wires and any other form of public utility now and hereafter used by the public over, under and along the strips marked "Utility Easement" (U/E).

"Drainage Easements" or "D/E" shown on this plat are hereby dedicated for the purpose of constructing, using, replacing and maintaining a culvert, storm sewer, drainage ditch, or other drainage facility or tributary connections, including similar facilities, and appurtenances thereto, including the right to maintain, repair and replace the drainage facility and for any reconstruction and future expansion of such facility, together with the right of access for the same, is hereby dedicated for public use. Drainage Easements shall be kept clear of obstructions that impair the strength or interfere with the use and/or maintenance of storm drainage facilities. The maintenance and upkeep of said Easements shall be the responsibility of the individual owners of the lots whereupon said Easements are dedicated. Leavenworth County shall bear no responsibility for any maintenance and upkeep of said Easements.

Building Lines or Setback Lines (B.S.L.) are hereby established as shown on the accompanying plat and no building or portion thereof shall be built or constructed between this line and the street line.

We, the undersigned owners of PAPA PONDI	ROSA, have set our hands this day of
Peggy A. Kooser, Trustee Kooser Family Living Trust	
NOTARY CERTIFICATE:	
Be it remembered that on this day of the Roose arms Peggy A. Kooser, Trustee to the Koose	2025, before me, a notary public in and for said County and State Family LIving Trust, to me personally known to be the same persons who and duly acknowledged the execution of same. In testimony whereof, I have seal the day and year above written.
NOTARY PUBLIC	<u></u>
Ny Commission Expires:APPROVALS	
My Commission Expires: APPROVALS We, the Leavenworth County Planning Com PONDEROSA this day of	(seal) nission, do hereby approve the foregoing plat of PAPA, 2025. Chairman
NOTARY PUBLIC My Commission Expires: APPROVALS We, the Leavenworth County Planning Com PONDEROSA this day of Secretary John Jacobson	(seal) nission, do hereby approve the foregoing plat of PAPA, 2025.
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County Clerk

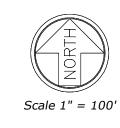
Attest: Fran Keppler

REGISTER OF DEED CERTIFICATE: Filed for Record as Document No. on this _, 2025 at _____ o'clock __M in the Office of the Register of Deeds of Leavenworth County, Kansas,

Register of Deeds - TerriLois G. Mashburn

I hereby certify that this survey plat meets the requirements of K.S.A. 58-2005. The face of this survey plat was reviewed for compliance with Kansas

Minimum Standards for Boundary Surveys. No field verification is implied. This review is for survey



Chairman

Mike Smith

Job #K-24-1838



Daniel Baumchen, PS#1363 County Surveyor

information only.

RESTRICTIONS:

Sec. 17-11-22

PID #184-17...004.03

WEST FARM SUBD.

Doc # 2017P00026

1) All proposed structures within this plat shall comply with the Leavenworth County Zoning and Subdivision Regulations or zoning regulation jurisdiction.

2) An Engineered Waste Disposal System may be required due to poor soil conditions.

3) Erosion and sediment control measures shall be used when designing and constructing driveways and other structures. Re-vegetation of all disturbed areas shall be

completed within 45 days after final grading. 4) Lots are subject to the current Access Management Policy 5) All structures built within the subdivision shall comply with Resolution 2020-39, or as amended. 6) No off-plat restrictions. PID #183-08...033.02 PID #183-08...033 NE COR **EVANS ROAD** Sec. 17-11-22 NW COR NE 1/4 US 24-40 Plans 13-1920 - 60' R/W N 88°33'11" E 2621.67' Alum. Cap Road Record BK. B PG. 325 N 88°33'11" E 1/2" Rebar Cap LS-1314 N 88°33'11" E 1310.83' (1306.13' REB) N 88°33'11" E 608.53' N.Line NE 1/4 527.31' 175.00' 330.01' _ <u>20' U/E & D/E</u> __ <u>110'</u> 105' B.S.L. رِمِ 40' x 225' LOT 1 Access & Use 1.49 Acres Easement more or less Doc #2025R00721 LOT 8 Incl. R/W 2 Acres (1.13 Acres) more or less -____\$ 88°14'47" W 330.00' — __1<u>0' U/E</u> _ Incl. R/W (1.81 Acres) PID #184-17...002.05 LOT 1A THE SMITH'S PONDEROSA REPLAT LOT 2 <u>10' U/E</u>_S 88°33'11" W 276.84' — 1.25 Acres N 88°33'11" E 175.00' more or less $-----_{10'}$ U/E $^ ^ ^-$ Incl. R/W 20' U/E & D/E (1.14 Acres) ZONING: - N 88°14'47" E 330.00' — 10' U/E R1 (43) - Resolution 2024-27

LOT 9

26.18 Acres

more or less

Incl. R/W

(25.82 Acres)

930.08'

S 88°35'39" W 1310.08' (1306.13' REB)

PID #184-17...015

LOT 3 1.25 Acres more or less Incl. R/W

(1.14 Acres) — — N 88°14'47" E 330.00' — 10' U/L LOT 4 1.25 Acres more or less

PID #184-17...004.07 WEST FARM SUBD. Doc # 2017P00026 LOT 5 1.90 Acres

N 88°14'47" E

PID #184-17...004.05 WEST FARM SUBD. Doc # 2017P00026

LOT 7 1.49 Acres more or less Incl. R/W (1.39 Acres)

> SW COR NE 1/4 Sec. 17-11-22

5/8" Rebar

Incl. R/W

(1.14 Acres)

more or less

Incl. R/W

(1.76 Acres)

1.60 Acres

more or less

Incl. R/W

(1.43 Acres)

S 58°32'41" E

LEAVENWORTH COUNTY VICINITY MAP

NOT TO SCALE

1) This survey does not show ownership. 2) All distances are calculated from measurements or measured this survey,

unless otherwise noted. 3) All recorded and measured distances are the same,

unless otherwise noted.

4) Error of Closure - See Descriptions 5) Basis of Bearing - KS SPC North Zone 1501

6) Monument Origin Unknown, unless otherwise noted. 7) Existing and Proposed Lots for Agriculture and Residential Use.

8) Road Record - See Survey

9) Benchmark - NAVD88 Project Benchmark (BM) - NW Cor NE 1/4 Sec 17 - 1/2" Rebar - Elev - 886'

10) Easements, if any, are created hereon or listed in referenced title commitment. 11) Reference Recorded Deed Doc # 2024R07391

12) Utility Companies -- Water - Suburban

- Electric - Evergy

- Sewer - Septic / Lagoon

- Gas - Propane / Natural Gas 13) Reference Security 1st Title File No. 3096145 dated 10-22-2024

- Easement to KCP&L in Book 361 Page 471 lies within existing and platted right of ways. - Easement Book 400 Page 330, Book 461 Page 171, lies within existing and platted right of way.

14) Property is not in a Special Flood Hazard Area per FEMA FIRM Map 20103C0350G dated July 16, 2015

15) Building Setback Lines as shown hereon or noted below

· All side yard setbacks - 10' (Accessory - 10' - All rear yard setbacks - 30' (Accessory - 15')

16) Existing Structures, if any, shown in approximate location. 17) Fence Lines do not necessarily denote the boundary line for the property.

18) Reference Surveys: - THE SMITH'S PONDEROSA - Doc #2015P00018 - See

recorded plat for Quarter Section Breakdown and and location of Southeast corner of surveyed property

- THE SMITH'S PONDEROSA REPLAT- Doc #2016P00021 - (REB) - R.E.Bacon Survey Bk. S-8 Pg. 62 - NKA 1967S062

- WEST FARM SUBDIVISION Doc #2017P00026

- (JAH) - J.A.Herring Survey Doc #2025S008

• - 1/2" Bar Set with Cap No.1296

○ - 1/2" Bar Found, unless otherwise noted. () - Record / Deeded Distance

U/E - Utility Easement

D/E - Drainage Easement B.S.L. - Building Setback Line R/W - Permanent Dedicated Roadway Easement

⊈ - Centerline 🖫 - Section Line

BM - Benchmark

POB - Point of Beginning

In Ditch - established

from survey for

_The Smith's__ _

Ponderosa Plat

POC - Point of Commencing

//// - No Vehicle Entrance Access NS - Not Set this survey per agreement with client

ELS - 1296

I hereby certify that this survey was made by me, or under my direct supervision, on the ground during the dates of April through May 2025 and this map or plat is correct to the best of my knowledge.

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IN TESTIMONY WHEREOF, We, the undersigned owners of PAPA PONDEROSA, have set our hands this day of, 2025.
Peggy A. Kooser, Trustee Kooser Family Living Trust
NOTARY CERTIFICATE: Be it remembered that on this day of 2025, before me, a notary public in and for said County and came Peggy A. Kooser, Trustee to the Kooser Family LIving Trust, to me personally known to be the same persons who executed the forgoing instrument of writing, and duly acknowledged the execution of same. In testimony whereof, I have hereunto set my hand and affixed my notary seal the day and year above written.
NOTARY PUBLIC

APPROVALS						
We, the Leavenworth	County Planning	Commission	, do hereby	approve the	foregoing p	lat of PAP
PONDEROSA this	day of		2025.			
	•					

Secretary Chairman John Jacobson Marcus Majure 🚄

COUNTY ENGINEER'S APPROVAL: The County Engineer's plat review is only for general conformance with the subdivision regulations as adopted by Leavenworth County. The County is not responsible for the accuracy and adequacy of the design, dimensions, elevations, and quantities.

County Engineer - Mitch Pleak COUNTY COMMISSION APPROVAL:

We, the Board of County Commissioners of Leavenworth County, Kansas, do hereby approve the foregoing plat of PAPA PONDEROSA this ______ day of ______, 2025.

Chairman Mike Smith

My Commission Expires:_

County Clerk Attest: Fran Keppler

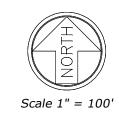
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Job #K-24-1838



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information only.

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PID #183-08...033

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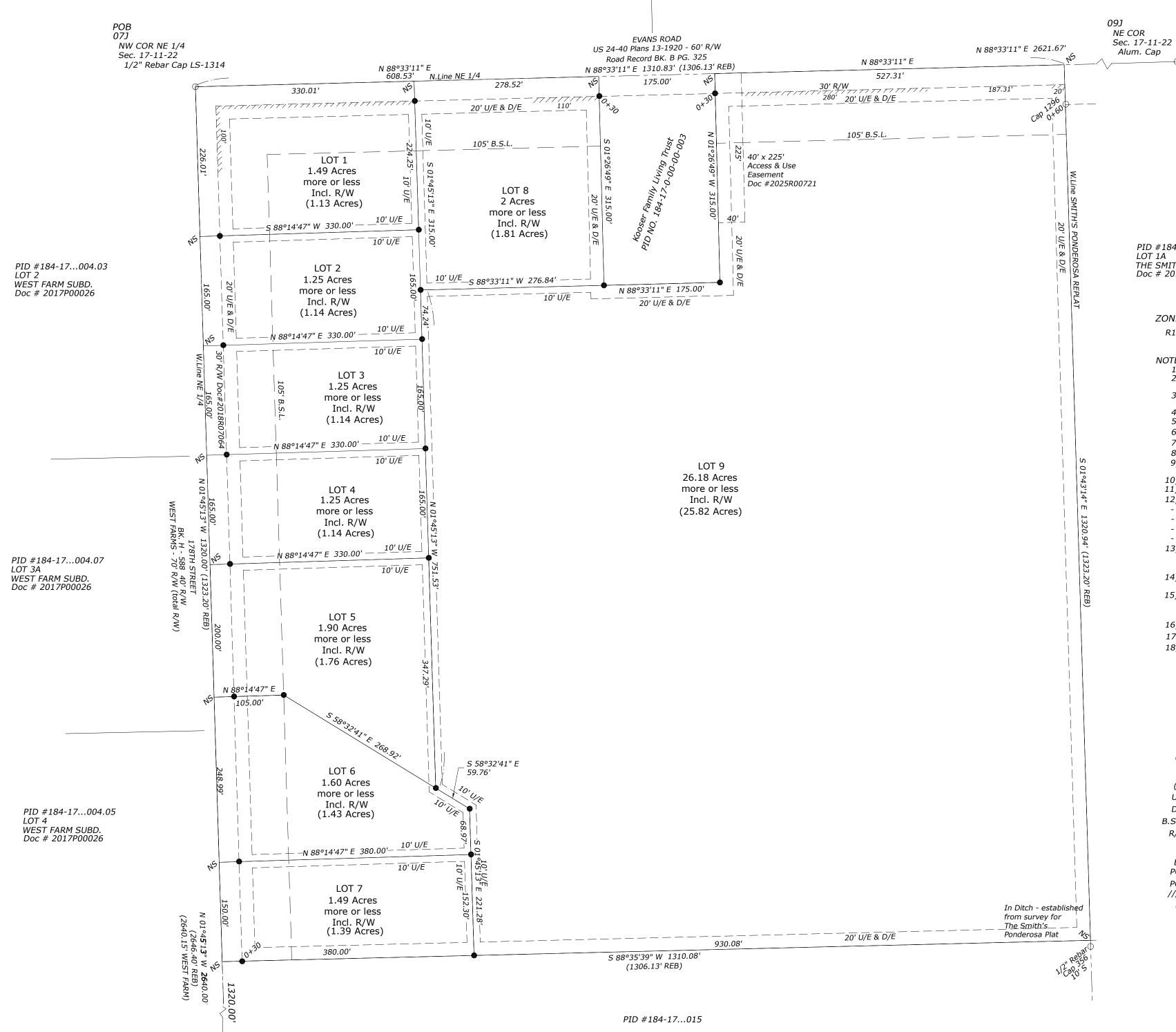
SW COR NE 1/4

Sec. 17-11-22

5/8" Rebar

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PID #183-08...033.02



PID #184-17...002.05 LOT 1A THE SMITH'S PONDEROSA REPLAT

ZONING:

Alum. Cap

R1 (43) - Resolution 2024-27

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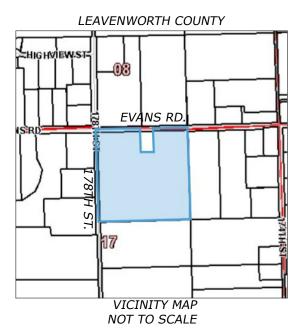
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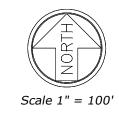
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APPROVALS We, the Leavenworth County Planni PONDEROSA this day of _ Secretary John Jacobson	Ing Commission, do hereby approve the foregoing plat of PAPA, 2025 Chairman Marcus Majure
We, the Leavenworth County Planni PONDEROSA this day of _	, 2025.
OTARY PUBLIC	
ame Peggy A. Kooser, Trustee to the xecuted the forgoing instrument of ereunto set my hand and affixed m	day of 2025, before me, a notary public in and for said County and State ne Kooser Family LIving Trust, to me personally known to be the same persons who writing, and duly acknowledged the execution of same. In testimony whereof, I have y notary seal the day and year above written.
Peggy A. Kooser, Trustee Kooser Family Living Trust	

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Job #K-24-1838



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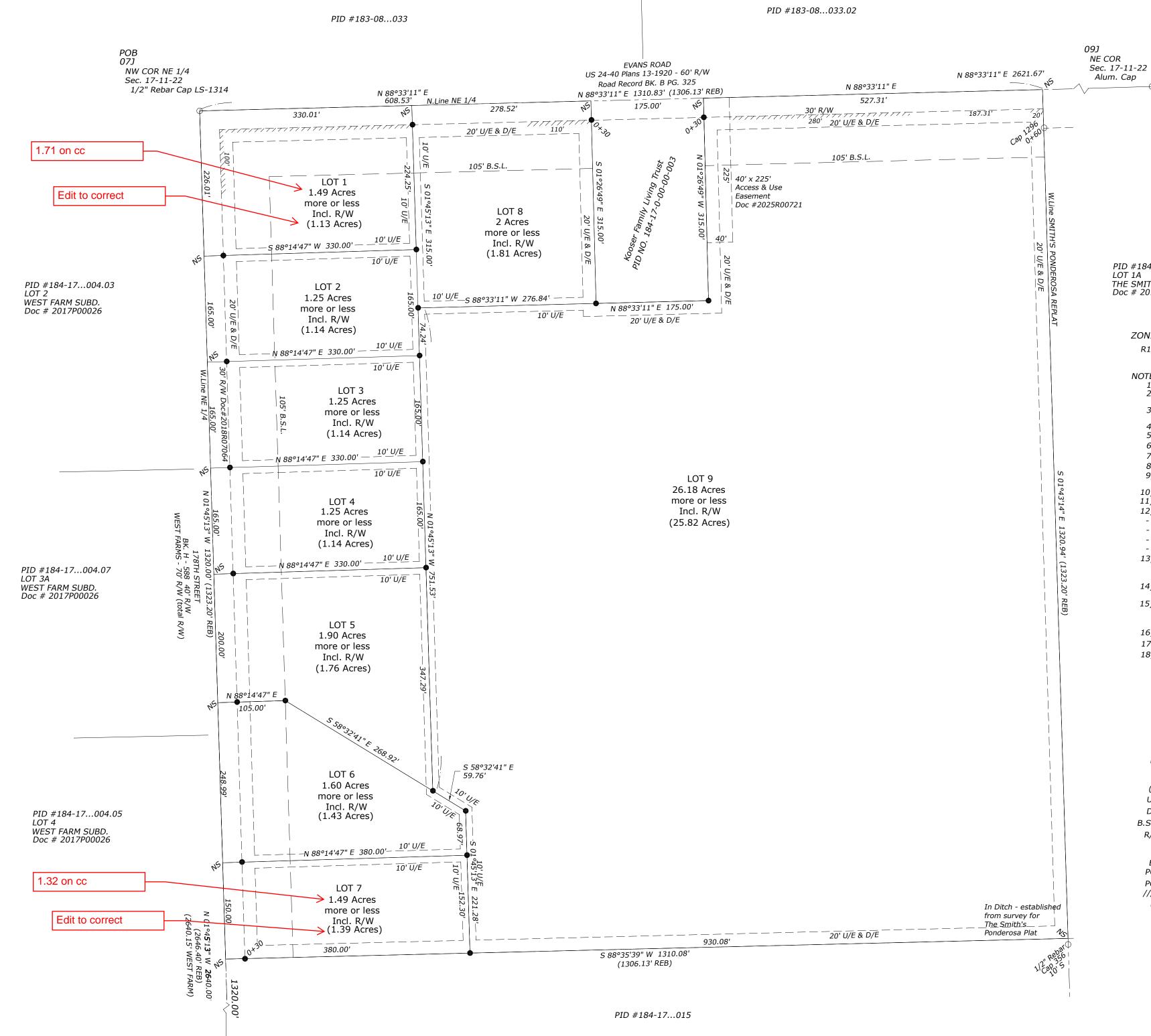
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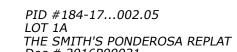
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Sec. 17-11-22 5/8" Rebar

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ZONING:

R1 (43) - Resolution 2024-27

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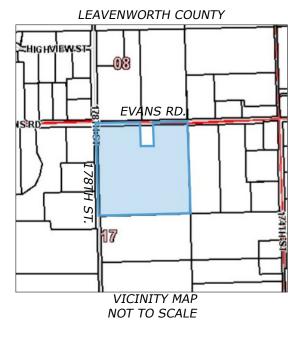
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Leavenworth County Request for Board Action Case No. DEV-25-079/080 Preliminary & Final Plat - Big Timber Ranch CAE *Consent Agenda*

Date: September 24, 2025

To: Board of County Commissioners

From: Planning & Zoning Staff

Department Head Review: <u>John Jacobson, Reviewed</u>

Additional Reviews as needed:

Budget Review ☐ Administrator Review ☒ Legal Review ☒

Action Request:

Chairman, I find that the proposed Final Plat as outlined in case DEV-25-080 is compliant with the County Zoning & Subdivision Regulations and move that the proposed Final Plat be conditionally approved and accepted by this Board subject to the conditions set forth in the staff report and as adopted by the Planning Commission.

Analysis: The applicant is proposing to divide a total 50-acre parcel into two (2) lot Cross Access Easement with 2 tracts of land that are non-buildable. The Subdivision is classified as a Class C with all lots lying within the Rural Growth Area of Leavenworth County. Staff is supportive of a waiver of the requirement to connect to a sanitary sewer system as sanitary sewers are not located within 660' of the subdivision (see condition 3). Lot 1 & 2 will be approximately 5.5 acres in size. All lots meet the requirements for the RR-5 zoning district. The private drive easement will be maintained by the owners of the parcels within the subdivision.

Recommendation: The Planning Commission voted 8-0 (1 absent) to recommend approval of Case No.DEV-25-080, Final Plat for Big Timber Ranch, subject to conditions.

Alternatives:

- 1. Approve Case No. DEV-25-080, Final Plat for Big Timber Ranch, with Findings of Fact, and with or without conditions; or
- 2. Deny Case No. DEV-25-080, Final Plat for Big Timber Ranch, with Findings of Fact; or
- 3. Revise or Modify the Planning Commission Recommendation to Case No. DEV-25-080, Final Plat for Big Timber Ranch with Findings of Fact; or
- 4. Remand the case back to the Planning Commission.

Budgetary Impact:

Not Applicable

	Budgeted item with available funds Non-Budgeted item with available funds through prioritization Non-Budgeted item with additional funds requested
Total A	Amount Requested: \$0.00

Additional Attachments: Staff Report, Plat, Planning Commission Minutes

LEAVENWORTH COUNTY PLANNING COMMISSION STAFF REPORT

CASE NO: DEV-25-079/080 Big Timber Ranch

September 10, 2025

REQUEST: Consent Agenda

 □ Preliminary Plat

STAFF REPRESENTATIVE:

JOSH SCHWEITZER **Development Planner**

SUBJECT PROPERTY: 00000 219th Street.



APPLICANT/APPLICANT AGENT:

JOE HERRING HERRING SURVEYING 315 N. 5th Street Leavenworth, KS 66048

PROPERTY OWNER:

Jon & Breah Chamber 25493 Kansas Ave Tonganoxie, KS 66086

CONCURRENT APPLICATIONS:

NONE

LAND USE

ZONING: RR-5

FUTURE LAND USE DESIGNATION:

RR-2.5 & 5

LEGAL DESCRIPTION:

A Cross Access Easement in the Southeast Quarter of Section 21, Township 10 South, Range 21, East of the 6th P.M., in Leavenworth County Kansas.

SUBDIVISION: N/A

FLOODPLAIN: N/A

STAFF RECOMMENDATION: APPROVAL

ACTION OPTIONS:

- 1. Recommend approval of Case No. DEV-25-079 & 080, Preliminary & Final Plat for Big Timber Ranch, to the Board of County Commission, with or without conditions; or
- 2. Recommend denial of Case No. DEV-25-079 & 080, Preliminary & Final Plat for Big Timber Ranch to the Board of County Commission for the following reasons: or
- 3. Continue the hearing to another date, time, and place.

PROPERTY INFORMATION

PARCEL SIZE: 40.10 & 9.90 ACRES

PARCEL ID NO:

145-21-0-00-00-007; 012

BUILDINGS:

Existing outbuilding

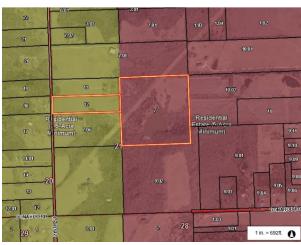
PROJECT SUMMARY:

Request for a final plat approval to subdivide property located at 00000 219th Street (145-21-0-00-007; 012) as Lots 1 through 2 & Tracts A & B of Big Timber Ranch.

ACCESS/STREET:

291th Street - Collector, Paved ± 23'

Location Map: FUTURE LAND USE DESIGNATION



UTILITIES

SEWER: PRIVATE SEPTIC

FIRE: Tonganoxie

WATER: RWD 9

ELECTRIC: FREESTATE

NOTICE & REVIEW:

STAFF REVIEW:

9/4/2025

NEWSPAPER NOTIFICATION:

N/A

NOTICE TO SURROUNDING PROPERTY OWNERS:

N/A

Leavenu	orth County Zoning and Subdivision Standards: Preliminary Review	Met	Not Met
35-40	Preliminary Plat Content	X	
10.00			1
40-20	Final Plat Content	X	
41-6	Access Management	Х	
			1
41- 6.B.a-c.	Entrance Spacing	X	
41-6.C.	Public Road Access Management Standards	X	
43	Cross Access Easements	X	
50-20	Utility Requirements	X	
50-30	Other Requirements	Х	
50-40	Minimum Design Standards	X	
30 10	Millimum Design Standards		
50-50	Sensitive Land Development	N/A	
50-60.			
JU-6U.	Dedication of Reservation of Public Sites and Open Spaces	N/A	

STAFF COMMENTS:

The applicant is proposing to divide a total 50-acre parcel into two (2) lots and 2 tracts of land that will be considered non-buildable. The Subdivision is classified as a Class C with all lots lying within the Rural Growth Area of Leavenworth County. Staff is supportive of a waiver of the requirement to connect to a sanitary sewer system as sanitary sewers are not located within 660' of the subdivision (see condition 3). Lot 1 & 2 will be approximately 5.5 acres in size. All lots meet the requirements for the RR-5 zoning district.

PROPOSED CONDITIONS:

- 1. Building permits shall be required for any new construction.
- 2. Erosion control shall be used when designing and constructing driveways. A form of sediment control shall be installed before work begins and maintained throughout the time that the land disturbing activities are taking place. Re-vegetation of all disturbed sites shall be completed within 45 days after completion of final grading weather permitting.
- 3. A waiver for the use of private septic systems within this subdivision is granted with this approval.
- 4. At time of development, fire hydrants shall be required, if necessary infrastructure is available. If the infrastructure is not available to support fire hydrants, a letter from the Water District stating such must be provided prior to any building permit being issued.
- 5. Big Timber Ranch is hereby approved as a Cross Access Easement subdivision. The installation and maintenance of the private drive is the responsibility of the members of the Home Owners Association per the attached HOA agreement. Leavenworth County does not accept any liability or maintenance of the proposed private drive.
- 6. Tracts' A & B are non-buildable lots. No building permits shall be issued for these tracts.
- 7. All review comments made by County staff.
 - County Surveyor, dated September 4, 2025
- 8. The developer must comply with the following memorandums:
 - Memo RWD 9, dated May 6, 2025

ATTACHMENTS:

- A: Application & Narrative
- B: Zoning Map
- C: Road Map (A minimum of 1/4 mile)
- D: Memorandums

FINAL & PRELYMINARY PLAT APPLICATION

Leavenworth County Planning and Zoning Department 300 Walnut St., Suite 212 Leavenworth, Kansas 913-684-0465

	Office Use Only			
Township:		ing Date:		
Case No.	Date Received/Paid			
Zoning District Comp	rehensive Plan Land Use Designation	1:		
APPLICANT/AGENT INFORMATION	ON OWNER INFORMAT	TION		
NAME: Herring Surveying Company	NAME:_Jon and Brea	h Chambers		
MAILING ADDRESS: 315 North 5th	StreetMAILING ADDRESS_	22323 Tonganoxie Drive		
CITY/ST/ZIP: Leavenworth, KS 660	48CITY/ST/ZIPTonga	anoxie, KS 66086		
PHONE: 913-651-3858	PHONE:			
EMAIL: herringsurveying@outlook.	com EMAIL			
	GENERAL INFORMATION			
BIO T	IMPED DANIOLI			
Proposed Subdivision Name: BIG T	IMBER RANCH			
Address of Property:00000 219th Str	reet			
PID: 145-21-0-00-007 & 012		area: N/A		
	SUBDIVISION INFORMATION			
Gross Acreage: 50 Ac	Number of Lots: 2 Lots / 2 Tracts	Minimum Lot Size: 5 Ac		
Maximum Lot Size: 5 Ac	Proposed Zoning: RR-5	Density: N/A		
Open Space Acreage: N/A	Water District: RWD 9	Proposed Sewage: Septic		
Fire District: Tonganoxie	Electric Provider: Freestate	Natural Gas Provider: Propane		
Covenants: X Yes \(\text{No} \)	Road Classification: Local – Collector	- Arterial – State - Federal		
	Cross-Access Easement Requested:	x Yes No		
List of all Requested Exceptions:	1.			
Exceptions may be granted per Article	2.			
56 or as otherwise stated in the				
Zoning & Subdivision Regulations.	4.			
	5.			
Is any part of the site designated as Flo	Is any part of the site designated as Floodplain? Yes No if yes, what is the panel number:			
I, the undersigned, am the owner, duly authorized agent, of the aforementioned property situated in the unincorporated portion of Leavenworth County, Kansas. By execution of my signature, I do hereby officially apply for a final plat approval as indicated above.				
Signature: Joe Herring - digitally sign	ned 7-21-25	Date: 7-21-25		

AFFIDAVIT
Authorization of Contractors or Individuals to Act as Agents of a Landowner
COUNTY OF LEAVENWORTH STATE OF KANSAS
We/I Jon Chambers and Break Chambers
Being dully sworn, dispose and say that we/I are the owner(s) of said property located at -
following people or firms to act in our interest with the Leavenworth County Planning and Zoning Department for a period of one calendar year. Additionally, all statements herein contained in the information herewith submitted are in all respects true and correct to the best of our knowledge and belief.
Authorized Agents (full name, address & telephone number)
 Joseph A. Herring – Herring Surveying Company 315 N. 5th Street, Leavenworth, KS 66048, 913-651-3858
Signed and entered this 22 day of July , 2025
Jon Chambers 25493 Kansas Ave Tongan og ic RS 66086
Print Name, Address, Telephone Bull Class Bull Class
Signature
STATE OF KANSAS) SS
COUNTY OF LEAVENWORTH)
Be it remember that on this 22 day of 50, before me, a notary public in and for said County and State came to me personally known to be the same persons who executed the forgoing instrument of writing, and duly acknowledged the execution of same. In testimony whereof, I have hereunto set my hand and affixed my notary seal the day and year above written.
NOTARY PUBLIC Miane Chamber
My Commission Expires: 2-6-28 NOTARY PUBLIC State of Kansas DIANA CHAMBERS My Appt. Exp. 2-6-28



COMMITMENT FOR TITLE INSURANCE Issued by FIRST NATIONAL TITLE INSURANCE COMPANY

Transaction Identification Data for Reference Only:

Issuing Office: Buyer(s) Side: Continental Title Company - 1204 State Ave, Ste C, Tonganoxie, KS 66086

Closer: Chelsea Barnett | Phone: (913)845-2035 | Fax: (913)845-2028

CTC File No.: 24466048

Property Address: 00000 50 Acres 219th St, Tonganoxie, KS 66086

25493 Kansas Avenue, Tonganoxie, KS 66086

Borrower(s): Jon Chambers and Breah Chambers Sales Amount: \$512,500.00

SCHEDULE A

1. Commitment Effective Date: 16th day of July, 2024 at 8:00 A.M. Update 3/Revised 1 July 14, 2025

2. Policy to be issued:

(a) 2021 ALTA Owner Policy

Proposed Policy Amount:

Proposed Insured:

(b) 2021 ALTA Loan Policy

Proposed Policy Amount: \$463,264.00

Premium: \$614.00

Proposed Insured: First State Bank & Trust

- 3. The estate or interest in the Land at the Commitment Date is: Fee Simple.
- 4. The Title is, at the Commitment Date, vested in:

The Putthoff Living Trust as to Tract I and Gregory J Putthoff and Laurie A Putthoff, Co-Trustees of the Putthoff Living Trust dated November 5, 2013 as to Tract II

Jon Chambers and Breah Chambers, as to Tract III

5. The Land is described as follows:

TRACT I-

This page is only a part of a 2021 ALTA® Commitment for Title Insurance issued by First National Title Insurance Company. This Commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I—Requirements; and Schedule B, Part II—Exceptions; and a counter-signature by the Company or its issuing agent that may be in electronic form.



Lot 2, PUTTHOFF ACRES, a subdivision in the North Half of the Northwest Quarter of the Southwest Quarter, Section 21, Township 10 South, Range 21 East of the 6th PM, Leavenworth County, Kansas

TRACT II-

The Northeast Quarter of the Southwest Quarter of Section 21, Township 10 South, Range 21 East of the 6th P.M., Leavenworth County, Kansas. Subject to that part in roads, if any.

TRACT III-

Tract of land in the Northeast Quarter of Section 22, Township 11 South, Range 20 East of the 6th P.M., Leavenworth County, Kansas, more fully described as follows:

Commencing at the Northeast corner of said Section 22; thence South 88 degrees 30 minutes 54 seconds West for a distance of 301.38 feet along the North line of said Northeast quarter to the TRUE POINT OF BEGINNING; thence South 02 degrees 40 minutes 23 seconds East for a distance of 600.03 feet; thence South 37 degrees 11 minutes 00 seconds East for a distance of 193.39 feet; thence North 87 degrees 27 minutes 31 seconds East for a distance of 191.75 feet; thence South 02 degrees 40 minutes 23 seconds East for a distance of 576.77 feet to a 1/2 inch Bar; thence South 87 degrees 44 minutes 16 seconds West for a distance of 662.53 feet to a 1/2 inch Bar; thence North 02 degrees 44 minutes 14 seconds West for a distance of 1339.36 feet to the North line of said Northeast quarter; thence North 88 degrees 30 minutes 54 seconds East for a distance of 362.77 feet along said North line to the point of beginning, AKA Tract 1 as shown on the Certificate of Survey recorded February 2, 2018 as Document No. 2018S009, and as corrected by Surveyor's Affidavit filed as Document No. 2018R01466, less any part thereof taken or used for road purposes.

This page is only a part of a 2021 ALTA® Commitment for Title Insurance issued by First National Title Insurance Company. This Commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I—Requirements; and Schedule B, Part II—Exceptions; and a counter-signature by the Company or its issuing agent that may be in electronic form.



HOME OWNER'S ASSOCIATION BIG TIMBER RIDGE LEAVENWORTH COUNTY, KANSAS

This Home Owner's Association is for BIG TIMBER RIDGE a Cross Access Easement Subdivision over:

Lot 2, PUTTHOFF ACRES, and the Northeast Quarter of the Southwest Quarter of Section 21, Township 10 South, Range 21 East of the 6th P.M., Leavenworth County, Kansas, as written by Joseph A. Herring PS-1296 on May 15, 2025, more fully described a follows: Beginning at the Southwest corner of said Lot 2; thence North 01 degrees 53'07" West for a distance of 330.07 feet along the West line of said Lot 2; thence North 88 degrees 01'12" East for a distance of 1329.56 feet along the North line of said Lot 2; thence North 01 degrees 50'51" West for a distance of 326.58 feet to the North line of said Southwest Quarter; thence North 88 degrees 11'01" East for a distance of 1330.26 along said North line to the Northeast corner of said Southwest Quarter; thence South 01 degrees 46'59" East 1316.90 feet along the East line of said Southwest Quarter; thence South 88 degrees 05'42" West for a distance of 1328.84 feet; thence North 01 degrees 50'32" West for a distance of 662.14 feet to the Southeast corner of said Lot 2; thence South 88 degrees 01'37" West for a distance of 1329.34 feet along the South line of said Lot 2 to the point of beginning. Together with and subject to covenants, easements, and restrictions of record. Said property contains 50.3 acres, more or less including road right of ways.

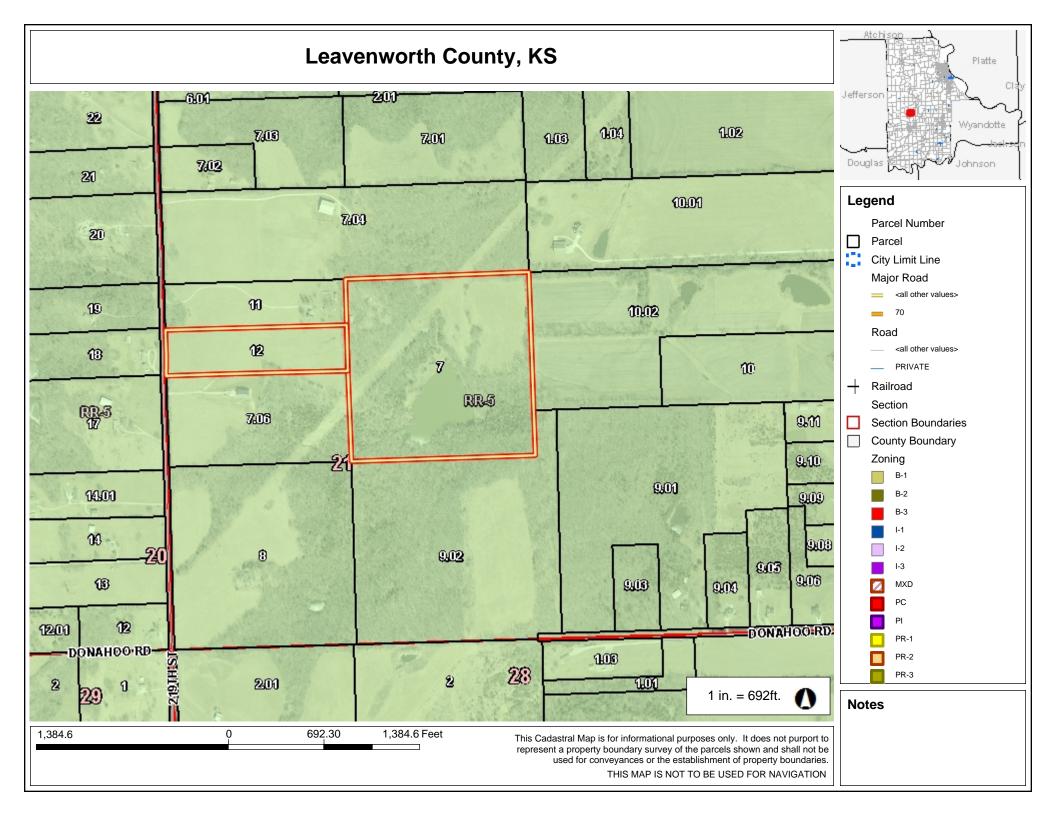
Said BIG TIMBER RIDGE creates an area known as a Cross Access Easement (C.A.E.).

Said area is to be shared and used by all owners/parties within BIG TIMBER RIDGE for the rights of access and for utilities to be allowed to service all Lots.

All Lot Owners are responsible for 50% of the total cost of maintenance of the C.A.E. area. The Home Owner's Association is comprised of the owners of Lots 1 and 2, BIG TIMBER RIDGE. All Lots will each have a single vote per Lot in determining the maintenance issues.

To change any portion of this Home Owners Association document a majority vote must occur.

Maintenance of the cross access easement, is the sole responsibility of the developer and/or future property owners of the properties that the cross access easement provides access to. The cross access easements is not a public right-of-way and will in no way be maintained by Leavenworth County.



Leavenworth County, KS Platte Jefferson 201 6.01 22 Wyandotte 1.02 7.03 7.01 1.03 21 10.01 Legend 7.04 Parcel Number Parcel City Limit Line Major Road <all other values> 100 19 10.02 70 Road 12 <all other values> 18 10 PRIVATE Railroad Section 7.06 9.11 Section Boundaries **County Boundary** 9.10 9.01 1401 9.09 9.02 9.05 9.06 B 9.03 9.04 1201 DONAHOO RD DONAHOO RD 103 201 1.01 1 in. = 692ft. Notes 1,384.6 692.30 1,384.6 Feet This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries. THIS MAP IS NOT TO BE USED FOR NAVIGATION

08-26-25 PW Combined No Further Comment

Big Timber Ranch

Leavenworth County Kansas

Drainage Report

June 1, 2025

Revised August 16, 2025



A Cross Access Easement Subdivision in the Southeast Quarter of Section 13, Township 10 South, Range 21 East of the 6th P.M., Leavenworth County, Kansas.

PRELIMINARY PLAT

Scale 1" = 100'

July 16, 2025 Rev. Sept. 2, 2025

J.Herring, Inc. (dba)

URVEYING

315 North 5th Street, Leav., KS 66048

Ph. 913.651.3858 Fax 913.674.5381 Email – survey@teamcash.com

OMPANY

Job # K-25-1871

PREPARED FOR: CHAMBERS,JON & BREAH 25493 KANSAS AVE TONGANOXIE, KS 66086

PROPERTY ADDRESS: 21502 219TH STREET TONGANOXIE, KS 66086 PID NO. 145-21-0-00-00-007 & 012

Lot 2, PUTTHOFF ACRES, and the Northeast Quarter of the Southwest Quarter of Section 21, Township 10 South, Range 21 East of the 6th P.M., Leavenworth County, Kansas, as written by Joseph A. Herring PS-1296 on May 15, 2025, more fully described a follows: Beginning at the Southwest corner of said Lot 2; thence North 01 degrees 53'07" West for a distance of 330.07 feet along the West line of said Lot 2; thence North 88 degrees 01'12" East for a distance of 1329.56 feet along the North line of said Lot 2; thence North 01 degrees 50'51" West for a distance of 326.58 feet to the North line of said Southwest Quarter; thence North 88 degrees 11'01" East for a distance of 1330.26 along said North line to the Northeast corner of said Southwest Quarter; thence South 01 degrees 46'59" East 1316.90 feet along the East line of said Southwest Quarter; thence South 88 degrees 05'42" West for a distance of 1328.84 feet; thence North 01 degrees 50'32" West for a distance of 662.14 feet to the Southeast corner of said Lot 2; thence South 88 degrees 01'37" West for a distance of 1329.34 feet along the South line of said Lot 2 to the point of beginning.

Together with and subject to covenants, easements, and restrictions of record. Said property contains 50.3 acres, more or less including road right of ways.

RESTRICTIONS:

1) All proposed structures within this plat shall comply with the Leavenworth County Zoning and Subdivision Regulations or zoning regulation jurisdiction. 2) An Engineered Waste Disposal System may be required due to poor soil conditions. 3) Erosion and sediment control measures shall be used when designing and constructing

driveways and other structures. Re-vegetation of all disturbed areas shall be

- completed within 45 days after final grading. 4) All Lots only have Access to 219th Street through the Cross Access Easement. 5) Lots are subject to the off-plat Home Owner's Association detailing the maintenance of the Cross Access Easement.
- the Cross Access Easement, drive, and drive appurtenances. 7) All structures built within the subdivision shall comply with Resolution 2020-39, or as amended. 8) Tracts A & B are considered non-buildable.

6) Leavenworth County shall bear no responsibility for any maintenance and upkeep of the

18) Reference Surveys: PUTHOFF ACRES - Doc # 2021P00029

JAH - J.A.Herring Survey Doc # 2018S044, 2024S012

- Water - RWD 9

ZONING: RR 5 - Rural Residential 5

This survey does not show ownership.
 All distances are calculated from measurements or measured this survey,

unless otherwise noted. 3) All recorded and measured distances are the same, unless otherwise noted.

4) Error of Closure - 1: 1904464, 50.3 Acres, more or less, Incl. R/W 5) Basis of Bearing - KS SPC North Zone 1501

6) Monument Origin Unknown, unless otherwise noted. 7) Existing and Proposed Lots for Agriculture and Residential Use. 8) Road Record - See Survey

9) Benchmark - NAVD88 Project Benchmark (BM) - 1/2" Rebar - NE Corner Lot 2 - 1064.5'

10) Easements, if any, are created hereon or listed in referenced title commitment.

11) Reference Recorded Deed Doc # 2025R03458 12) Utility Companies -

- Electric - Freestate - Sewer - Septic / Lagoon - Gas - Propane / Natural Gas 13) Reference Continental Title Company File Number 24466048 dated July 16, 2025

14) Property is not in a Special Flood Hazard Area per FEMA FIRM Map 20103C0225G dated July 16, 2015 15) Building Setback Lines as shown hereon or noted below - All side yard setbacks - 15' (Accessory - 15') - All rear yard setbacks - 40' (Accessory - 15')

16) Existing Structures, if any, shown in approximate location. 17) Fence Lines do not necessarily denote the boundary line for the property.

- 1/2" Bar Set with Cap No.1296

() - Record / Deeded Distance

U/E - Utility Easement

 $\mathfrak L$ - Centerline

POB - Point of Beginning

POC - Point of Commencing

//// - No Vehicle Entrance Access

- DIRECTION OF WATER FLOW

T — - Underground Telephone/Fiber Optic Line

W—— - 6" Water Line - location as per district

BM - Benchmark

🧭 - Power Pole

 \diamondsuit - Gas Valve

~~~ Tree/Brush Line

OHP—— - Overhead Power Lines

→ - Water Meter/Valve

X----- - Fence Line

D/E - Drainage Easement

B.S.L. - Building Setback Line

○ - 1/2" Bar Found, unless otherwise noted.

NS - Not Set this survey per agreement with client

R/W - Permanent Dedicated Roadway Easement dedicated this plat

NE 1/4 SE 1/4 Sec. 21-10-21 - 1/2" Rebar Cap 356 N. Side of Stone next to Hedge Post



South, Range 21 East of the 6th P.M., Leavenworth County, Kansas.

FINAL PLAT

PREPARED FOR: CHAMBERS, JON & BREAH 22323 TONGANOXIE DR TONGANOXIE, KS 66086

PROPERTY ADDRESS: 21502 219TH STREET TONGANOXIE, KS 66086 PID NO. 145-21-0-00-00-007 & 012

RECORD SURVEYOR'S DESCRIPTION: Lot 2, PUTTHOFF ACRES, and the Northeast Quarter of the Southwest Quarter of Section 21, Township 10 South, Range 21 East of the 6th P.M., Leavenworth County, Kansas, as written by Joseph A. Herring PS-1296 on May 15, 2025, more fully described a follows: Beginning at the Southwest corner of said Lot 2; thence North 01 degrees 53'07" West for a distance of 330.07 feet along the West line of said Lot 2; thence North 88 degrees 01'12" East for a distance of 1329.56 feet along the North line of said Lot 2; thence North 01 degrees 50'51" West for a distance of 326.58 feet to the North line of said Southwest Quarter; thence North 88 degrees 11'01" East for a distance of 1330.26 along said North line to the Northeast corner of said Southwest Quarter; thence South 01 degrees 46'59" East for a distance of 1316.90 feet along the East line of said Southwest Quarter; thence South 88 degrees 05'42" West for a distance of 1328.84 feet; thence North 01 degrees 50'32" West for a distance of 662.14 feet to the Southeast corner of said Lot 2; thence South 88 degrees 01'37" West for a distance of 1329.34 feet along the South line

of said Lot 2 to the point of beginning. Together with and subject to covenants, easements, and restrictions of

Said property contains 50.3 acres, more or less including road right of

REGISTER OF DEED CERTIFICATE:

Filed for Record as Document No. \_

Scale 1" = 100'

July 16, 2025 Rev. 9/2/25

ŢERRING

315 North 5th Street, Leav., KS 66048

Ph. 913.651.3858 Fax 913.674.5381 Email — survey@teamcash.com

OMPANY

Daniel Baumchen, PS#1363

County Surveyor

Job # K-25-1871

Deeds of Leavenworth County, Kansas,

Register of Deeds - TerriLois G. Mashburn

**RESTRICTIONS:** 

1) All proposed structures within this plat shall comply with the Leavenworth

now and hereafter used by the public over, under and along the strips marked "Utility Easement" (U/E).

County Zoning and Subdivision Regulations or zoning regulation jurisdiction. 2) An Engineered Waste Disposal System may be required due to poor soil conditions. 3) Erosion and sediment control measures shall be used when designing and constructing

driveways and other structures. Re-vegetation of all disturbed areas shall be completed within 45 days after final grading. 4) All Lots only have Access to 219th Street through the Cross Access Easement.

5) Lots are subject to the off-plat Home Owner's Association detailing the maintenance of the Cross Access Easement, Tract A and Tract B. 6) Leavenworth County shall bear no responsibility for any maintenance and upkeep of the

the Cross Access Easement, drive, and drive appurtenances. 7) All structures built within the subdivision shall comply with Resolution 2020-39, or as amended. 8) Tracts A & B are considered nonbuildable lots.

CERTIFICATION AND DEDICATION

The undersigned proprietors state that all taxes of the above described tract of land have been paid and that they have caused the same to be subdivided in the manner shown on the accompanying plat, which subdivision shall be known as: BIG TIMBER RANCH.

Easements shown on this plat are hereby dedicated for public use, the rights of way which are shown with dashed lines on the accompanying plat, and said easements may be employed to locate and maintain sewers, water lines, gas lines, poles and wires and any other form of public utility

"Drainage Easements" or "D/E" shown on this plat are hereby dedicated for the purpose of constructing, using, replacing and maintaining a culvert, storm sewer, drainage ditch, or other drainage facility or tributary connections, including similar facilities, and appurtenances thereto, including the right to maintain, repair and replace the drainage facility and for any reconstruction and future expansion of such facility, together with the right of access for the same, is hereby dedicated for public use. Drainage Easements shall be kept clear of obstructions that impair the strength or interfere with the use and/or maintenance of storm drainage facilities. The maintenance and upkeep of said Easements shall be the responsibility of the individual owners of the lots whereupon said Easements are dedicated. Leavenworth County shall bear no responsibility for any maintenance and upkeep of said Easements.

IN TESTIMONY WHEREOF, We, the undersigned owners of BIG TIMBER RANCH, have set our hands this \_

Jon Chambers Breah Chambers

NOTARY CERTIFICATE:

Be it remembered that on this \_\_\_\_\_ day of \_\_\_ 2025, before me, a notary public in and for said County and State came Jon Chambers and Breah Chambers, husband and wife, to me personally known to be the same persons who executed the forgoing instrument of writing, and duly acknowledged the execution of same. In testimony whereof, I have hereunto set my hand and affixed my notary seal the day and year above written.

NOTARY PUBLIC\_ My Commission Expires:\_

We, the Leavenworth County Planning Commission, do hereby approve the foregoing plat of BIG TIMBER RANCH this \_\_\_\_\_ day of \_\_\_

Secretary Chairman Jeff Spink

COUNTY ENGINEER'S APPROVAL: The County Engineer's plat review is only for general conformance with the subdivision regulations as adopted by Leavenworth County. The County is not responsible for the accuracy and adequacy of the design, dimensions, elevations, and quantities.

County Engineer - Mitch Pleak

COUNTY COMMISSION APPROVAL: We, the Board of County Commissioners of Leavenworth County, Kansas, do hereby approve the foregoing plat of BIG TIMBER RANCH this \_\_\_\_\_\_ day of \_\_\_\_\_\_, 2025.

Chairman County Clerk Mike Smith Attest: Fran Keppler

July 2025 and this map or plat is correct to the best of my

Joseph A. Herring

PS # 1296

John Jacobson Building Lines or Setback Lines (B.S.L.) are hereby established as shown on the accompanying plat and no building or portion thereof shall be built or constructed between this line and the street line. NE Cor SW 1/4 Sec. 21-10-21 An easement to enter and exit under or over the area outlined and designated on this plat as "Cross Access Easement" or "C.A.E.", is hereby PID # 145-21...007.04 - 1/2" Rebar Cap 356 N. Side of granted over Tract A, Lot 1, and Lot 2 for the benefit of Lots 1 and 2. Maintenance is to be shared between the owners of said Lots 1 and 2. Home Stone next to Hedge Post Owner's Association (H.O.A.) recorded at the Leavenworth County Register of Deeds Office Doc # 2025R (1329.64' LTH) (2659.28' PUTTHOFF) N 88°11'01" E 1330.26' 20' U/E & D/E West Quarter Corner N 88°11'01" E 2660.01' N. Line SW 1/4 Sec. 21-10-21 - 1/2" Rebar Cap APT LS-1314 (1329.64') PUTTHOFF ACRES - Doc # 2021P00029 PID # 145-21...011 5.30 Acres more or less NE COR LOT 2 Cap not legible TRACT A 10.08 Acres more or less Incl. R/W TRACT B 29.33' Acres more or less 60' C.A.E. PRIVATE DRIVEWAY & U/E S. Line Lot 2 S 88°01'37" W 1329.34' PID # 145-21...007.06 5.59 Acres ZONING: more or less \of Fc Corner RR 5 - Rural Residential 5 1) This survey does not show ownership. - 1/2" Bar Set with Cap No.1296 2) All distances are calculated from measurements or measured this survey, - 1/2" Bar Found, unless otherwise noted. unless otherwise noted. ( ) - Record / Deeded Distance 3) All recorded and measured distances are the same, U/E - Utility Easement unless otherwise noted. 4) Error of Closure - 1: 1904464, 50.3 Acres, more or less, Incl. R/W D/E - Drainage Easement 5) Basis of Bearing - KS SPC North Zone 1501 B.S.L. - Building Setback Line 6) Monument Origin Unknown, unless otherwise noted. R/W - Permanent Dedicated Roadway Easement 7) Existing and Proposed Lots for Agriculture and Residential Use. £ - Centerline 8) Road Record - See Survey ₹ - Section Line 9) Benchmark - NAVD88 BM - Benchmark Project Benchmark (BM) - 1/2" Rebar - NE Corner Lot 2 - 1064.5' \_, 2025 at \_\_\_\_\_ o'clock \_\_M in the Office of the Register of POB - Point of Beginning 10) Easements, if any, are created hereon or listed in referenced title commitment. POC - Point of Commencing 11) Reference Recorded Deed Doc # 2025R03458 //// - No Vehicle Entrance Access 12) Utility Companies -- Water - RWD 9 NS - Not Set this survey per agreement with client - Electric - Freestate - Sewer - Septic / Lagoon 1148.84' 20' U/E & D/E - Gas - Propane / Natural Gas 13) Reference Continental Title Company File Number 24466048 dated July 16, 2025 180.00' 14) Property is not in a Special Flood Hazard Area per (1328.70' LTH) FEMA FÍRM Map 20103C0225G dated July 16, 2015 LEAVENWORTH COUNTY 15) Building Setback Lines as shown hereon or noted below - All side yard setbacks - 15' (Accessory - 15') - All rear yard setbacks - 40' (Accessory - 15') 16) Existing Structures, if any, shown in approximate location. 17) Fence Lines do not necessarily denote the boundary line for the property. 18) Reference Surveys: PUTTHOFF ACRES - Doc # 2021P00029 I hereby certify that this survey plat meets the PID # 145-21...009.02 South Quarter Corner JAH - J.A.Herring Survey Doc # 2018S044, 2024S012 requirements of K.S.A. 58-2005. The face of this Sec. 21-10-21 LTH - L.T. Hahn Survey Doc #2015S016 survey plat was reviewed for compliance with Kansas -1/2" Rebar Minimum Standards for Boundary Surveys. No field SW COR SW 1/4 verification is implied. This review is for survey LS - 1296 Sec. 21-10-21 I hereby certify that this survey was made by me, or under my -5/8" Rebar direct supervision, on the ground during the dates of May through

NOT TO SCALE

South, Range 21 East of the 6th P.M., Leavenworth County, Kansas.

FINAL PLAT

PREPARED FOR: CHAMBERS, JON & BREAH, 22323 TONGANOXIE DR TONGANOXIE, KS 66086

PROPERTY ADDRESS: 21502 219TH STREET TONGANOXIE, KS 66086 PID NO. 145-21-0-00-00-007 & 012

Edit address

RECORD SURVEYOR'S DESCRIPTION: Lot 2, PUTTHOFF ACRES, and the Northeast Quarter of the Southwest Quarter of Section 21, Township 10 South, Range 21 East of the 6th P.M., Leavenworth County, Kansas, as written by Joseph A. Herring PS-1296 on May 15, 2025, more fully described a follows: Beginning at the Southwest corner of said Lot 2; thence North 01 degrees 53'07" West for a distance of 330.07 feet along the West line of said Lot 2; thence North 88 degrees 01'12" East for a distance of 1329.56 feet along the North line of said Lot 2; thence North 01 degrees 50'51" West for a distance of 326.58 feet to the North line of said Southwest Quarter; thence North 88 degrees 11'01" East for a distance of 1330.26 along said North line to the Northeast corner of said Southwest Quarter; thence South 01 degrees 46'59" East for a distance of 1316.90 feet along the East line of said Southwest Quarter; thence South 88 degrees 05'42" West for a distance of 1328.84 feet; thence North 01 degrees 50'32" West for a distance of 662.14 feet to the Southeast corner of said Lot 2; thence South 88 degrees 01'37" West for a distance of 1329.34 feet along the South line

of said Lot 2 to the point of beginning. Together with and subject to covenants, easements, and restrictions of

Said property contains 50.3 acres, more or less including road right of

**RESTRICTIONS:** 

1) All proposed structures within this plat shall comply with the Leavenworth

of the Cross Access Easement, Tract A and Tract B.

now and hereafter used by the public over, under and along the strips marked "Utility Easement" (U/E).

8) Tracts A & B are considered nonbuildable lots.

- County Zoning and Subdivision Regulations or zoning regulation jurisdiction. 2) An Engineered Waste Disposal System may be required due to poor soil conditions. 3) Erosion and sediment control measures shall be used when designing and constructing
- driveways and other structures. Re-vegetation of all disturbed areas shall be completed within 45 days after final grading.
- 4) All Lots only have Access to 219th Street through the Cross Access Easement. 5) Lots are subject to the off-plat Home Owner's Association detailing the maintenance
- 6) Leavenworth County shall bear no responsibility for any maintenance and upkeep of the the Cross Access Easement, drive, and drive appurtenances. 7) All structures built within the subdivision shall comply with Resolution 2020-39, or as amended.

CERTIFICATION AND DEDICATION

The undersigned proprietors state that all taxes of the above described tract of land have been paid and that they have caused the same to be subdivided in the manner shown on the accompanying plat, which subdivision shall be known as: BIG TIMBER RANCH.

Easements shown on this plat are hereby dedicated for public use, the rights of way which are shown with dashed lines on the accompanying plat, and said easements may be employed to locate and maintain sewers, water lines, gas lines, poles and wires and any other form of public utility

"Drainage Easements" or "D/E" shown on this plat are hereby dedicated for the purpose of constructing, using, replacing and maintaining a culvert, storm sewer, drainage ditch, or other drainage facility or tributary connections, including similar facilities, and appurtenances thereto, including the right to maintain, repair and replace the drainage facility and for any reconstruction and future expansion of such facility, together with the right of access for the same, is hereby dedicated for public use. Drainage Easements shall be kept clear of obstructions that impair the strength or interfere with the use and/or maintenance of storm drainage facilities. The maintenance and upkeep of said Easements shall be the responsibility of the individual owners of the lots whereupon said Easements are dedicated. Leavenworth County shall bear no responsibility for any maintenance and upkeep of said Easements.

Building Lines or Setback Lines (B.S.L.) are hereby established as shown on the accompanying plat and no building or portion thereof shall be built or constructed between this line and the street line.

An easement to enter and exit under or over the area outlined and designated on this plat as "Cross Access Easement" or "C.A.E.", is hereby granted over Tract A, Lot 1, and Lot 2 for the benefit of Lots 1 and 2. Maintenance is to be shared between the owners of said Lots 1 and 2. Home IN TESTIMONY WHEREOF, We, the undersigned owners of BIG TIMBER RANCH, have set our hands this \_

Jon Chambers Breah Chambers

NOTARY CERTIFICATE:

My Commission Expires:\_

Be it remembered that on this \_\_\_\_\_ day of \_\_\_ \_ 2025, before me, a notary public in and for said County and State came Jon Chambers and Breah Chambers, husband and wife, to me personally known to be the same persons who executed the forgoing instrument of writing, and duly acknowledged the execution of same. In testimony whereof, I have hereunto set my hand and affixed my notary seal the day and year above written.

NOTARY PUBLIC\_

We, the Leavenworth County Planning Commission, do hereby approve the foregoing plat of BIG TIMBER RANCH this \_\_\_\_\_ day of \_\_\_

Secretary Chairman Jeff Spink John Jacobson

COUNTY ENGINEER'S APPROVAL: The County Engineer's plat review is only for general conformance with the subdivision regulations as adopted by Leavenworth County. The County is not responsible for the accuracy and adequacy of the design, dimensions, elevations, and quantities.

County Engineer - Mitch Pleak

COUNTY COMMISSION APPROVAL: We, the Board of County Commissioners of Leavenworth County, Kansas, do hereby approve the foregoing plat of BIG TIMBER RANCH this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Chairman County Clerk Mike Smith Attest: Fran Keppler

ovide LSRR

Joseph A. Herring

PS # 1296

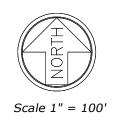
NE Cor SW 1/4 Sec. 21-10-21

PID # 145-21...007.04 - 1/2" Rebar Cap 356 N. Side of Stone naxt to Hedge Post Owner's Association (H.O.A.) recorded at the Leavenworth County Register of Deeds Office Doc # 2025R (1329.64' LTH) (2659.28' PUTTHOFF) N 88°11'01" E 1330.26' 20' U/E & D/E West Quarter Corner N 88°11'01" E 2660.01' N. Line SW 1/4 Sec. 21-10-21 - 1/2" Rebar Cap APT LS-1314 (1329.64') move or mask text PUTTHOFF ACRES - Doc # 2021P00029 PID # 145-21...011 5.30 Acres NE COR LOT 2 more or less Cap not legible TRACT A 10.08 Acres more or less Incl. R/W 29.33' Acres more or less 60' C.A.E. PRIVATE DRIVEWAY & U/E S. Line Lot 2 S 88°01'37" W 1329.34' PID # 145-21...007.06 5.59 Acres ZONING: more or less \of Fc Corner RR 5 - Rural Residential 5 1) This survey does not show ownership. - 1/2" Bar Set with Cap No.1296 2) All distances are calculated from measurements or measured this survey, - 1/2" Bar Found, unless otherwise noted. unless otherwise noted. ( ) - Record / Deeded Distance 3) All recorded and measured distances are the same, U/E - Utility Easement unless otherwise noted. 4) Error of Closure - 1: 1904464, 50.3 Acres, more or less, Incl. R/W D/E - Drainage Easement 5) Basis of Bearing - KS SPC North Zone 1501 B.S.L. - Building Setback Line 6) Monument Origin Unknown, unless otherwise noted. R/W - Permanent Dedicated Roadway Easement 7) Existing and Proposed Lots for Agriculture and Residential Use. £ - Centerline 8) Road Record - See Survey ₹ - Section Line 9) Benchmark - NAVD88 BM - Benchmark Project Benchmark (BM) - 1/2" Rebar - NE Corner Lot 2 - 1064.5' POB - Point of Beginning 10) Easements, if any, are created hereon or listed in referenced title commitment. POC - Point of Commencing 11) Reference Recorded Deed Doc # 2025R03458 //// - No Vehicle Entrance Access 12) Utility Companies -- Water - RWD 9 NS - Not Set this survey per agreement with client - Electric - Freestate - Sewer - Septic / Lagoon 1148.84' 20' U/E & D/E - Gas - Propane / Natural Gas 13) Reference Continental Title Company File Number 24466048 dated July 16, 2025 180.00' 14) Property is not in a Special Flood Hazard Area per (1328.70' LTH) FEMA FÍRM Map 20103C0225G dated July 16, 2015 LEAVENWORTH COUNTY 15) Building Setback Lines as shown hereon or noted below - All side yard setbacks - 15' (Accessory - 15') - All rear yard setbacks - 40' (Accessory - 15') 16) Existing Structures, if any, shown in approximate location. 17) Fence Lines do not necessarily denote the boundary line for the property. 18) Reference Surveys: PUTTHOFF ACRES - Doc # 2021P00029 PID # 145-21...009.02 South Quarter Corner JAH - J.A.Herring Survey Doc # 2018S044, 2024S012 Sec. 21-10-21 LTH - L.T. Hahn Survey Doc #2015S016 -1/2" Rebar SW COR SW 1/4 LS - 1296 Sec. 21-10-21 I hereby certify that this survey was made by me, or under my -5/8" Rebar direct supervision, on the ground during the dates of May through July 2025 and this map or plat is correct to the best of my

NOT TO SCALE

REGISTER OF DEED CERTIFICATE: Filed for Record as Document No. \_ \_, 2025 at \_\_\_\_\_ o'clock \_\_M in the Office of the Register of Deeds of Leavenworth County, Kansas,

Register of Deeds - TerriLois G. Mashburn



Job # K-25-1871 July 16, 2025 Rev. 9/2/25 ŢERRING OMPANY

315 North 5th Street, Leav., KS 66048

Ph. 913.651.3858 Fax 913.674.5381 Email — survey@teamcash.com

I hereby certify that this survey plat meets the requirements of K.S.A. 58-2005. The face of this survey plat was reviewed for compliance with Kansas Minimum Standards for Boundary Surveys. No field verification is implied. This review is for survey

Daniel Baumchen, PS#1363

County Surveyor

South, Range 21 East of the 6th P.M., Leavenworth County, Kansas.

## FINAL PLAT

PREPARED FOR: CHAMBERS, JON & BREAH 25493 KANSAS AVE TONGANOXIE, KS 66086

PROPERTY ADDRESS: 21502 219TH STREET TONGANOXIE, KS 66086 PID NO. 145-21-0-00-00-007 & 012

RECORD SURVEYOR'S DESCRIPTION: Lot 2, PUTTHOFF ACRES, and the Northeast Quarter of the Southwest Quarter of Section 21, Township 10 South, Range 21 East of the 6th P.M., Leavenworth County, Kansas, as written by Joseph A. Herring PS-1296 on May 15, 2025, more fully described a follows: Beginning at the Southwest corner of said Lot 2; thence North 01 degrees 53'07" West for a distance of 330.07 feet along the West line of said Lot 2; thence North 88 degrees 01'12" East for a distance of 1329.56 feet along the North line of said Lot 2; thence North 01 degrees 50'51" West for a distance of 326.58 feet to the North line of said Southwest Quarter; thence North 88 degrees 11'01" East for a distance of 1330.26 along said North line to the Northeast corner of said Southwest Quarter; thence South 01 degrees 46'59" East for a distance of 1316.90 feet along the East line of said Southwest Quarter; thence South 88 degrees 05'42" West for a distance of 1328.84 feet; thence North 01 degrees 50'32" West for a distance of 662.14 feet to the Southeast corner of said Lot 2; thence South 88 degrees 01'37" West for a distance of 1329.34 feet along the South line of said Lot 2 to the point of beginning.

Together with and subject to covenants, easements, and restrictions of

Said property contains 50.3 acres, more or less including road right of

**RESTRICTIONS:** 

1) All proposed structures within this plat shall comply with the Leavenworth

County Zoning and Subdivision Regulations or zoning regulation jurisdiction. 2) An Engineered Waste Disposal System may be required due to poor soil conditions.

3) Erosion and sediment control measures shall be used when designing and constructing driveways and other structures. Re-vegetation of all disturbed areas shall be

completed within 45 days after final grading. 4) All Lots only have Access to 219th Street through the Cross Access Easement.

5) Lots are subject to the off-plat Home Owner's Association detailing the maintenance of the Cross Access Easement, Tract A and Tract B. 6) Leavenworth County shall bear no responsibility for any maintenance and upkeep of the

the Cross Access Easement, drive, and drive appurtenances. 7) All structures built within the subdivision shall comply with Resolution 2020-39, or as amended. 8) Tracts A & B are considered nonbuildable lots.

CERTIFICATION AND DEDICATION

The undersigned proprietors state that all taxes of the above described tract of land have been paid and that they have caused the same to be subdivided in the manner shown on the accompanying plat, which subdivision shall be known as: BIG TIMBER RANCH.

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An easement to enter and exit under or over the area outlined and designated on this plat as "Cross Access Easement" or "C.A.E.", is hereby granted over Tract A, Lot 1, and Lot 2 for the benefit of Lots 1 and 2. Maintenance is to be shared between the owners of said Lots 1 and 2. Home Owner's Association (H.O.A.) recorded at the Leavenworth County Register of Deeds Office Doc # 2025R

IN TESTIMONY WHEREOF, We, the undersigned owners of BIG TIMBER RANCH, have set our hands this \_

Jon Chambers Breah Chambers

NOTARY CERTIFICATE:

My Commission Expires:\_

2025, before me, a notary public in and for said County and State Be it remembered that on this \_\_\_\_\_ day of \_\_\_ came Jon Chambers and Breah Chambers, husband and wife, to me personally known to be the same persons who executed the forgoing instrument of writing, and duly acknowledged the execution of same. In testimony whereof, I have hereunto set my hand and affixed my notary seal the day and year above written.

NOTARY PUBLIC\_

TIMBER RANCH this \_\_\_\_\_ day of \_\_\_

We, the Leavenworth County Planning Commission, do hereby approve the foregoing plat of BIG

Secretary Chairman Jeff Spink John Jacobson

COUNTY ENGINEER'S APPROVAL: The County Engineer's plat review is only for general conformance with the subdivision regulations as adopted by Leavenworth County. The County is not responsible for the accuracy and adequacy of the design, dimensions, elevations, and quantities.

County Engineer - Mitch Pleak

PID # 145-21...007.04

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Chairman County Clerk Mike Smith Attest: Fran Keppler

> NE Cor SW 1/4 Sec. 21-10-21 - 1/2" Rebar Cap 356 N. Side of

Joseph A. Herring

PS # 1296

Stone next to Hedge Post

(1329.64' LTH) (2659.28' PUTTHOFF) N 88°11'01" E 1330.26' 20' U/E & D/E West Quarter Corner N 88°11'01" E 2660.01' N. Line SW 1/4 Sec. 21-10-21 - 1/2" Rebar Cap APT LS-1314 (1329.64') PUTTHOFF ACRES - Doc # 2021P00029 PID # 145-21...011 5.30 Acres NE COR LOT 2 more or less Cap not legible TRACT A 10.08 Acres more or less Incl. R/W 60' C.A.E. PRIVATE DRIVEWAY & U/E S. Line Lot 2 S 88°01'37" W 1329.34' PID # 145-21...007.06 5.59 Acres ZONING: more or less \of Fc Corner RR 5 - Rural Residential 5 1) This survey does not show ownership. - 1/2" Bar Set with Cap No.1296 2) All distances are calculated from measurements or measured this survey, - 1/2" Bar Found, unless otherwise noted. unless otherwise noted. ( ) - Record / Deeded Distance 3) All recorded and measured distances are the same, U/E - Utility Easement unless otherwise noted. 4) Error of Closure - 1: 1904464, 50.3 Acres, more or less, Incl. R/W D/E - Drainage Easement 5) Basis of Bearing - KS SPC North Zone 1501 B.S.L. - Building Setback Line 6) Monument Origin Unknown, unless otherwise noted. R/W - Permanent Dedicated Roadway Easement 7) Existing and Proposed Lots for Agriculture and Residential Use. £ - Centerline 8) Road Record - See Survey ₹ - Section Line 9) Benchmark - NAVD88 BM - Benchmark Project Benchmark (BM) - 1/2" Rebar - NE Corner Lot 2 - 1064.5' POB - Point of Beginning 10) Easements, if any, are created hereon or listed in referenced title commitment. POC - Point of Commencing 11) Reference Recorded Deed Doc # 2025R03458 //// - No Vehicle Entrance Access 12) Utility Companies -- Water - RWD 9 NS - Not Set this survey per agreement with client - Electric - Freestate - Sewer - Septic / Lagoon 1148.84' 20' U/E & D/E - Gas - Propane / Natural Gas 13) Reference Continental Title Company File Number 24466048 dated July 16, 2025 180.00' 14) Property is not in a Special Flood Hazard Area per (1328.70' LTH) FEMA FIRM Map 20103C0225G dated July 16, 2015 LEAVENWORTH COUNTY 15) Building Setback Lines as shown hereon or noted below - All side yard setbacks - 15' (Accessory - 15') - All rear yard setbacks - 40' (Accessory - 15') 16) Existing Structures, if any, shown in approximate location. 17) Fence Lines do not necessarily denote the boundary line for the property. 18) Reference Surveys: PUTTHOFF ACRES - Doc # 2021P00029 PID # 145-21...009.02 South Quarter Corner JAH - J.A.Herring Survey Doc # 2018S044, 2024S012 Sec. 21-10-21 LTH - L.T. Hahn Survey Doc #2015S016 -1/2" Rebar SW COR SW 1/4 LS - 1296 Sec. 21-10-21 I hereby certify that this survey was made by me, or under my -5/8" Rebar direct supervision, on the ground during the dates of May through July 2025 and this map or plat is correct to the best of my

NOT TO SCALE

REGISTER OF DEED CERTIFICATE: Filed for Record as Document No. \_ \_, 2025 at \_\_\_\_\_ o'clock \_\_M in the Office of the Register of

Register of Deeds - TerriLois G. Mashburn

Deeds of Leavenworth County, Kansas,



Scale 1" = 100' Job # K-25-1871 July 16, 2025 Rev. 9/2/25

\_\_\_ERRING URVEYING OMPANY 315 North 5th Street, Leav., KS 66048 Ph. 913.651.3858 Fax 913.674.5381 Email – survey@teamcash.com

I hereby certify that this survey plat meets the requirements of K.S.A. 58-2005. The face of this survey plat was reviewed for compliance with Kansas Minimum Standards for Boundary Surveys. No field verification is implied. This review is for survey

Daniel Baumchen, PS#1363 County Surveyor

#### Schweitzer, Joshua

**From:** Joe Herring <a href="mailto:herringsurveying@outlook.com">herringsurveying@outlook.com</a>

**Sent:** Tuesday, July 22, 2025 7:04 AM

To: PZ

**Subject:** Fw: SERVICE VERIFICATION - Parcel - R19083 BIG TIMBER FREESTATE

*Notice:* This email originated from outside this organization. Do not click on links or open attachments unless you trust the sender and know the content is safe.

Thank you - Joe Herring

J.Herring Inc., dba, Herring Surveying Company 315 N. 5th Street, Leavenworth, KS 66048 913-651-3858 - ROCK CHALK!

From: Shauna Snyder

Sent: Monday, May 5, 2025 2:01 PM

To: PZ

Cc: Joe Herring

Subject: SERVICE VERIFICATION - Parcel - R19083

FreeState Electrical Cooperative will provide power to TWO new homes being built just north of 21474 219th

St (Big Timber Ranch), parcel R19083, for Jon Chambers.

Thank you,

## **Shauna Snyder**Work Order Coordinator



1-800-794-1989 | www.freestate.coop

#### Schweitzer, Joshua

**From:** Joe Herring <a href="mailto:herringsurveying@outlook.com">herringsurveying@outlook.com</a>

**Sent:** Tuesday, July 22, 2025 7:04 AM

To: PZ

**Subject:** Fw: Big Timber Ranch - Jon Chambers - FIRE LETTER

*Notice:* This email originated from outside this organization. Do not click on links or open attachments unless you trust the sender and know the content is safe.

Thank you - Joe Herring

J.Herring Inc., dba, Herring Surveying Company 315 N. 5th Street, Leavenworth, KS 66048 913-651-3858 - ROCK CHALK!

From: Timothy Smith

Sent: Thursday, May 8, 2025 8:32 AM

To: Joe Herring

Subject: Re: Big Timber Ranch - Jon Chambers

Joe,

Tonganoxie Township has no issues with this project.

On Sun, May 4, 2025 at 10:09 AM Joe Herring < herringsurveying@outlook.com > wrote:

Please see the attached sketch. County is requiring that these 2 tracts will become a Cross Access Easement Plat for 2 buildable Lots.

Both building will be on the Eastern tract (B) with over ¼ mile driveway to these sites off of 219<sup>th</sup> Street. Land is just north of 21474 219<sup>th</sup> Street.

Can you please send the standard service letters supporting the 2 houses.

Water 9 - please note where the meters will be required to be place.

Thank you - Joe Herring

J.Herring Inc., dba, Herring Surveying Company 315 N. 5th Street, Leavenworth, KS 66048 913-651-3858 - ROCK CHALK!

P.O. Box 295 Tonganoxie, Kansas 66086 (913) 845-3571 LVRWD9.COM

I am responding to a request that LVRWD #9 received via email from Joe Herring a surveyor, requesting a letter stating that LVRWD9 can provide water to 0000 219<sup>th</sup> Tonganoxie, KS. This land is going to be split into a Tract A which is R308896 and Parcel ID 1452100000012000 and a Tract B which is R19083 and Parcel ID 145210000007000. The land will have an access road coming from 219<sup>th</sup> St on Tract A and going east to the back property Tract B. Two houses will be built on Tract B.

LVRWD9 can provide water to the property stated above. The two separate meters will be placed within 20' of 219<sup>th</sup> east on the property. One meter will be placed on the north side of the drive to serve the most north house on Tract B and one meter will be placed on the south side of the drive to serve the most south house on Tract B. It will be the homeowner's responsibility to run the customer service line from the meter to the houses. Only the mainline on 219<sup>th</sup> and the service line to the two meters is the responsibility of LVRWD #9. Anything going east from the meter to the houses is the homeowner's responsibility.

If you have any questions or concerns, please do not hesitate to contact us at (913) 845-3571 or by email at lvrwd9@gmail.com.

Thank you and have a great day.

Thanks,

District Manager,

Karen Armstrong

#### Schweitzer, Joshua

**From:** Dedeke, Andrew <adedeke@lvsheriff.org>

**Sent:** Thursday, July 24, 2025 10:56 AM

**To:** Schweitzer, Joshua

Subject: RE: DEV-25-079/080 Preliminary & Final Plat Big Timber Ranch - Herring

We do not foresee any problems.

From: Schweitzer, Joshua

**Sent:** Thursday, July 24, 2025 10:44 AM **To:** Magaha, Chuck; Dedeke, Andrew

Subject: FW: DEV-25-079/080 Preliminary & Final Plat Big Timber Ranch - Herring

Notice: This email originated from outside this organization. Do not click on links or open attachments unless you trust the sender and know the content is safe.

Gentlemen,

Please see below for case details.

v/r

Joshua J. Schweitzer Development Planner Leavenworth County Planning & Zoning 300 Walnut St, Suite 212 Leavenworth County, Kansas 66048 (913) 684-0465

From: Schweitzer, Joshua < <a href="mailto:JSchweitzer@leavenworthcounty.gov">JSchweitzer@leavenworthcounty.gov</a>

Sent: Thursday, July 24, 2025 9:40 AM

**To:** Magaha, Chuck; Dedeke, Andrew; Miller, Jamie < <u>JMiller@leavenworthcounty.gov</u>>; Noll, Bill < <u>BNoll@leavenworthcounty.gov</u>>; McAfee, Joe < <u>JMcAfee@leavenworthcounty.gov</u>>; 'Mitch Pleak' < <u>mpleak@olsson.com</u>>; Baumchen, Daniel < <u>DBaumchen@leavenworthcounty.gov</u>>; Brown, Misty < <u>MBrown@leavenworthcounty.gov</u>>; Khalil, Jon < <u>jkhalil@leavenworthcounty.gov</u>>; San, Soma

<<u>SSan@leavenworthcounty.gov</u>> **Cc:** PZ <PZ@leavenworthcounty.gov>

Subject: DEV-25-079/080 Preliminary & Final Plat Big Timber Ranch - Herring

Good Morning,

The Leavenworth County Department of Planning and Zoning has received a request for a Cross Access Easement for a 3-lot subdivision located at 145-21-0-00-007 and 145-21-0-00-00-012.

The Planning Staff would appreciate your written input in consideration of the above request. Please review the attached information and forward any comments to us by August 7th.

If you have any questions or need additional information, please contact me at (913) 684-0465 or at pz@leavenworthcounty.gov

#### Schweitzer, Joshua

From: Anderson, Kyle

**Sent:** Thursday, July 24, 2025 9:54 AM

**To:** Schweitzer, Joshua

Subject: RE: DEV-25-079/080 Preliminary & Final Plat Big Timber Ranch - Herring

We have not received any complaints on this property, and we are not aware of any septic systems currently installed on it

Kyle Anderson Environmental Technician/Code Enforcement Leavenworth County Planning & Zoning 300 Walnut St. Ste. 212 Leavenworth, KS 66048 913-684-1084

Disclaimer: This message and any attachments are intended only for the use of the recipient or their authorized representative. The information provided in this email is limited in scope and response detail by available information, current zoning and subdivision regulations. Depending on the level of development, the applicable regulations can change. Final approval cannot be granted until a complete application has been submitted, reviewed and approved by the governing body. Nothing in this message or its contents should be interpreted to authorize or conclude approval by Leavenworth County.

From: Schweitzer, Joshua

Sent: Thursday, July 24, 2025 9:40 AM

To: Magaha, Chuck; Dedeke, Andrew; Miller, Jamie; Noll, Bill; McAfee, Joe; 'Mitch Pleak'; Baumchen, Daniel; Brown,

Misty; Khalil, Jon; San, Soma

Cc: PZ

Subject: DEV-25-079/080 Preliminary & Final Plat Big Timber Ranch - Herring

Good Morning,

The Leavenworth County Department of Planning and Zoning has received a request for a Cross Access Easement for a 3-lot subdivision located at 145-21-0-00-007 and 145-21-0-00-00-012.

The Planning Staff would appreciate your written input in consideration of the above request. Please review the attached information and forward any comments to us by August 7th.

If you have any questions or need additional information, please contact me at (913) 684-0465 or at pz@leavenworthcounty.gov

v/r

Joshua J. Schweitzer Development Planner Leavenworth County Planning & Zoning 300 Walnut St, Suite 212 Leavenworth County, Kansas 66048 (913) 684-0465

# Leavenworth County Request for Board Action

| Date: August 28, 2025                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| To: Board of County Commissioners                                                                                                                                                                                                                                          |
| From: Tammy Saldivar, Leavenworth County Solid Waste                                                                                                                                                                                                                       |
| Department Head Approval: TS                                                                                                                                                                                                                                               |
| Additional Reviews as needed:                                                                                                                                                                                                                                              |
| Budget Review ☐ Administrator Review ☐ Legal Review ☐                                                                                                                                                                                                                      |
| Action Requested: Approval to accept a 5-year lease agreement from VLP Equipment Share for a Case SV280B replacing a 2016 JCB Skid Steer with an annual lease payment of \$8,873.25. The JCB is not on a current lease program it was purchased in 2016 for \$46,648.91.   |
| Recommendation: Approve to accept the 5-year lease from VLP.                                                                                                                                                                                                               |
| <b>Analysis:</b> This is a replacement for our current JCB Skid Steer Unit 363 which has depreciated out and is at its end of life where it is going to cost more to fix than to replace. This is the lowest qualified bid under the Leavenworth County Purchasing Policy. |
| Alternatives:                                                                                                                                                                                                                                                              |
| Budgetary Impact:                                                                                                                                                                                                                                                          |
| <ul> <li>Not Applicable</li> <li>Budgeted item with available funds</li> <li>Non-Budgeted item with available funds through prioritization</li> <li>Non-Budgeted item with additional funds requested</li> </ul>                                                           |
| <b>Total Amount Requested:</b> \$44,366.25 for the life of the lease.                                                                                                                                                                                                      |
| Additional Attachments: Bid Documents.                                                                                                                                                                                                                                     |

# COUNTY OF LEAVENWORTH One (1) Skid Steer Loader for the Transfer Station Bid opened on 08.28.2025



|                                                  |                           |                | VLP- Equipment Share Kansas<br>City, MO |             | Foley Equipment<br>Olathe, KS |  |
|--------------------------------------------------|---------------------------|----------------|-----------------------------------------|-------------|-------------------------------|--|
| Item Description                                 | Quantity                  | Bid Price      | Model                                   | Bid Price   | Model                         |  |
| D. I' I D                                        |                           | фго 222 00     | CASE SVOOD                              | Ф74 F00 00  | CATOSOSYC                     |  |
| Delivered Price<br>5yr- 5000 hrs                 | 1                         | \$59,232.00    | CASE SV280B                             | \$71,500.00 | CAT 25005XC                   |  |
|                                                  |                           |                |                                         |             |                               |  |
| Annual Financing                                 |                           |                |                                         |             |                               |  |
| 1                                                |                           | \$8,873.25     |                                         | \$13,423.76 |                               |  |
| 2                                                |                           | \$8,873.25     |                                         | \$13,423.76 |                               |  |
| 3                                                |                           | \$8,873.25     |                                         | \$13,423.76 |                               |  |
| 4                                                |                           | \$8,873.25     |                                         | \$13,423.76 |                               |  |
| 5                                                |                           | \$8,873.25     |                                         | \$13,423.76 |                               |  |
|                                                  |                           |                |                                         |             |                               |  |
|                                                  |                           |                |                                         |             |                               |  |
|                                                  |                           |                |                                         |             |                               |  |
| Leavenworth County Contractor (local preference, | percentage difference fro | om lowest bid) |                                         |             |                               |  |

| BID                                                                                                                                                                        | FORM .                                       |            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|------------|
| (1)New or current Model Skid-Steer Loader (as specified) No bucket or attachments.                                                                                         | Delivered Price for(1) Skid-<br>Steer Loader | \$ 59,232  |
| Machine + warranty only                                                                                                                                                    |                                              |            |
| 5 Year lease payments including extended warranty                                                                                                                          | Annual Payments (1)                          | \$ 8873.25 |
|                                                                                                                                                                            | Annual Payments (2)                          | \$ 8873.25 |
|                                                                                                                                                                            | Annual Payments (3)                          | \$ 8873.25 |
|                                                                                                                                                                            | Annual Payments (4)                          | \$ 8873 25 |
|                                                                                                                                                                            | Annual Payments (5)                          | \$ 8873.25 |
| *Time of delivery must be specified.  *Vehicle will be a Turn-Key delivered to the Transfer Station  *All warranties on equipment, will be handled by the equipment dealer |                                              |            |
| Skid-Steer is to be delivered within 60 days after awarded contract.                                                                                                       |                                              |            |
| Sealed bids must be received by: Thursday, August 28, 2025                                                                                                                 | at 10:30 a.m.                                |            |
| Please submit all sealed bids to:                                                                                                                                          |                                              |            |

| Your Company Name: VLP/EQUIPMENTSHARE              |
|----------------------------------------------------|
| Address: 4100 GARDNER AM KANSAS City Mo 64120      |
| Name (Printed): EARI WHEELER                       |
| Date: Aug 27, 2025                                 |
| Delivery of Skid-Steer Loader: SEPT 3, 2025        |
| Email Address: EARI. WHEELER @ EQUIPMENTShace (COM |

Leavenworth County Clerk 300 Walnut, Sulte 106 Leavenworth, KS 66048

## LEAVENWORTH COUNTY SOLID WASTE DEPT. BID FORM

5 year 5000 hour Governmental walk away lease FOR (1) ONE NEW SKID -STEER LOADER New or current Model Skid-Steer Loader

## Specification for Skid-Steer Loader for Leavenworth County Solid Waste Dept.

#### <u>General</u>

Skid- Steer Loader shall have a lifting capacity of 2,000 lbs or equivalent,

#### Safety And Security

Unit to be equipped with the following: Enclosed cab with side screens. A seat belt or seat bar. ROPS/FOPS protective structure. Cab Accessory harness. Sound Reduction Cab. Parking brake. Back up alarm. rear camera

|                                                                                                                                                                                                                                    | Meets<br>Specs (Y/N) | <u>Comments</u>                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------------------------|
| Engine: Minimum of 74 HP TurboCharge IV Diesel                                                                                                                                                                                     | Ves                  |                                              |
| Engine Block Heater                                                                                                                                                                                                                | Yes                  |                                              |
| Engine/Hydraulic System Shutdown                                                                                                                                                                                                   | Yes                  |                                              |
| Hydraulics:<br>Lifting Capacity of 2,000 lbs or equivalent                                                                                                                                                                         | yec                  |                                              |
| Advanced Hydraulic Controls                                                                                                                                                                                                        | Yes                  |                                              |
| Auxiliary Hydraulics - Variable Flow                                                                                                                                                                                               | Yec                  |                                              |
| Hydraulic Bucket Postioning                                                                                                                                                                                                        | Yes                  |                                              |
| High Flow Hydraulics                                                                                                                                                                                                               | NO                   | STANDARD Flow                                |
| Hydraulic Quick Attach for Bucket                                                                                                                                                                                                  | Yes .                | P                                            |
| Electrical Attachment/Hydraulic Control Kit                                                                                                                                                                                        | Yes                  |                                              |
| Operators Cab: To include the following: Adjustable Suspsensio Cushion Seat, Full Cab Enclosure with Heat and AC, Seat Bar, ROPS/FOPS Protective Structure, Cab Accessory Harness, Sound Reduction Cab, AM/FM Radio, Parking Brake | Ves                  |                                              |
| Lights:                                                                                                                                                                                                                            |                      |                                              |
| Front & Rear Work Lights with tail lights                                                                                                                                                                                          | Yes                  |                                              |
| LED Strobe Lights                                                                                                                                                                                                                  | <u>yes</u>           | 8<br>2 2 3 3 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 |

| Backup Alarm                                                                                      | Ves                                                               |                 |
|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-----------------|
| <u>Tires:</u>                                                                                     |                                                                   |                 |
| Heavy Duty Front: Foam filled Heavy Duty Rear: Foam filled                                        | Yes<br>Yes                                                        |                 |
| Warranty / Optional Warranty:                                                                     | i.                                                                |                 |
| 5 year, 5,000 hour extended warranty for life of including travel time to and from Transfer Stati | flease<br>on.                                                     |                 |
| Warranty shall start when machine is delivered                                                    | l and ready to use.                                               |                 |
| Notice To Bidder:                                                                                 | æ                                                                 |                 |
| Delivery date shall be stated at time of bid sub                                                  | mittal.                                                           |                 |
| Any questions call Tammy Saldivar 913-727-2 7:30 am to 4:00 pm Tuesday thru Friday.               | 858 between the hours of                                          |                 |
| Leavenworth County reserves the right to reject non-conformity in any submitted bid and to ren    | ct any and all bids and to waive<br>nove any trade equipment from | any<br>the bid. |
| Equipment supplier must return completed spepublished date.                                       | ecifications along with the bid fo                                | orm by the      |
| If additional information outside of the specific that information in the section below.          | ations needs to be included, pla                                  | ease provide    |
| Additional Comments:                                                                              | ŷ.                                                                |                 |
|                                                                                                   |                                                                   |                 |
|                                                                                                   |                                                                   |                 |
|                                                                                                   |                                                                   |                 |

\*



#### Quote

Date: Aug 27, 2025

Prepared By : Jonathan Donnelly

Dealer / Quote #: 064659/512669

"Buyer(s)":( Legal Name(s) and Address) COUNTY OF LEAVENWORTH KS "Seller": (Dealer's Legal Name and Address) INNOVATIVE EQUIPMENT SERVICES 2 LLC 4100 GARDNER AVENUE KANSAS CITY, MO 64120 Phone: (816) 241 9290

**EQUIPMENT AND TRADE-IN DETAILS** 

| N/U | "EQUIPMENT"<br>(Make and Type) | MODEL  | IDENTIFICATION NO. (PIN) | HOURS |
|-----|--------------------------------|--------|--------------------------|-------|
| N   | Case Skid Steer                | SV280B |                          | 0     |
|     |                                |        |                          |       |
|     |                                |        |                          |       |
|     |                                |        |                          |       |
|     |                                |        |                          |       |

| MAKE | "TRADE-IN EQUIPMENT"<br>TYPE | MODEL | IDENTIFICATION NO.<br>(PIN) | HOURS | GROSS<br>ALLOWANCE<br>(In Dollars) | SECURED DEBT<br>DUE<br>(In Dollars) | NET TRADE-IN<br>ALLOWANCE<br>(In Dollars) |
|------|------------------------------|-------|-----------------------------|-------|------------------------------------|-------------------------------------|-------------------------------------------|
|      |                              |       |                             |       |                                    |                                     |                                           |
|      |                              |       |                             |       |                                    |                                     |                                           |
|      |                              |       |                             |       |                                    |                                     |                                           |

| CONTRACT / LEASE QUOTE DETAILS | Option 1            | Option 2 | Option 3 | Option 4 |
|--------------------------------|---------------------|----------|----------|----------|
| Quote Type                     | Lease-Op            |          |          |          |
| Solve For                      | Payment             |          |          |          |
| Sales Program                  | 989 - 0001 Municipa |          |          |          |
| Term in Months                 | 60                  |          |          |          |
| APR% / Chart#                  | 125                 |          |          |          |
| Frequency                      | Annual              |          |          |          |
| Payment Structure              | Eql Even            |          |          |          |
| Skip Months                    |                     |          |          |          |
| Split Rates                    | NN                  |          |          |          |
| Effective Date                 | 08/26/2025          |          |          |          |
| nterest/Lease Start Date       | 08/26/2025          |          |          |          |
| First Payment Date             | 08/26/2026          |          |          |          |
| Sale / Lease Price             | \$59,232.00         |          |          |          |
| Cash Down Payment              | \$0.00              |          |          |          |
| Net Trade-In                   | \$0.00              |          |          |          |
| Manufacturer Rebate            | \$0.00              |          |          |          |
| Sales Tax                      | \$0.00              |          |          |          |
| PDI Insurance                  | \$0.00              |          |          |          |
| CLI Insurance                  | \$0.00              |          |          |          |
| Disability Insurance           |                     |          |          |          |
| PPP                            | \$0.00              |          |          |          |
| Admin Fee                      | \$363.00            |          |          |          |
| Other Charges                  | \$0.00              |          |          |          |
| Official/Filing Fee            | \$37.00             |          |          |          |
| Amount Financed / Lease Price  | \$59,632.00         |          |          |          |
| Purchase Option                | \$29,617.66         |          |          |          |
| # Advance Payments             | 1                   |          |          |          |
| ілтеgular Advance              | \$0.00              |          |          |          |
| Annual Hourly Usage            | 1000                |          |          |          |
| Excess Usage Rate/Hr           | \$30.00             |          |          |          |
| Security Deposit               | N/A                 |          |          |          |
| Estimated Payment *            | \$8,873.25          |          |          |          |
| Total Cost To Own              | N/A                 |          |          |          |

<sup>\*</sup> Plus applicable taxes.



## **Payment Schedule**

Date: Aug 27, 2025

Prepared By: Jonathan Donnetly Dealer / Quote #: 064659/512669

"Buyer(s)":( Legal Name(s) and Address) COUNTY OF LEAVENWORTH

"Seller": (Dealer's Legal Name and Address) INNOVATIVE EQUIPMENT SERVICES 2 LLC 4100 GARDNER AVENUE KANSAS CITY, MO 64120 Phone: (816) 241 9290

**EQUIPMENT AND TRADE-IN DETAILS** 

| N/U | "EQUIPMENT"<br>(Make and Type) | MODEL  | IDENTIFICATION NO. (PIN) | HOURS |
|-----|--------------------------------|--------|--------------------------|-------|
| N   | Case Skid Steer                | SV280B |                          | 0     |
|     |                                |        |                          |       |
|     |                                |        |                          |       |
|     |                                |        |                          |       |
|     |                                |        |                          |       |

| MAKE | "TRADE-IN EQUIPMENT"<br>TYPE | MODEL | IDENTIFICATION NO.<br>(PIN) | HOURS | GROSS<br>ALLOWANCE<br>(In Dollars) | SECURED DEBT<br>DUE<br>(In Dollars) | NET TRADE-IN<br>ALLOWANCE<br>(In Dollars) |
|------|------------------------------|-------|-----------------------------|-------|------------------------------------|-------------------------------------|-------------------------------------------|
|      |                              |       |                             |       |                                    |                                     |                                           |
|      |                              |       |                             |       |                                    |                                     |                                           |

CONTRACT/LEASE DETAILS

Effective Date 08-26-2025

60 Quote Type Term

APR/Chart

Maturity Date

08-26-2030

Payment Freq. Annual

\$59,632.00 Amt Fin./LSP

PAYMENT SCHEDULE: OPTION 1

Interest/Lease Start Date 08-26-2025 (Plus applicable taxes.)

| Payment# | DATE       | Payment    | Payment# | DATE       | Payment    | Payment # | DATE       | Payment     |
|----------|------------|------------|----------|------------|------------|-----------|------------|-------------|
| 1        | 08/26/2025 | \$8,873.25 | 31       | 02/26/2028 | \$0.00     | 61        | 08/26/2030 | \$29,617.66 |
| 2        | 09/26/2025 | \$0.00     | 32       | 03/26/2028 | \$0.00     | 62        |            |             |
| 3        | 10/26/2025 | \$0.00     | 33       | 04/26/2028 | \$0.00     | 63        |            |             |
| 4        | 11/26/2025 | \$0.00     | 34       | 05/26/2028 | \$0.00     | 64        |            |             |
| 5        | 12/26/2025 | \$0.00     | 35       | 06/26/2028 | \$0.00     | 65        |            |             |
| 6        | 01/26/2026 | \$0.00     | 36       | 07/26/2028 | \$0.00     | 66        |            |             |
| 7        | 02/26/2026 | \$0.00     | 37       | 08/26/2028 | \$8,873.25 | 67        |            |             |
| 8        | 03/26/2026 | \$0.00     | 38       | 09/26/2028 | \$0.00     | 68        |            |             |
| 9        | 04/26/2026 | \$0.00     | 39       | 10/26/2028 | \$0.00     | 69        |            |             |
| 10       | 05/26/2026 | \$0.00     | 40       | 11/26/2028 | \$0.00     | 70        |            |             |
| 11       | 06/26/2026 | \$0.00     | 41       | 12/26/2028 | \$0.00     | 71        |            |             |
| 12       | 07/26/2026 | \$0.00     | 42       | 01/26/2029 | \$0.00     | 72        |            |             |
| 13       | 08/26/2026 | \$8,873.25 | 43       | 02/26/2029 | \$0.00     | 73        |            |             |
| 14       | 09/26/2026 | \$0.00     | 44       | 03/26/2029 | \$0.00     | 74        |            |             |
| 15       | 10/26/2026 | \$0.00     | 45       | 04/26/2029 | \$0.00     | 75        |            |             |
| 16       | 11/26/2026 | \$0.00     | 46       | 05/26/2029 | \$0.00     | 76        |            |             |
| 17       | 12/26/2026 | \$0.00     | 47       | 06/26/2029 | \$0.00     | 77        |            |             |
| 18       | 01/26/2027 | \$0.00     | 48       | 07/26/2029 | \$0.00     | 78        |            |             |
| 19       | 02/26/2027 | \$0.00     | 49       | 08/26/2029 | \$8,873.28 | 79        |            |             |
| 20       | 03/26/2027 | \$0.00     | 50       | 09/26/2029 | \$0.00     | 80        |            |             |
| 21       | 04/26/2027 | \$0.00     | 51       | 10/26/2029 | \$0.00     | 81        |            |             |
| 22       | 05/26/2027 | \$0.00     | 52       | 11/26/2029 | \$0.00     | 82        |            |             |
| 23       | 06/26/2027 | \$0.00     | 53       | 12/26/2029 | \$0.00     | 83        |            |             |
| 24       | 07/26/2027 | \$0.00     | 54       | 01/26/2030 | \$0.00     | 84        |            |             |
| 25       | 08/26/2027 | \$8,873.25 | 55       | 02/26/2030 | \$0.00     | 85        |            |             |
| 26       | 09/26/2027 | \$0.00     | 56       | 03/26/2030 | \$0.00     | 86        |            |             |
| 27       | 10/26/2027 | \$0.00     | 57       | 04/26/2030 | \$0.00     | 87        |            |             |
| 28       | 11/26/2027 | \$0.00     | 58       | 05/26/2030 | \$0.00     | 88        |            |             |
| 29       | 12/26/2027 | \$0.00     | 59       | 06/26/2030 | \$0.00     | 89        |            |             |
| 30       | 01/26/2028 | \$0.00     | 60       | 07/26/2030 | \$0.00     | 90        |            |             |

| BID FO                                                                                                                                                                     | <u>DRM</u>                   |    | ./         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----|------------|
| (1)New or current Model Skid-Steer Loader (as specified)                                                                                                                   | Delivered Price for(1) Skid- | •  | # 11       |
| No bucket or attachments.                                                                                                                                                  | Steer Loader                 | \$ | 71,500.00  |
| Machine + warranty only                                                                                                                                                    |                              |    |            |
|                                                                                                                                                                            |                              |    |            |
| 5 Year lease payments including extended warranty                                                                                                                          | Annual Payments (1)          | \$ | 13,425.76  |
|                                                                                                                                                                            | Annual Payments (2)          | \$ | 13,423.76  |
|                                                                                                                                                                            | Annual Payments (3)          | \$ | 13,423.76  |
|                                                                                                                                                                            | Annual Payments (4)          | \$ | 13, 423.76 |
|                                                                                                                                                                            | Annual Payments (5)          | \$ | 13, 423.76 |
| *Time of delivery must be specified.  *Vehicle will be a Turn-Key delivered to the Transfer Station  *All warranties on equipment, will be handled by the equipment dealer |                              |    |            |
| Skid-Steer is to be delivered within 60 days after awarded contract.  Sealed bids must be received by:  Thursday, August 28, 2025 at 3                                     | 10:30 a.m.                   |    |            |
|                                                                                                                                                                            |                              |    |            |
| Please submit all sealed bids to:                                                                                                                                          |                              |    |            |
| Leavenworth County Clerk                                                                                                                                                   |                              |    |            |
| 300 Walnut, Suite 106                                                                                                                                                      |                              |    |            |
| Leavenworth, KS 66048                                                                                                                                                      |                              |    |            |
| Ecoremonal, no oco to                                                                                                                                                      |                              |    |            |
| Your Company Name: Foley Equipment                                                                                                                                         | c                            |    |            |
| Address: 19868 W 157th St Olather K                                                                                                                                        | 5                            | _  |            |
| Name (Printed): Matt Schuster                                                                                                                                              |                              |    |            |
| Date: 8/28/20\$5                                                                                                                                                           |                              |    |            |
| Delivery of Skid-Steer Loader: 9/17/25                                                                                                                                     |                              |    |            |
| Email Address: M& Chusher @ foloycq.com                                                                                                                                    |                              |    |            |

**BID FORM** 

#### LEAVENWORTH COUNTY SOLID WASTE DEPT.

#### **BID FORM**

#### 5 year 5000 hour Governmental walk away lease FOR (1) ONE NEW SKID -STEER LOADER New or current Model Skid-Steer Loader

#### Specification for Skid-Steer Loader for Leavenworth County Solid Waste Dept.

#### **General**

Skid- Steer Loader shall have a lifting capacity of 2,000 lbs or equivalent,

#### Safety And Security

Unit to be equipped with the following: Enclosed cab with side screens. A seat belt or seat bar. ROPS/FOPS protective structure. Cab Accessory harness. Sound Reduction Cab. Parking brake. Back up alarm. rear camera

|                                                                                                                                                                                                                                   | Meets       |                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------|
| Engine:<br>Minimum of 74 HP TurboCharge IV Diesel                                                                                                                                                                                 | Specs (Y/N) | <u>Comments</u>           |
| Engine Block Heater                                                                                                                                                                                                               | <u> </u>    |                           |
| Engine/Hydraulic System Shutdown                                                                                                                                                                                                  | Yes         |                           |
| Hydraulics:<br>Lifting Capacity of 2,000 lbs or equivalent                                                                                                                                                                        | Ves         | 2600165                   |
| Advanced Hydraulic Controls                                                                                                                                                                                                       | ves         |                           |
| Auxiliary Hydraulics - Variable Flow                                                                                                                                                                                              | 105         |                           |
| Hydraulic Bucket Postioning                                                                                                                                                                                                       |             |                           |
| High Flow Hydraulics                                                                                                                                                                                                              | les         | High flow & High Pressure |
| Hydraulic Quick Attach for Bucket                                                                                                                                                                                                 | 1/05        |                           |
| Electrical Attachment/Hydraulic Control Kit                                                                                                                                                                                       | 1/05        | ,                         |
| Operators Cab: To include the following: Adjustable Suspsensi Cushion Seat, Full Cab Enclosure with Heat and AC, Seat Bar, ROPS/FOPS Protective Structure, Cab Accessory Harness, Sound Reduction Cab, AM/FM Radio, Parking Brake |             |                           |
| Lights:<br>Front & Rear Work Lights with tail lights                                                                                                                                                                              | 1/15        | & Side work lights        |
| LED Strobe Lights                                                                                                                                                                                                                 | - Ves       | NA.                       |

| Backup Alarm                                               | 1/05  |  |
|------------------------------------------------------------|-------|--|
| <u>Tires:</u>                                              |       |  |
| Heavy Duty Front: Foam filled Heavy Duty Rear: Foam filled | - Ves |  |

#### Warranty / Optional Warranty:

5 year, 5,000 hour extended warranty for life of lease including travel time to and from Transfer Station.

Warranty shall start when machine is delivered and ready to use.

#### Notice To Bidder:

Delivery date shall be stated at time of bid submittal.

Any questions call Tammy Saldivar 913-727-2858 between the hours of 7:30 am to 4:00 pm Tuesday thru Friday.

Leavenworth County reserves the right to reject any and all bids and to waive any non-conformity in any submitted bid and to remove any trade equipment from the bid.

Equipment supplier must return completed specifications along with the bid form by the published date.

If additional information outside of the specifications needs to be included, please provide that information in the section below.

| dditional Comments:  Head Dufed Door in cluded |  |
|------------------------------------------------|--|
|                                                |  |
|                                                |  |



Quote 225525-01

Aug 28, 2025

LEAVENWORTH COUNTY ROAD & BRIDGE 23690 187TH LEAVENWORTH Kansas 66048

Attention: FRANK GEORGE

Dear Sir,

We would like to thank you for your interest in our company and our products, and are pleased to quote the following for your consideration.

Caterpillar Model: 25005XC Skid Steer Loaders

**STOCK NUMBER:** YGN2222

SERIAL NUMBER: 05L601671

**YEAR:** 2025

**SMU:** 3.70

We wish to thank you for the opportunity of quoting on your equipment needs. This quote is contingent upon Customer's acceptance of Foley's standard terms and conditions. This quotation is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Sincerely, Matt Schuster Regional Sales Representative

#### Caterpillar Model: 25005XC Skid Steer Loaders

#### STANDARD EQUIPMENT

**POWERTRAIN**, Cat C2.8T turbocharged diesel engine, -Gross horsepower per ISO 14396, 74 hp (55 kW), -Glow plugs starting aid, -Liquid cooled, direct injection, Air cleaner, dual element, radial seal, S-O-S sampling valve, hydraulic oil, Ecology drain - coolant, Filter, hydraulic supply, cartridge type, Filter, hydraulic return, cartridge type, Filter, canister type, engine oil, Filter, canister type, fuel, and water separator, Radiator / hydraulic oil, cooler (side-by-side), Spring applied, hydraulically released,, parking brakes, Hydrostatic transmission, Four wheel chain drive, Lockable fuel cap, Auto engine idle,

**HYDRAULICS**, Selectable control pattern - ISO or H, Electro/hydraulic implement control, Electro/hydraulic hydrostatic, transmission control, Heavy duty flat faced quick disconnects, with integrated pressure release lever

**ELECTRICAL**, Work Tool Electrical Harness, Heavy duty battery, -includes battery disconnect with, lockout feature, 12 volt electrical system, 85 ampere alternator, LED work lights, Auto reverse lights, Switch backlighting, Interior LED dome light, Backup alarm, Electrical outlet, beacon, Courtesy lighting, exterior,

OPERATOR ENVIRONMENT, Operator warning system indicators:, -Air filter restriction, -Alternator output, -Armrest raised / operator out of seat, -Engine coolant temperature, -Engine oil pressure, -Glow plug activation, -Hydraulic supply filter restriction, -Hydraulic oil temperature, -Park brake engages, -Engine emission system, (where applicable), Control interlock system, when operator, leaves seat or armrest raised:, -Hydraulic system disables, -Hydrostatic transmission disables, -Parking brake engages, ROPS cab, tilt up, FOPS, Level I, Color LCD monitor:, -Creep speed control, -Drive response adjustment, -Implement response adjustment, -Drive Power Priority adjustment, -Language selection (x32), -Date, Time, Units, and brightness, settings, -Multi-operator Anti-theft Security, System & Monitoring, -Maintenance schedule and reminders, -Event and Diagnostic Code monitoring, -Smart Technology, enables use of, Smart Attachments, Gauges: fuel level, hour meter,, hydraulic temperature, battery, voltage, tachometer., Rear View Camera, Cell Phone Storage Pocket, Cup Holder, Ergonomic contoured armrest, Independently adjustable, seat, mounted joystick controls., Top and rear windows, Floormat, Headliner, Interior rear view mirror, Horn, Hand (dial) throttle, electronic, 12 volt power port, Rear window breaker hammer

**FRAMES**, Lift linkage, vertical path, Chassis, one piece welded, Machine tie down points (9), Removable panels for machine, frame cleanout, Support, lift arm, Steel rear and front bumpers, welded, Fuel fill, machine right hand side

OTHER STANDARD EQUIPMENT, Steel engine door with replaceable, louvers, Engine door - lockable, Extended life antifreeze (-37C, -34F), Work tool attachment coupler, Hydraulic oil level sight gauge, Radiator coolant level sight gauge, Radiator expansion bottle, Cat ToughGuard TM hose, Hydraulic demand cooling fan

#### **MACHINE SPECIFICATIONS**

| Description                      | Reference No |
|----------------------------------|--------------|
| 250 05A SKID STEER LOADER        | 624-0668     |
| 2025 MODEL                       |              |
| CAB PACKAGE, ULTRA               | 653-9057     |
| WORKLIGHTS,LED,FRONT/REAR/SIDE   | 579-2311     |
| POWERTRAIN, 2-SPEED              | 585-9525     |
| SEAT,AIR SUSPENSION,HEAT/VENT    | 585-9588     |
| HYDRAULICS, PERFORMANCE, (HP3)   | 585-9684     |
| COMFORT PKG, ENCLOSED CAB, HVAC  | 585-9836     |
| QC, HYD DUAL SELF-LEVEL          | 586-0032     |
| PACKAGE, TECHNOLOGY (T5)         | 601-6604     |
| FAN, COOLING, DEMAND             | 639-9499     |
| HOSE GUIDE, ATTACHMENT           | 640-5405     |
| GUARDING / SEALING PKG, (HD1)    | 586-0052     |
| AXLES, STANDARD                  | 528-0197     |
| RIDE CONTROL, NONE               | 592-6354     |
| FUEL, ELECTRIC PRIMING           | 590-1211     |
| REAR LIGHTS                      | 579-2312     |
| DOOR, CAB, POLYCARBONATE         | 593-7244     |
| INTEGRATED RADIO                 | 651-8586     |
| SEAT BELT, 2"                    | 613-1924     |
| PRODUCT LINK, CELLULAR PLE643    | 579-2324     |
| TIRES, 10/16.5 CAT 8PR           | 594-1395     |
| CERTIFICATION ARR, P65           | 643-7211     |
| INSTRUCTIONS, ANSI, USA          | 585-9542     |
| SERIALIZED TECHNICAL MEDIA KIT   | 421-8926     |
| HEATER, ENGINE COOLANT, 120V     | 594-2212     |
| COUNTERWEIGHT, MACHINE, EXTERNAL | 585-9676     |
| COUNTERWEIGHT, FRONT, INTERNAL   | 586-0152     |
| SHIPPING/STORAGE PROTECTION      | 643-1300     |
| PACKING, ROLL ON - ROLL OFF      | 0P-0226      |
| 250 CPM                          | 657-6165     |
| KIT, WARNING LIGHTS              | 612-6870     |
| KIT, FOPS, LEVEL 2               | 650-7628     |

SELL PRICE

EXT WARRANTY

Included

NET BALANCE DUE

PLUS APPLICABLE TAXES CALCULATED AT DELIVERY

\$71,500.00

| WARRANTY                           |                                                |
|------------------------------------|------------------------------------------------|
| Standard Warranty:                 | 24 Month 2000 Hour Premier                     |
| Extended Warranty:                 | 5 year 50000 hour Premier Warranty with Travel |
| F. <b>O.B/TERMS</b><br>Wichita, KS |                                                |
| Accepted by                        | on                                             |
|                                    | Signature                                      |

#### Caterpillar Financial Services Corporation

#### Finance Proposal

|                                           |                        |                              |          |                                 |                                 |                                                                | . p           |                             |                                    |                                                  |
|-------------------------------------------|------------------------|------------------------------|----------|---------------------------------|---------------------------------|----------------------------------------------------------------|---------------|-----------------------------|------------------------------------|--------------------------------------------------|
|                                           |                        |                              |          |                                 |                                 | CUSTOMER                                                       |               |                             |                                    |                                                  |
| Name: LEA<br>BRIDGE                       | AVENV                  | VORTH                        | COUN     | TY ROAD &                       |                                 |                                                                |               |                             |                                    |                                                  |
| Address                                   |                        |                              |          | 300 WAL                         | NUT ST                          | Good                                                           | if:           |                             |                                    |                                                  |
| City                                      |                        |                              |          |                                 | enworth                         | Ackno                                                          | owledged by   |                             |                                    | Sep-26-2025                                      |
| State                                     |                        |                              |          |                                 | KS                              | Funde                                                          | d by          |                             |                                    | Sep-26-2025                                      |
|                                           |                        |                              |          |                                 |                                 |                                                                |               |                             |                                    |                                                  |
| FOLEY EC                                  | OUIPM                  | ENT CO                       | MPAN     | IY E130                         | *                               | DEALER                                                         | Quote         | number                      |                                    | 4926861                                          |
| Sales person                              | n                      |                              |          | Schuster E1                     | 30, Matt_                       |                                                                | Fax N         | umber                       |                                    |                                                  |
| Dealer cont                               |                        |                              |          |                                 | vis E130                        |                                                                | Quote         | Date                        |                                    | 27-Aug-25                                        |
| Telephone                                 |                        |                              |          |                                 |                                 |                                                                | Quote         | Time                        |                                    | 08:53:18 AM                                      |
|                                           |                        |                              |          |                                 | = FINA                          | NCE PROP                                                       | OSAL          |                             |                                    |                                                  |
| This is Cate                              | erpillar               | Financia                     | ıl Serv  | ices Corporatio                 | n's confirma                    | tion of the follow                                             | ving finance  | proposal. This              | is a proposal o                    | only and is subject to credit                    |
| арргоval, ex                              | xecution               | of docu                      | menta    | tion, and execu                 | tion and appr                   | oval of the applic                                             | ation survey. |                             |                                    |                                                  |
| Finance Tyr                               | pe                     |                              |          | Governme                        | ental Lease                     |                                                                | Quoted By     |                             |                                    | Terrell Davis E130                               |
| Number of I                               | Paymer                 | nts                          |          |                                 | 6 Annual                        | Report Created By                                              |               |                             | Terrell Davis E130                 |                                                  |
| Payments                                  |                        |                              |          |                                 | n Advance                       |                                                                |               |                             |                                    |                                                  |
| -                                         | <u>Model</u><br>50-05  | Ann.<br><u>Hours</u><br>1000 | Oty<br>1 | <u>Sale Price</u><br>71,500.00  | Amount<br>Financed<br>72,000.00 | <u>Paym</u><br>See Amort.                                      |               | <u>Balloon</u><br>15,040.00 | Fixed<br><u>Rate</u><br>5 4900%    |                                                  |
| Special Cor<br>250-05                     | ndition                | s:                           |          |                                 |                                 |                                                                |               |                             |                                    |                                                  |
|                                           | chment                 | s-Air Co                     | ndition  |                                 |                                 | vironment;<br>ckets/Rippers-Hig                                | h Flow Hydr   | aulics;                     |                                    |                                                  |
| Payment S<br>5 Annual payr<br>1 Stub payr | ayment                 | (s) 13,42                    | 23.76    |                                 |                                 |                                                                |               |                             |                                    |                                                  |
|                                           | <u>/lodel</u><br>50-05 | <u>Insura</u><br>1,066       |          | Payment w/Insurance Amort. Sch. |                                 |                                                                |               |                             |                                    |                                                  |
| The estimat                               |                        |                              |          |                                 |                                 |                                                                |               | Westchester                 | Insurance Comp                     | any in Rhode Island) and is                      |
|                                           |                        |                              |          |                                 | C                               | CONDITION                                                      | (S =====      |                             |                                    |                                                  |
| Insurance:                                | sa                     | tisfactory                   | to CF    | SC. CFSC mu                     | st be named                     | vsical damage and<br>on the policies, as<br>le to CFSC, must l | loss payee a  | and additional              | amount and fro<br>insured, as appl | m an insurance carrier icable, and a certificate |
| Taxes:                                    | Al                     | l taxes a                    | re the r | esponsibility o                 | f the custome                   | er and may or may                                              | not be inclu  | ided in the abo             | ve payment amo                     | ount.                                            |
| Equipmen                                  | ı <b>t:</b> Th         | e equipr                     | nent ca  | annot be delive                 | red until all                   | documents are exe                                              | ecuted by CF  | SC, All equip               | oment must resi                    | de in the United States                          |

The terms and conditions outlined herein are not all-inclusive and are based upon information provided to date. This proposal may be withdrawn or modified by Lessor at anytime. This proposal does not represent an offer or commitment by CFSC to enter into a transaction or to provide financing and does not create any obligation for CFSC. A commitment to enter into the transaction described herein may only be extended by CFSC after this transaction has been approved by all appropriate credit and other authorities within CFSC.

This proposal is subject to, among other things, final pricing, credit approval and document approval by CFSC

at all times.

Approval:

Caterpillar Financial Services Corporation 2120 West End Avenue, Nashville, TN 37203 (615)-341-1000

#### EXHIBIT 2 Concluding Payment Schedule to Government Agreement

| Quote Number | 1020001 |
|--------------|---------|
| Dated        | 20      |

# between Caterpillar Financial Services Corporation and LEAVENWORTH COUNTY ROAD & BRIDGE

Description of Unit: 1 CATERPILLAR 250-05 serial # 5L601671

| Number of<br>Payments Made | Beginning<br>Balance | Payment Amount | Balloon   | Interest  | Interest Rate | Concluding<br>Payment (*) |
|----------------------------|----------------------|----------------|-----------|-----------|---------------|---------------------------|
| 1                          | 72,000.00            | 13,423.76      | 0.00      | 0.00      | 5.49          | 58,576.24                 |
| total                      |                      | 13,423.76      | 0.00      | 0.00      |               |                           |
| 2                          | 58,576.24            | 13,423.76      | 0.00      | 3,215.84  | 5.49          | 48,368.32                 |
| total                      |                      | 13,423.76      | 0.00      | 3,215.84  |               |                           |
| 3                          | 48,368.32            | 13,423.76      | 0.00      | 2,655.42  | 5.49          | 37,599.98                 |
| total                      |                      | 13,423.76      | 0.00      | 2,655.42  |               |                           |
| 4                          | 37,599.98            | 13,423.76      | 0.00      | 2,064.24  | 5.49          | 26,240.46                 |
| total                      |                      | 13,423.76      | 0.00      | 2,064.24  |               |                           |
| 5                          | 26,240.46            | 13,423.76      | 0.00      | 1,440.58  | 5.49          | 14,257.28                 |
| total                      |                      | 13,423.76      | 15,040.00 | 1,440.58  |               |                           |
| 6                          | 14,257.28            | 0.00           | 15,040.00 | 782.72    | 5.49          | 0.00                      |
| total                      |                      | 0.00           | 15,040.00 | 782.72    |               |                           |
| total                      |                      | 67,118.80      | 15,040.00 | 10,158.80 |               |                           |

| Initialed: |          |  |
|------------|----------|--|
| 7.7        | (Lessee) |  |

## Leavenworth County Request for Board Action

| Date: September 24, 2025 To: Board of County Commissioners From: Bob Weber, County Appraiser                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                   |                                                                      |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|--|
| Department Head Approval: RJW                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                   |                                                                      |  |
| Additional Reviews as needed:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                   |                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Budget Re                                                                                                                                                         | eview 🗌 Administrator Review 🔲 Legal Review 🗌                        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                   |                                                                      |  |
| <b>Action Requested:</b> Approval of Board Order 2025-12 granting disaster relief tax abatement for tax ID's 1-31803, 1-29683, and 1-29089 which were substantially destroyed by fire in 2025.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                   |                                                                      |  |
| <b>Recommendation:</b> County Appraiser recommends approval of a Board Order to abate assessed value for the 2025 tax year for the following property.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                   |                                                                      |  |
| Destroyed<br>Tax ID<br>1-31803<br>1-29683<br>1-29089                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Abatement<br>\$51,592<br>\$8,785<br>\$34,029                                                                                                                      | Destroyed 01/24/2025<br>Destroyed 02/27/2025<br>Destroyed 07/05/2025 |  |
| <b>Analysis:</b> K.S.A. 79-1613 allows the Board of County Commissioners to abate all or part of taxes for a homestead building or improvement destroyed or substantially destroyed due to an earthquake, flood, tornado, or fire after January 1 <sup>st</sup> but prior to August 15 <sup>th</sup> . K.S.A. 79-1613 allows the Board of County Commissioners to grant a tax credit against property taxes payable during any or all of the next succeeding three taxable years for a homestead building or improvement destroyed or substantially destroyed due to an earthquake, flood, tornado, or fire on or after August 1st but prior to January 1st of the next succeeding year, or if the property taxes have already been paid. |                                                                                                                                                                   |                                                                      |  |
| Alternatives:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                   |                                                                      |  |
| Budgetary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | / Impact:                                                                                                                                                         |                                                                      |  |
| Bue No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Not Applicable Budgeted item with available funds Non-Budgeted item with available funds through prioritization Non-Budgeted item with additional funds requested |                                                                      |  |
| Total Amount Requested:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                   |                                                                      |  |
| Additional Attachments: Board Order, Leavenworth County Disaster Relief Determination orders,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                   |                                                                      |  |

Disaster Relief Worksheet

#### **BOARD ORDER 2025-12**

AN ORDER OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF LEAVENWORTH, KANSAS, MADE PURSUANT TO THE AUTHORITY GRANTED TO THEM UNDER K.S.A. 79-1613, MAKING CERTAIN FINDINGS REGARDING THE APPLICATIONS FOR THE ABATEMENT OR CREDIT OF PROPERTY TAXES ON CERTAIN HOMESTEADS OR BUILDING OR IMPROVEMENT DAMAGED BY EARTHQUAKE, FIRE, FLOOD, STORM, OR TORNADO

ON THIS 24th DAY OF SEPTEMBER, 2025, this board, sitting in regular session, considered the applications of the owners of certain homesteads or building or improvement located in the county of Leavenworth for the abatement or credit of property taxes on those homesteads or building or improvement due to the damage to the homesteads by earthquake, fire, flood, storm or tornado. The board, upon having considered the applications and made inquiry as to whether the properties listed in Exhibit "A", attached hereto and fully incorporated into this Order meet the requirements for the abatement or credit of property taxes as allowed by K.S.A. 79-1613, makes the following findings:

- 1. That the properties listed in Exhibit "A" meet the definition of "Homestead or Building or Improvement" as set forth in K.S.A. 79-1613(a)(2) and are owned by the applicants.
- 2. That the properties listed in Exhibit "A" were destroyed by earthquake, fire, flood, storm, or tornado in the tax year listed in Exhibit "A".
- 3. That the office of the Appraiser of the county of Leavenworth, Kansas, has inspected the properties listed in Exhibit "A" and made recommended findings to the board as to the extent of damage to the homesteads or buildings or improvements caused by said disaster and the appropriate corresponding abatement of property tax for each homestead or building or improvement so listed.
- 4. That the assessed valuation for each homestead or building or improvement listed in Exhibit "A" is accurate.
- 5. That the findings of the office of the Appraiser of the county of Leavenworth as set forth in Exhibit "A" are adopted by this board and fully incorporated into this Order and meet the requirements for the abatement of property taxes of those certain homesteads or buildings or improvements as provided for by K.S.A. 79-1613(d)
- 6. That the owners of the homesteads or buildings or improvements listed in Exhibit "A" are entitled under law to the abatement or credit of property taxes on said homesteads or buildings or improvements in the amount listed in Exhibit "A".

WHEREFORE, it is the Order of this board that the property taxes on those homesteads or buildings or improvements listed in Exhibit "A" be abated or credited in the amount shown in said exhibit and that the county clerk and county treasurer shall in each case of abatement or

credit correct their records in accordance with this Order and that the county clerk shall notify the governing body of any taxing district affected thereby.

| ORDERED THIS 24th DAY OF SEPTE          | MBER, 2025. |
|-----------------------------------------|-------------|
| JEFF CULBERTSON, 1 <sup>ST</sup> DISTR. |             |
| VANESSA REID, 2 <sup>ND</sup> DISTR.    |             |
| WILLIE DOVE, 3 <sup>RD</sup> DISTR.     |             |
| MIKE SMITH, CHAIRPERSON.                |             |
| MIKE STEIBEN, 5 <sup>TH</sup> DISTR.    |             |
| ATTEST:                                 |             |
| FRAN KEPPLER, CLERK                     |             |

### **EXHIBIT A**

### Destroyed by Fire In 2025

|              |                            |           |          |          |           |                  | Abatement   | Abatement   |           |
|--------------|----------------------------|-----------|----------|----------|-----------|------------------|-------------|-------------|-----------|
|              |                            |           | Res Out- | AG Out-  |           | Abatement        | Amount      | Amount      | Total     |
|              |                            | House     | building | building | Abatement | Amount           | Outbuilding | Outbuilding | Abatement |
| Qref Tax     | (ID Owner                  | Value     | Value    | Value    | %         | House            | Res         | Ag          | Amount    |
| R25006 1-318 | 303 Duft, Janet            | \$477,260 |          |          | 94%       | \$51,592         | \$0         | \$0         | \$51,592  |
| R22297 1-296 | 583 Beard, Pamela          | \$90,940  |          |          | 84%       | \$8 <i>,</i> 785 | \$0         | \$0         | \$8,785   |
| R28497 1-290 | 089 Roman, VArekA & Enso W | \$510,180 |          |          | 58%       | \$34,029         | \$0         | \$0         | \$34,029  |

# Leavenworth County Commissioners Disaster Relief Determination for:

| Property address 15033 142 <sup>nd</sup> St. Bonner Springs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Date of Oc                                     | currence 01/24/20             | 25              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-------------------------------|-----------------|
| Parcel Number: 187-36-0-00-032.00-0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Quick Ref: R25006                              | Tax Id: 1-318                 | 303             |
| Applicant (Property owner/taxpayer—nontransfera                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | ble): Duft, Janet L                            |                               |                 |
| Mailing Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 150033 142 <sup>nd</sup><br>Bonner Springs, KS | 66012                         |                 |
| Leavenworth County Commissioner  Check Yes or N                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | rs' summary of inq<br>No for each question.    | uiry and findi                | ngs:            |
| Was the structure destroyed or substantially c improvement?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | lestroyed a homestead                          | or building or <b>X</b> YES   | □ NO            |
| Was the homestead or building or improveme earthquake, fire, flood, storm or torm disaster by the governor of Kansas?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | •                                              | •                             | •               |
| Was the homestead or building or improveme                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | he cost of restoring the home                  | X YES estead to it's before d | □ NO<br>lamaged |
| condition would equal or exceed 50% of the many condition would equal or exceed 50% of the many condition would equal or exceed 50% of the many condition would equal or exceed 50% of the many condition would equal or exceed 50% of the many condition would equal or exceed 50% of the many condition would equal or exceed 50% of the many condition would equal or exceed 50% of the many condition would equal or exceed 50% of the many condition would equal or exceed 50% of the many condition would equal or exceed 50% of the many condition would equal or exceed 50% of the many condition would equal or exceed 50% of the many condition would equal or exceed 50% of the many condition would equal or exceed 50% of the many condition would exceed the con |                                                | _                             | currea.)        |
| Based on the date of this event, check                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | the appropriate tax                            | treatment:                    |                 |
| X Abatement: This event occurred after Janu                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | uary 1 but prior to Augus                      | st 15.                        |                 |
| ☐ <b>Credit</b> : This event occurred on or after Au been paid.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | gust 15, or application i                      | made after taxes              | have            |
| Documentation provided:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                |                               |                 |
| X Written estimate of repairs or rebuilding cos X Photos, Property inspection  ☐ Other:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ts by a licensed contrac                       | ctor or insurance             | adjuster.       |

|                | IT IS THEREFORE ORDERED, based on the above information, the Board of County Commissioners of Leavenworth County grant: |                                            |         |  |
|----------------|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|---------|--|
| ☐ No abateme   | ent will be granted.                                                                                                    |                                            |         |  |
| X Abatement \$ | 51,592 assessed value, for tax year                                                                                     | 2025.                                      |         |  |
|                | R ORDERED the county clerk and the with the county commissioners' orde                                                  | ne county treasurer shall correct their r. | records |  |
| IT IS SO ORDE  | ERED, this _24th day of _Septo                                                                                          | ember, 2025.                               |         |  |
| Mike Smith, Ch | airman                                                                                                                  | , County Commissioner                      |         |  |
| Appraiser      | Notes                                                                                                                   | <br>Date                                   |         |  |
| Clerk          | Notes                                                                                                                   | <br>Date                                   |         |  |
| Treasurer      | Notes                                                                                                                   | <br>Date                                   |         |  |

# Leavenworth County Commissioners Disaster Relief Determination for:

| Property address 11340 Marxen Rd., Kansas C                                                                        | City Date of O                                          | Date of Occurrence 02/27/2025      |           |
|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|------------------------------------|-----------|
| Parcel Number: 162-03-0-00-007.01-0                                                                                | Quick Ref: R22297                                       | Tax ld: 1-29                       | 683       |
| Applicant (Property owner/taxpayer—nontransf                                                                       | erable): Beard, Pamela                                  |                                    |           |
| Mailing Address:                                                                                                   | 11400 Marxen Rd.<br>Kansas City, KS 66                  | 5109                               |           |
| Leavenworth County Commission Check Yes of                                                                         | ners' summary of inq<br>or <u>No</u> for each question. | uiry and find                      | ings:     |
| Was the structure destroyed or substantiall improvement?                                                           | y destroyed a homestead                                 | or building or <b>X</b> YES        | □ NO      |
| Was the homestead or building or improver earthquake, fire, flood, storm or to disaster by the governor of Kansas' | ornado, and/or was the o                                | •                                  | •         |
| Was the homestead or building or improver                                                                          | ment destroyed or substa                                | ntially destroyed′<br><b>X</b> YES | ?<br>□ NO |
| (Destroyed or substantially destroyed mean condition would equal or exceed 50% of the                              | _                                                       |                                    | -         |
| (If any above are "NO", <u>i</u>                                                                                   | <u>no tax abatement</u> can be                          | e granted.)                        |           |
| Based on the date of this event, chec                                                                              | ck the appropriate tax                                  | treatment:                         |           |
| X Abatement: This event occurred after Ja                                                                          | anuary 1 but prior to Augu                              | st 15.                             |           |
| ☐ <b>Credit</b> : This event occurred on or after been paid.                                                       | August 15, or application                               | made after taxes                   | have      |
| Documentation provided:                                                                                            |                                                         |                                    |           |
| X Written estimate of repairs or rebuilding of X Photos, Property inspection  ☐ Other:                             |                                                         | ctor or insurance                  | adjuster. |

|                | IT IS THEREFORE ORDERED, based on the above information, the Board of County Commissioners of Leavenworth County grant: |                                                     |  |  |
|----------------|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|--|--|
| ☐ No abateme   | ent will be granted.                                                                                                    |                                                     |  |  |
| X Abatement \$ | 8,785 assessed value, for tax year                                                                                      | 2025.                                               |  |  |
|                | R ORDERED the county clerk and to with the county commissioners' order.                                                 | he county treasurer shall correct their records er. |  |  |
| IT IS SO ORDE  | ERED, this _26th day of _Feb                                                                                            | ruary, 2025.                                        |  |  |
| Mike Smith, Ch | airman                                                                                                                  | , County Commissioner                               |  |  |
| Appraiser _    | Notes                                                                                                                   | Date                                                |  |  |
| Clerk _        | Notes                                                                                                                   | Date                                                |  |  |
| Treasurer _    | Notes                                                                                                                   | <br>Date                                            |  |  |

# Leavenworth County Commissioners Disaster Relief Determination for:

| Property address 24950 Dehoff Dr. Tonganoxie 66086                                                                       |               | Date of Occurrence 07/05/2025 |                          |                  |
|--------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------------|--------------------------|------------------|
| Parcel Number: 207-26-0-00-02.05-0 Qu                                                                                    | uick Ref: R28 | 3497                          | Tax ld: 1-29089          | )                |
| Applicant (Property owner/taxpayer—nontransferable                                                                       | e): Roman,    | Varek & Enzo W                | ; Revocable Far          | mily Trust       |
| Mailing Address:                                                                                                         |               | ehoff Dr.<br>oxie, KS 66086   |                          |                  |
| Leavenworth County Commissioners Check Yes or N                                                                          |               |                               | and finding              | js:              |
| Was the structure destroyed or substantially des                                                                         | stroyed a h   | omestead or bu<br>X YES       | uilding or impro<br>□ NO | vement?          |
| Was the homestead or building or improvement earthquake, fire, flood, storm or torna disaster by the governor of Kansas? | •             | •                             |                          | clared a<br>□ NO |
| Was the homestead or building or improvement                                                                             | t destroyed   | or substantially              | •                        |                  |
| (Destroyed or substantially destroyed means the condition would equal or exceed 50% of the mark                          |               | -                             |                          | -                |
| (If any above are "NO", <u>no</u>                                                                                        | tax abater    | <u>nent</u> can be gr         | anted.)                  |                  |
| Based on the date of this event, check th                                                                                | ne approp     | riate tax treat               | ment:                    |                  |
| X Abatement: This event occurred after Januar                                                                            | ry 1 but pri  | or to August 15.              |                          |                  |
| ☐ <b>Credit</b> : This event occurred on or after Augupaid.                                                              | ust 15, or a  | pplication made               | after taxes ha           | ive been         |
| Documentation provided:                                                                                                  |               |                               |                          |                  |
| X Written estimate of repairs or rebuilding costs X Photos, Property inspection ☐ Other:                                 |               |                               | r insurance ad           | juster.          |

| IT IS THEREFORE ORDERED, based on the above information, the Board of County Commissioners of Leavenworth County grant: |                                                                          |                                 |                      |
|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------|----------------------|
| ☐ No abateme                                                                                                            | ent will be granted.                                                     |                                 |                      |
| X Abatement \$                                                                                                          | 34,029 assessed value, for tax year                                      | 2025.                           |                      |
|                                                                                                                         | R ORDERED the county clerk and the half the county commissioners' order. | ne county treasurer shall corre | ect their records in |
| IT IS SO ORDERED, this _24th day of _September, 2025.                                                                   |                                                                          |                                 |                      |
| Mike Smith, Ch                                                                                                          |                                                                          | , County Commissio              | ner                  |
| Appraiser                                                                                                               | Notes                                                                    | Date                            |                      |
| Clerk                                                                                                                   | Notes                                                                    | Date                            |                      |
| Treasurer                                                                                                               | Notes                                                                    | Date                            |                      |

## Leavenworth County Request for Board Action

Date: September 24, 2026

To: Board of County Commissioners

From: Connie Harmon, Director of Council on Aging

#### **Additional Reviews as needed:**

| Budget Review [ | <b>☐ Administrator</b> | Review 🖂 | Legal Review | <i>'</i> |
|-----------------|------------------------|----------|--------------|----------|
|                 |                        |          |              |          |

#### **Action Requested:**

Approval and the BOCC Chairman's signature for the Council on Aging's Second Amendment to the Older Americans Act Title III programs grant for FFY 25:

- Kansas Department of Aging Title III-C-I Application for Congregate Meals FY25 Revision: \$80,087 with \$9,422 Match Funds.
- Kansas Department of Aging Title III-C-II Application for Homebound Meals FY25 Revision: \$61,255 with \$7,206 Match Funds
- Kansas Department of Aging Title III-B Application for Supportive Services FY25 Revision: \$64,779 with \$7,621 Match Funds.

**Recommendation:** Approval

**Background:** The Council on Aging applies for Older Americans Act funds each year to supplement the cost of the agency's Nutrition department programming such as *Meals on Wheels* and Human Services department programming such a *Telephoning and Visiting*, social service support, legal services, *Information & Assistance* and outreach. These applications represent the required grant revision completed in June 2025 and approved by the State on August 1, 2025.

Alternatives: Table, Deny, Approve

#### **Budgetary Impact:**

| $\boxtimes$ | Not Applicable                                                |
|-------------|---------------------------------------------------------------|
|             | Budgeted item with available funds                            |
|             | Non-Budgeted item with available funds through prioritization |
|             | Non-Budgeted item with additional funds requested             |

#### **Total Amount Requested:**

N/A

#### **Additional Attachments:**

- Kansas Department of Aging Title III-C-I Application for Congregate Meals FY25 Revision
- Kansas Department of Aging Title III-C-II Application for Homebound Meals FY25 Revision
- Kansas Department of Aging Title III-B Application for Supportive Services FY25 Revision

# KANSAS DEPARTMENT ON AGING TITLE III-C-I APPLICATION FOR CONGREGATE MEALS

SUBMITTED BY: LEAVENWORTH COUNTY COUNCIL ON AGING

FY 2024-2025 **REVISION** 

KDOA 100-1 DATE: JUNE 2025 Rev. 4/94

## APPLICATION THE AREA AGENCY ON AGING TITLE III OF THE OLDER AMERICANS ACT

| Title of project: Council on Aging                          | Project Service Area: 01            |
|-------------------------------------------------------------|-------------------------------------|
| Type of Application:     New                                | nSupplement                         |
| 4. Decided Directors                                        | E Applicant Aconomy                 |
| 4. Project Director:                                        | 5. Applicant Agency:                |
| Connie Harmon, Director                                     | Michael Smith                       |
| Leavenworth County Council on Aging                         | Leavenworth County Commissioner     |
| 711 Marshall Street, Suite 100                              | Leavenworth County Court House      |
| Leavenworth, KS 66048                                       | 300 Walnut                          |
| 913-684-0777                                                | Leavenworth, KS 66048               |
| DUNS #073022147                                             |                                     |
| 6. Authorized to Sign for Applicant                         | 7. Grant Period:                    |
| <br> Michael Smith                                          | 10/01/2024 through 09/30/2025       |
| Chairman, Board of Leavenworth                              | 10/0 //2021 dillodg/1 00/00/2020    |
| County Commissioners                                        |                                     |
| 300 Walnut, Leavenworth, Ks 66048                           |                                     |
|                                                             |                                     |
| Type of Organization:                                       | 9. Payee:                           |
| X Public Agency                                             | Leavenworth County Council on Aging |
| Private Non-Profit Agency                                   | 711 Marshall Street, Suite 100      |
|                                                             |                                     |
| 10. Total Cost: \$290,892                                   |                                     |
| Title III C-I Funds: \$ 80,087                              |                                     |
|                                                             |                                     |
| 11. Terms and Conditions: It is understood and agreed       | by the undersigned that: 1.) Funds  |
| awarded as a result of this request are to be expended      |                                     |
| in accordance with all applicable laws, regulations, police |                                     |
| the Administration on Aging of the U.S. Department of H     |                                     |
| proposed changes in the proposal approved will be sub       |                                     |
| upon notification of approval by the Area Agency shall be   |                                     |
| part of this agreement; 3.) Attached Assurance of Con       |                                     |
| Department of Health and Human Services Regulation          |                                     |
| Rights Act of 1964 applies to this proposal as approved     | ; and 4.) Funds awarded by the Area |
| Agency may be terminated at any time for violations of      | any terms and requirements of this  |
| agreement.                                                  |                                     |
| 12. Signature:                                              |                                     |
|                                                             |                                     |
|                                                             | Data                                |
|                                                             | Date                                |

#### **AGREEMENT**

DATE: JUNE 2025

- 1. In consideration of this agreement the Wyandotte/Leavenworth Area Agency on Aging hereinafter referred to as the Area Agency, agrees to:
- (a) Provide to the Leavenworth County Council on Aging of Leavenworth, KS 66048 hereinafter referred to as the applicant agency, for the conduct of the project funds in an amount not to exceed \$80.087 (Federal Funds).
- (b) Provide necessary technical assistance.
- (c) Fully and promptly advised the applicant agency of all applicable state and federal guidelines and regulations.
- (d) Assist the applicant agency in ongoing monitoring and evaluation of the project's accomplishments.
- II. In consideration of this agreement, the applicant agency agrees to:
- (a) Provide \$9,422 (Match Funds) from applicant agency and other local financial resources to meet part of the cost of the project.
- (b) Furnish to the Area Agency such reports at such times and in such manner as shall be required. Agrees to implement and maintain such accounting systems and procedures which are adequate to control and support all fiscal activities under an area agency on aging and to maintain such accounts and supporting documents as will serve to permit an accurate and expeditious determination to be made at any time of the status of the federal grant for the applicant agency, including the disposition of all monies received and the nature and the amount of all charges claimed to be against this agreement.
- (c) Assure that any subsequent agreements entered into with individuals, local, public, or private agencies and organizations under the general terms of this agreement shall be subject to all the applicable regulations and instructions of this agreement, and that all expenditures incurred by such agencies or organizations will be in accordance with the cost policies of the Department of Health and Human Services set forth in Title 45 CFR Part 74 Subpart Q.
- (d) Has read and agrees to follow the attached agreements and all other applicable regulations, policies and procedures as prescribed by the Area Agency on Aging, the Kansas Department on Aging and the Administration on Aging.

| Date      | Signature of Applicant Agency     |
|-----------|-----------------------------------|
| 9.17.2025 | Council tarmon                    |
| Date      | Signature of Area Agency Director |

KDOA 100-2 DATE: JUNE 2025

#### ASSURANCE OF COMPLIANCE WITH THE DEPARTMENT OF HEALTH AND HUMAN SERVICES REGULATION UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Leavenworth County Council on Aging (hereinafter called the "Applicant")

HEREBY AGREES THAT it will comply with title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 80) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for with the Applicant receives Federal financial assistance from the Kansas Department on Aging, (hereinafter called the "Granter"), a recipient of federal financial assistance from HHS; and HEREBY GIVES ASSISTANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the Applicant by the Granter, this Assurance shall shall obligate the Applicant, or in the case of any transfer for such property, any transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this Assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the federal financial assistance is extended to it by the Granter.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discount or other federal financial assistance extended after the date hereof to the Applicant by the Grantor, including installment payments after such date on account of applications for federal financial assistance which were approved before such date. The Applicant recognizes and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and the Grantor or the United States or both shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the Applicant.

| DATE: | <u>Leavenworth County Council on Aging</u> Applicant |
|-------|------------------------------------------------------|
|       | By:                                                  |
|       | Signature and Title of Authorized                    |
|       | Official of the Applicant                            |

LEAVENWORTH COUNTY COUNCIL ON AGING
711 MARSHALL STREET, SUITE 100, LEAVENWORTH, KS 66048
Applicant's mailing address

#### CODE OF CONDUCT ASSURANCE

The recipient of this award shall develop and maintain a written, signed code or standard of conduct which shall govern the performance of its officers, employees, or agents engaged in awarding and expending federal grant funds. Include the following:

- (1) The recipient agency's officers, employees or agents shall neither solicit or accept gratuities, favors, or anything of monetary value from subcontractors or potential subcontractors.
- (2) All persons on the policy making board and all employees in top management will file signed conflict of interest statements which will set forth any organizational, financial, or familiar relationship with actual or potential providers of service under funds from the Older Americans Act.
- (3) Persons serving on advisory councils who are also staff or board members of projects being considered by the advisory council will be expected to remain silent in any presentation of those projects and refrain from voting on such projects.
- (4) Such standard or code shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards either by the officers, employees or agents of the recipient agency or by subcontractors or their agents.

(original signature and title of official authorized by grantee to sign on its behalf)

| Signe  | d:                                                  |
|--------|-----------------------------------------------------|
| Title: | Chairman, Board of Leavenworth County Commissioners |
| Date:  |                                                     |

(NOTE: Above is not the code but merely assures that such a code will be adopted.)

#### **AGREEMENTS**

The Applicant Agency:

- 1. Agrees that the project will be carried out in accordance with Title III of the Older Americans Act, the program regulations issued thereto, the regulations and policies and procedures established by the Kansas Department on Aging, and the Area Agency and the terms and conditioned of this application as approved by the Area Agency in making an award of funds.
- 2. Agrees that where subcontractors are proposed for the operation of one or more components of the proposal, and are approved as part of any award of funds under Title III the applicant agency retains full and complete responsibility for the operation of the project in keeping with the policies and procedures established by the Kansas Department on Aging and Area Agency for the project. The applicant agency will be held accountable by the Area Agency for all project expenditures; and will be in accordance with cost policies and procedures established by the Kansas Department on Aging and Area Agency, in keeping with the guidelines of the U.S. Administration on Aging. Copies of the proposed subcontracts are submitted with this application.
- 3. Agrees to cooperate with the Area Agency in its efforts toward developing a comprehensive and coordinate system of services for individuals who are 60 years of age or older by participating in joint planning efforts and other activities mutually agreed upon to meet this goal.
- 4. Agrees to provide for or participate is such training as may be necessary to enable paid and volunteer project personnel to perform more effectively on the project. Cost for such training have been included in the budget developed for the project and submitted as part of this application.
- 5. Agrees to actively seek qualified older persons for paid positions on the project.
- 6. Agrees to make provisions for volunteer opportunities for older persons.
- 7. Agrees to cooperate and assist in efforts undertaken by the Area Agency, the Kansas Department on Aging, the U.S. Administration on Aging, or any other agency or organization duly authorized by any of the proceeding to evaluate the effectiveness, feasibility and cost of the project.
- 8. Agrees that no personal information obtained from any individuals in conjunction with the project shall be publicly disclosed in a form which identifies an individual without the written and informed consent of the individual concerned.
- 9. Agrees to keep such records and make reports in such form and containing such information as may be required by the Area Agency, Applicant agency agrees to surrender individuals records at the area agency request.
- 10. Agrees to keep such accounts and documents as will serve to permit expeditious determination to be made at any time of the status of funds within the award, including the disposition of all monies received from the area agency, and the nature and amount of all charges claimed against such funds.

- 11. Agrees to comply with Title VI of the civil Rights Act of 1964 (P.L. 88-352) and the regulations issued pursuant thereto. Also, further certifies that the applicant agency has no commitments or obligations which are inconsistent with compliance of these and any other pertinent federal regulations and policies, and that any other agency, organization or party which participate in this project shall have no such commitments or obligations.
- 12. Is cognizant of and agrees to operate the project fully in conformance with all applicable state and local standards, including fire, health, safety and sanitation standards, prescribed in law or regulations.
- 13. All material published in connection with the project described above shall conspicuously acknowledge the support of the Older American Act, the Kansas Department on Aging and the Area Agency. In addition each vehicle provided with Title III funds will carry the identification "Older Americans Act" in letters at least as prominent in size and positions as other identification or signs.
- 14. That this agreement shall remain in force only as long as federal funds are made available from the Kansas Department on Aging in support of the project as described, and that the agreement may be terminated by either party upon sixty (60) days notice.
- 15. The title and ownership of all property and equipment purchased by the applicant agency with monies awarded by the Area Agency on Aging provided through the Kansas Department on Aging shall be taken in the name of said applicant agency and in event of dissolution, discontinuance, assignation or transfer of said project, activity, program or equipment, the Area Agency shall have the right to immediate possession of the same and may enter upon the premises where said equipment is located and seize and remove the same and applicant agency agrees to peacefully surrender the same.
- 16. Agrees to follow priorities set by the Area Agency for serving individuals who are 60 years of age or older with the greatest economic or social need with particular attention to low income minority individuals. Understands they may not use a means test.
- 17. Agrees to specify how the needs of low income minority individuals will be satisfied and to serve low income minority individuals at least in the proportion they represent of the total population in the area served.
- 18. Understands that any violation or breach of the approved application may cause immediate withholding, suspension, or termination of federal funds and appropriate administrative or legal action may be taken.
- 19. Agrees to develop a system for collection of contributions which provides each older persons with an opportunity to contribute, protects the privacy of each older persons with respect to his/her contribution, and ensures that neither undue pressure is used to obtain contributions nor are services denied to a person who will not or can not contribute.
- 20. Agrees to report all project income and that it be included and used in an approved budget in the period generated.
- 21. Agrees that the proper staff persons responsible for the receipt and expenditures of federal funds will be bonded.

- 22. Agrees that a physical inventory of property shall be taken every year of project operation to assess the condition of the property and the results reconciled with property records to verify the existence, current utilization, and continued need for the property.
- 23. Agrees to develop and implement a control system which insures adequate safeguards to prevent loss, damage, or theft of the property both during and after federal support of the project.
- 24. Agrees to provided adequate maintenance procedures to keep the property in good condition both during and after federal support of the project.
- 25. Agrees that in the event of a disaster affecting older persons all resources provided by this grant will be made available to the Area Agency on Aging if requested.
- 26. Agrees to provide an affirmative action plan for equal employment opportunity containing specific goals, action steps and time tables. The affirmative action plan shall be reviewed and updated annually. The Area Agency will neither approve nor renew grants or contracts to agencies which do not have an acceptable affirmative action program.
- 27. In cases where the project is a public agency, it will establish and maintain methods of personnel administration which conform to the Standards for a Merit System of Personnel Administration, and any standards prescribed by the U.S. Civil Service Commission pursuant to Section 208 of the Intergovernmental Personnel Act of 1970 modifying or superseding such standards. Such methods shall be maintained in the files of the project and shall be made available to the Area Agency upon request.
- 28. Agrees to comply with all provisions of Section 504 of the Rehabilitation Act of 1973 and subsequent state and federal policies implementing said act.
- 29. To operate its program or activity so that, when viewed in its entirety, the program or activity is readily accessible to handicapped persons. Where structural changes are required, these changes shall be made as quickly as possible, in keeping with 45 CFR 84.
- 30. Agrees to comply with the provisions and standards contained in Americans with Disabilities Act (A.D.A.-28 CFR Part 35) and Kansas House Bill No. 2602.
- 31. Funds awarded by the area agency may be terminated at any time for violation of any terms and requirements of this agreement.

| Date | Signature of authorized official of the applicant organization |  |
|------|----------------------------------------------------------------|--|

(The Area Agency shall add any additional conditions or assurance it determines to be necessary as part of its agreement.)

#### CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his/her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification or any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress, in connection with this Federal grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbing", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans and cooperative agreements) and that all sub recipients shall certify and disclosure accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

| Leavenworth County Council on Aging | Kansas   |           |
|-------------------------------------|----------|-----------|
| Organization                        |          | State     |
| Councilarmon                        | Director | 9.17.2025 |
| Authorized Signature                | Title    | Date      |

#### ASSURANCES OF COMPLIANCE BETWEEN THE LEAVENWORTH COUNTY COUNCIL ON AGING AREA AGENCY ON AGING AND KANSAS DEPARTMENT ON AGING

The applicant submits this area plan application for award of Older Americans Act of 1965 as amended. The applicant agency understands and agrees that the following provisions are part of the official application and as such become binding upon the conduct of the agency subsequent to the award of any funds by the Kansas Department on Aging.

#### The Applicant agency agrees:

- 1. To carry out the area plan program for the development of a comprehensive and coordinated system for supportive services, nutrition services, and where appropriate multipurpose senior centers, in accordance with Title III of the Older Americans Act, as amended, the program regulations issued pursuant thereto, the applicable state statues, and conditions of this application as approved by the Kansas Department on Aging in
- 2. To serve as an effective and visible advocate and a focal point for the elderly by reviewing and commenting, where feasible, upon all local plans, budgets, and policies which affect the elderly and providing technical assistance to any agency, organization, association, or individuals representing the needs of the elderly, within the planning and service area.
- 3. To work with those agencies or organizations in the area which can benefit older Kansans to assist them in increasing services to the elderly.
- (a) To assure that area agencies will not provide direct services except as provided for in the federal regulations and approved by Kansas Department on Aging.
- (b) To survey the resources in the planning and service area to determine the availability of services to meet the needs of the elderly and direct the activities to minimize duplication.
- 4. To furnish appropriate technical assistance to providers of social services, nutrition services, or multipurpose senior centers in the planning and service area.
- 5. To compile information or institutions of higher education in the area and make a summary of such information available to older individuals.
- 6. To monitor and evaluate the activities carried out under the area plan.
- 7. To assure that priority be given to those activities and services which will assist any individual who is 60 years of age or older with the greatest economic and social need with particular attention to low income
- (a) To assure that no means test shall be used to determine eligibility. The area agency shall encourage contributions and ensure the opportunity is available for participants to contribute for service.
- (b) To assure that no individual shall be denied participation in the service program because of inability to pay.

- (c) To assure that the use of outreach efforts will identify individuals with greatest social or economic need with particular attention to low income minority individuals and older individuals with severe disabilities and will inform such individuals of the availability of such assistance.
- (d) To conduct periodic evaluations of and public hearings on, activities carried out under the area plan and an annual evaluation of the effectiveness of outreach under section (7) (c).
- (e) To conduct outreach to identify persons in each of the four minority racial groups including older Indians, Asian Americans, African Americans, and Hispanic Americans and inform them of the availability of service if there is a significant number of older minorities in planning and service area.
- (f) To develop and publish methods by which priority services are determined.
- 8. To assure that all older individuals within the planning and service area covered by the plan will have reasonably convenient access to information and referral services.
- 9. To assure that an adequate proportion of the III-B allotment to the planning and service area will be expended for the delivery of each of the following categories of services:

Services associated with access to services (transportation, outreach, information, and referral, etc.)

In-home services (homemaker and home health aide, visiting and telephone assurances, chore maintenance and services for families of Alzheimer's and related disorders)

Legal assistance

And

To assure that some funds will be expanded for each category of service.

- 10. To coordinate access services, in-home services and legal assistance with community organizations established to benefit victims of Alzheimer's disease and the families of such victims.
- 11. To coordinate any Title III-B supported mental health services with mental health services provided by community health centers and other public and private non-profit agencies and organizations.
- 12. To include in service provider agreements to following requirements; how the provided intends to satisfy the needs of the low income minority individuals in the area served and that the provider attempts to serve low income minority individuals at least in proportion to the total population of the area served.
- 13. To award sub grantees and/or contracts under the approved area plan to suitable providers and include minority agencies/organizations where feasible within the planning and service area.
- 14. To provide for adequate numbers of qualified staff working full to part time, including older individuals, handicapped individuals, women, and members of minority groups, for the development and implementation of the area plan.

- 15. To provide training on assessing the needs and capacity of older individuals to all staff working in the information and referral program.
- 16. To assure that, to the extent feasible, all public notices in publishes announcing or explaining services furnished with Older Americans Act funds contain the words "in providing these services, no person shall be discriminated against on the basis of race, sex, color, national origin, physical handicap or their equivalent".
- 17. To operate its program or activity so that, when viewed in its entirety, the program or activity is readily accessible to handicapped persons. Where structural changes are required, these changes shall be made as quickly as possible, in keeping with 45 CFR 84.
- 18. Agrees to comply with the provision and standards contained in American with Disabilities Act (A.D.A-28 CFR Part 35) and Kansas House Bill No. 2602.
- 19. To cooperate and assist in any efforts undertaken by the Kansas Department on Aging or the Administration on Aging to evaluate the effectiveness, feasibility, and cost of the services provided under the
- 20. That no personal information obtained from an individual in conjunction with the area agency and/or sub grantee activities or programs shall be disclosed is a form in which it is identified with out written consent of the individual considered.
- 21. To keep such records and make such reports by designating deadlines in such form and containing such information as may be required by the Kansas Department on Aging and in accordance with guidelines and policies issued by the Department and the Administration on Aging. KDOA agrees to notify affected grant recipients of any changes in deadlines, policies, procedures, or regulations affecting this requirement.
- 22. To make copies of records or documents free of charge upon request as are required and needed by the Kansas Department on Aging, the Administration on Aging or their representatives to evaluate the effectiveness and efficiency which permit determination to be made of the status of funds.
- 23. To maintain such accounts and documents as will serve to permit expeditious determination to be made of the status of funds within the award, including the disposition of all monies received from the Kansas Department on Aging, and the nature and amount of all charges claimed to be against such funds.
- 24. To assure that all materials published in connection with the area agency activities shall conspicuously acknowledge the support of the Administration on Aging and the Kansas Department on Aging.
- 25. To ensure that each vehicle funded with Title III funds carries the identification "Older Americans Act" in letters at least as prominent in size and position as other identification or sign.
- 26. To maintain a code of standard of conduct which shall govern the performance of its officers, employees, or agents in awarding and expending funds received from the Kansas Department on Aging. The signed code of conduct must be included in an official document of the area agency.
- 27. To be cognizant of and agrees to operate the project fully in conformance with all applicable state and local standards, including fire, health, safety and sanitation standards, prescribed in law and regulations.

- 28. To provide an affirmative action plan for equal employment opportunity containing specific goals, action steps, and time tables. The affirmative action plan shall be reviewed and updated annually. The area agency will neither approve nor renew grants or contracts to agencies which do not have acceptable affirmative action
- 29. To comply with all provisions of Section 504 of the Rehabilitation Act of 1973 and subsequent state and federal policies implementing said act.
- 30. To assure that adequate and effective opportunities for older persons to express their views on policy and area plan development and amendments are provided through public hearings.
- 31. To comply with Title VI of the Civil rights Act of 1964 (42 U.S.C. Sec 2000d) and the regulations issued pursuant thereto, and certifies that it has no commitments or obligations which are inconsistent with compliance with these and any other pertinent Federal regulations and policies, an that any other agency, organization, or party which participates. An Assurance of Compliance is hereto attached.
- 32. To establish an advisory council composed of older individuals including minority individuals who are participants or eligible to participate in programs under the act, representatives of older individuals, local elected officials, the general public and providers of veteran health care (if appropriate) to advise the area
- 33. To conduct research, assure outreach and assist older individuals apply for benefits under SSI, Medicaid or Food Stamps if the area agency receives funds from the state agency.
- 34. To use the funds received for Part D, E, F, and/or C in accordance with the purpose of such parts.
- 35. To take into consideration the number of older individuals with the greatest economic or social need (with particular attention to low income minority individuals) and the number of the older Indians when determining the extent of need in the PSA.
- 36. To identify the number of low-income minority older individuals in the PSA and describe the methods used to satisfy the service needs of such individuals for the fiscal year proceeding the fiscal year for which the plan is prepared.
- 37. That regarding nutrition services, all statutory provisions concerning nutrition services participants contributions, selection of nutrition services providers, special requirements for nutrition services providers, food requirements for all nutrition services providers, and the offering of meals to volunteers and disabled persons will be met.
- 38. That individuals with disabilities who reside in a noninstitutional household with an accompany a person eligible for congregate meals under this part shall be provided a meal on the same basis that meals are provided to volunteers pursuant to Section 307 (a) (13) (I).
- 39. To conduct efforts to facilitate the coordination of community-based long-term care services pursuant to Section 308 (a) (6) (I) For individuals identified in Section 307 (a) (26).
- 40. To engage only in activities which are consistent with its statutory mission as prescribed in the Older Americans Act and as specified in state policies under Section 1321.11.

- 41. Where possible, to enter into arrangements with organizations providing day care services for children or adults, and respite for families, so as to provide opportunities for older individuals to aid or assist on a voluntary basis in the delivery of such services to children, adults, and families.
- 42. To establish effective and efficient procedures for coordination between the programs assisted under this title and programs described in Section 203 (b).
- 43. To identify the public and private nonprofit entities involved in the prevention identification, and treatment of the abuse, neglect, and exploitation of older individuals and based on such identification, determine the extent to which the need for appropriate services for such individuals is unmet.

| DATE | Signature of authorized official of the grantee organization |  |
|------|--------------------------------------------------------------|--|

Schedule DD

(REV.2/91)

TITLE III-C(1) CONGREGATE MEAL BUDGET BUDGET YEAR: 10/01/24 TO 09/30/25

PROJECT: Leavenworth Nutrition

PSA #01

DATE: JUNE 2025

| PROGRAM CATEGORIES               |            |            |          |           |          |        |            |             |
|----------------------------------|------------|------------|----------|-----------|----------|--------|------------|-------------|
|                                  | (1)        | (2)        | (3)      | (4)       | (5)      | (6)    | (7)        | (8)         |
|                                  |            |            |          |           |          |        |            |             |
|                                  | PRIMARY    |            |          |           |          |        |            | TOTAL SUM   |
|                                  | AND        |            |          |           |          |        |            | OF COLUMNS  |
|                                  | ASSOCIATED | SITE       | PROGRAM  | NUTRITION |          |        |            | (1) THROUGH |
| BUDGET RESOURCES                 | COSTS      | OPERATIONS | MGMT.    | EDUCATION | OUTREACH | ESCORT | ASSISTANCE | (7)         |
| TOTAL COSTS FORWARD              | \$141,136  | \$96,126   | \$33,266 | \$20,363  | \$0      | \$0    | \$0        | \$290,892   |
| 10. (PAGE 1, LINE 9)             |            |            |          |           |          |        |            |             |
| LESS FOLLOWING ITEMS:            |            |            |          |           |          |        |            |             |
| 11A. USDA REIMB. COMMODITIES     |            | XXXXXXXX   |          |           |          |        |            | \$0         |
| 11B. USDA REIMB. CASH            | \$6,643    | XXXXXXXX   |          |           |          | XXXXXX | XXXXXXXX   | \$6,643     |
| 12. STATE FUNDS (NON-MATCH)      | \$0        |            | XXXXXXX  | XXXXXXXX  | XXXXXXX  |        | XXXXXXXX   | \$0         |
| 13A. MILL LEVY (NON-MATCH)       | \$149,239  | \$0        | \$0      | \$0       | \$0      | \$0    | \$0        | \$149,239   |
| 13B. OTHER ARRA Funds(NON-MATCH) | \$0        | \$0        | \$0      | \$0       | \$0      | \$0    | \$0        | \$0         |
| 14. PROGRAM INCOME (NON-MATCH)   | \$45,500   | \$0        | \$0      | \$0       | \$0      | \$0    | \$0        | \$45,500    |
| 15. NET COST                     | (\$60,246) | \$96,126   | \$33,266 | \$20,363  | \$0      | \$0    | \$0        | \$89,509    |
| 16. THIRD PARTY IN-KIND (MATCH)  | \$0        | \$0        | \$0      | \$0       | \$0      | \$0    | \$0        | \$0         |
| 17A. MILL LEVY (MATCH)           | \$9,422    | \$0        | \$0      | \$0       | \$0      | \$0    | \$0        | \$9,422     |
| 17B. LOCAL CASH MATCH            | \$0        | \$0        | \$0      | \$0       | \$0      | \$0    | \$0        | \$0         |
| 18. PROGRAM INCOME MATCH         | \$0        | \$0        | \$0      | \$0       | \$0      | \$0    | \$0        | \$0         |
| 19. STATE FUNDS (MATCH)          | \$0        | \$0        | XXXXXXX  | XXXXXXXX  | XXXXXXXX |        | XXXXXXX    | \$0         |
| 20. TITLE III-C(1)               | (\$69,668) | \$96,126   | \$33,266 | \$20,363  | \$0      | \$0    | \$0        | \$80,087    |
| 21. TITLE III-C(2)               | \$0        | \$0        | \$0      | \$0       | \$0      | XXXXXX | XXXXXXXX   | \$0         |

Schedule DD

(REV. 2/91)

TITLE III-C(1) CONGREGATE MEAL BUDGET BUDGET YEAR: 10/01/24 TO 09/30/25

PROJECT:\_\_\_\_\_ Leavenworth Nutrition

PSA #01

DATE: JUNE 2025

| PROGRAM CATEGORIES     |                              |                    |                  |                        |                       |     |                        |                                               |
|------------------------|------------------------------|--------------------|------------------|------------------------|-----------------------|-----|------------------------|-----------------------------------------------|
|                        | (1)                          | (2)                | (3)              | (4)                    | (5)                   | (6) | (7)                    | (8)                                           |
| BUDGET LINE ITEMS      | PRIMARY AND ASSOCIATED COSTS | SITE<br>OPERATIONS | PROGRAM<br>MGMT. | NUTRITION<br>EDUCATION | NUTRITION<br>OUTREACH |     | SHOPPING<br>ASSISTANCE | TOTAL SUM<br>OF COLUMNS<br>(1) THROUGH<br>(7) |
| DODGET EITHE TIENTS    | 00010                        | 01210110110        |                  |                        |                       |     |                        |                                               |
| 1. PERSONNEL           | \$20,094                     | \$73,326           | \$33,266         | \$20,363               | \$0                   | \$0 | \$0                    | \$147,049                                     |
|                        |                              |                    |                  |                        |                       |     |                        |                                               |
| 2. CAPITAL OUTLAY      | \$0                          | \$0                | \$0              | \$0                    | \$0                   | \$0 | \$0                    | \$0                                           |
| 3. FOOD                | \$120,413                    | \$0                | \$0              | \$0                    | \$0                   | \$0 | \$0                    | \$120,413                                     |
| 4. TRAINING            | \$0                          | \$0                | \$0              | \$0                    | \$0                   | \$0 | \$0                    | \$0                                           |
| 5. TRAVEL              | \$0                          | \$0                | \$0              | \$0                    | \$0                   | \$0 | \$0                    | \$0                                           |
| 6. CONTRACTUAL         | \$0                          | \$0                | \$0              | \$0                    | \$0                   | \$0 | \$0                    | \$0                                           |
| 7. CONSUMABLE SUPPLIES | \$0                          | \$18,000           | \$0              | \$0                    | \$0                   | \$0 | \$0                    | \$18,000                                      |
| 8. OTHER COSTS         | \$630                        | \$4,800            | \$0              | \$0                    | \$0                   | \$0 | \$0                    | \$5,430                                       |
| 9. TOTAL COSTS*        | \$141,136                    | \$96,126           | \$33,266         | \$20,363               | \$0                   | \$0 | \$0                    | \$290,892                                     |

<sup>\*</sup>CARRY TOTAL COSTS FORWARD TO PAGE 2, LINE 10

**TOTAL MEALS BUDGETED 18,454** 

**Schedule DDD** 

3/87

TITLE III-C(1) CONGREGATE MEAL SUPPORTING BUDGET SCHEDULE

PSA #01

DATE: JUNE 2025

BUDGET YEAR:

10/01/24 TO 09/30/25

Name of Project: Leavenworth Nutrition

| PROC                          | PROGRAM CATEGORIES                    |                    |                  |                        |                       |     |                        |                                               |
|-------------------------------|---------------------------------------|--------------------|------------------|------------------------|-----------------------|-----|------------------------|-----------------------------------------------|
|                               | (1)                                   | (2)                | (3)              | (4)                    | (5)                   | (6) | (7)                    | (8)                                           |
| BUDGET LINE ITEMS             | PRIMARY<br>AND<br>ASSOCIATED<br>COSTS | SITE<br>OPERATIONS | PROGRAM<br>MGMT. | NUTRITION<br>EDUCATION | NUTRITION<br>OUTREACH |     | SHOPPING<br>ASSISTANCE | TOTAL SUM<br>OF COLUMNS<br>(1) THROUGH<br>(7) |
| 18,525 meals @\$6.50 per meal | \$120,413                             |                    |                  |                        |                       |     |                        | \$120,413                                     |
|                               | \$120,413                             |                    |                  |                        |                       |     |                        | \$120,413                                     |

# KANSAS DEPARTMENT ON AGING TITLE III-C-II APPLICATION FOR HOMEBOUND MEALS

SUBMITTED BY: LEAVENWORTH COUNTY COUNCIL ON AGING

FY 2024 - 2025 **REVISION** 

KDOA 100-1 Rev. 4/94

APPLICATION
THE AREA AGENCY ON AGING
TITLE III OF THE OLDER AMERICANS ACT

DATE: JUNE 2025

| 1. Title of project              | : Counc     | il on Aging            |                            | 2. Project Service Area: 01        |             |
|----------------------------------|-------------|------------------------|----------------------------|------------------------------------|-------------|
|                                  |             |                        |                            |                                    |             |
| <ol><li>Type of Applic</li></ol> | cation:     |                        |                            |                                    |             |
| New                              | X           | Continuation _         | Revision _                 | Supplement                         |             |
|                                  |             |                        |                            |                                    |             |
| <ol><li>Project Direct</li></ol> | or:         |                        | <ol><li>Applicar</li></ol> | it Agency:                         |             |
| Connie Harmon,                   | Director    |                        | Michael Sm                 | iith                               |             |
| Leavenworth Co                   |             |                        |                            | th County Commissioner             |             |
| 711 Marshall Str                 | •           |                        |                            | h County Court House               |             |
| Leavenworth, KS                  | -           | 3 100                  | 300 Walnut                 | •                                  |             |
| 913-684-0777                     | 00040       |                        |                            | h, KS 66048                        |             |
| DUNS #0730221                    | 147         |                        | LOUVOIT                    | , 110 000 10                       |             |
| DOI10 #0100221                   | 1 7 7       |                        |                            |                                    |             |
| 6. Authorized to                 | Sign for    | Applicant              | 7. Grant Pe                | eriod:                             |             |
| Michael Smith                    |             |                        | 10/01/2024                 | through 09/30/2025                 |             |
| Chairman, Board                  | d of Leav   | enworth                |                            |                                    |             |
| County Commiss                   |             |                        |                            |                                    |             |
| 300 Walnut, Lea                  |             | . KS 66048             |                            |                                    |             |
|                                  |             |                        |                            |                                    |             |
| 8. Type of Orga                  | nization:   |                        | 9. Payee:                  |                                    |             |
| X                                | Public A    | aencv                  | Leavenwor                  | th County Council on Aging         |             |
|                                  |             | Non-Profit Agency      |                            | all Street, Suite 100, Leavenworth | n, KS 66048 |
|                                  |             |                        |                            |                                    |             |
| 10. Total Cost:                  | \$ 77       | 5,489                  |                            |                                    |             |
| Title III C-II I                 | Funds: \$   | 61,255                 |                            |                                    |             |
|                                  |             | s: \$ 172,580          |                            |                                    |             |
|                                  |             | nds: \$ 1,521          |                            |                                    |             |
|                                  |             |                        |                            |                                    |             |
|                                  |             |                        |                            | dersigned that: 1.) Funds          |             |
| awarded as a res                 | sult of thi | s request are to be    | expended for the purp      | oose set forth herein and          |             |
| in accordance wi                 | ith all app | olicable laws, regula  | tions, policies and pro    | ocedures of this state and         |             |
| the Administration               | n on Agi    | ng of the U.S. Depa    | rtment of Health and       | Human Services; 2.) Any            |             |
| proposed change                  | es in the   | proposal approved      | will be submitted in wi    | riting by the applicant and        |             |
|                                  |             |                        |                            | incorporated into and become       |             |
|                                  |             |                        |                            | orm AOA-441) with the              |             |
| Denartment of H                  | lealth an   | d Human Services R     | egulation issued nurs      | suant to Title VI of the Civil     |             |
| Rights Act of 106                | 34 annli≏   | s to this proposal as  | approved and 4 ) Fi        | inds awarded by the Area           |             |
| Agency may he f                  | terminate   | ed at any time for vio | lations of any terms a     | and requirements of this           |             |
| agreement.                       | terrimate   | at any time for vio    | ations of any terms of     | and requirements of the            |             |
| agicoment.                       |             |                        |                            |                                    |             |
| 12. Signature:                   |             |                        |                            |                                    |             |
| 1                                |             |                        |                            |                                    |             |
|                                  |             |                        | =                          | Data                               | =           |
|                                  |             |                        |                            | Date                               |             |

#### **AGREEMENT**

DATE: JUNE 2025

- 1. In consideration of this agreement the Wyandotte/Leavenworth Area Agency on Aging hereinafter referred to as the Area Agency, agrees to:
- (a) Provide to the Leavenworth County Council on Aging of Leavenworth, KS 66048 hereinafter referred to as the applicant agency, for the conduct of the project funds in an amount not to exceed \$61,255 (Federal Funds).
- (b) Provide necessary technical assistance.
- (c) Fully and promptly advised the applicant agency of all applicable state and federal guidelines and regulations.
- (d) Assist the applicant agency in ongoing monitoring and evaluation of the project's accomplishments.
- II. In consideration of this agreement, the applicant agency agrees to:
- (a) Provide \$7,206 (Match Funds) from applicant agency and other local financial resources to meet part of the cost of the project.
- (b) Furnish to the Area Agency such reports at such times and in such manner as shall be required. Agrees to implement and maintain such accounting systems and procedures which are adequate to control and support all fiscal activities under an area agency on aging and to maintain such accounts and supporting documents as will serve to permit an accurate and expeditious determination to be made at any time of the status of the federal grant for the applicant agency, including the disposition of all monies received and the nature and the amount of all charges claimed to be against this agreement.
- (c) Assure that any subsequent agreements entered into with individuals, local, public, or private agencies and organizations under the general terms of this agreement shall be subject to all the applicable regulations and instructions of this agreement, and that all expenditures incurred by such agencies or organizations will be in accordance with the cost policies of the Department of Health and Human Services set forth in Title 45 CFR Part 74 Subpart Q.

| (d) Has read and agrees to follow the attached agreements and all other applicable  |
|-------------------------------------------------------------------------------------|
| regulations, policies and procedures as prescribed by the Area Agency on Aging, the |
| Kansas Department on Aging and the Administration on Aging.                         |
|                                                                                     |

| Date | Signature of Applicant Agency     |  |  |
|------|-----------------------------------|--|--|
| Date | Signature of Area Agency Director |  |  |

KDOA 100-2 DATE: JUNE 2025

#### ASSURANCE OF COMPLIANCE WITH THE DEPARTMENT OF HEALTH AND HUMAN SERVICES REGULATION UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Leavenworth County Council on Aging (hereinafter called the "Applicant")

HEREBY AGREES THAT it will comply with title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 80) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for with the Applicant receives Federal financial assistance from the Kansas Department on Aging, (hereinafter called the "Granter"), a recipient of federal financial assistance from HHS; and HEREBY GIVES ASSISTANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the Applicant by the Granter, this Assurance shall shall obligate the Applicant, or in the case of any transfer for such property, any transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this Assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the federal financial assistance is extended to it by the Granter.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discount or other federal financial assistance extended after the date hereof to the Applicant by the Grantor, including installment payments after such date on account of applications for federal financial assistance which were approved before such date. The Applicant recognizes and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and the Grantor or the United States or both shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the Applicant.

| DATE: | Leavenworth County Council on Aging Applicant |
|-------|-----------------------------------------------|
|       | Bv:                                           |
|       | Signature and Title of Authorized             |
|       | Official of the Applicant                     |

LEAVENWORTH COUNTY COUNCIL ON AGING
711 Marshall Street, Suite 100, LEAVENWORTH, KS 66048
Applicant's mailing address

#### CODE OF CONDUCT ASSURANCE

The recipient of this award shall develop and maintain a written, signed code or standard of conduct which shall govern the performance of its officers, employees, or agents engaged in awarding and expending federal grant funds. Include the following:

- (1) The recipient agency's officers, employees or agents shall neither solicit or accept gratuities, favors, or anything of monetary value from subcontractors or potential subcontractors.
- (2) All persons on the policy making board and all employees in top management will file signed conflict of interest statements which will set forth any organizational, financial, or familiar relationship with actual or potential providers of service under funds from the Older Americans Act.
- (3) Persons serving on advisory councils who are also staff or board members of projects being considered by the advisory council will be expected to remain silent in any presentation of those projects and refrain from voting on such projects.
- (4) Such standard or code shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards either by the officers, employees or agents of the recipient agency or by subcontractors or their agents.

(original signature and title of official authorized by grantee to sign on its behalf)

| Signe  | d:                                                  |
|--------|-----------------------------------------------------|
| Title: | Chairman, Board of Leavenworth County Commissioners |
| Date:  |                                                     |

(NOTE: Above is not the code but merely assures that such a code will be adopted.)

#### **AGREEMENTS**

The Applicant Agency:

- 1. Agrees that the project will be carried out in accordance with Title III of the Older Americans Act, the program regulations issued thereto, the regulations and policies and procedures established by the Kansas Department on Aging, and the Area Agency and the terms and conditioned of this application as approved by the Area Agency in making an award of funds.
- 2. Agrees that where subcontractors are proposed for the operation of one or more components of the proposal, and are approved as part of any award of funds under Title III the applicant agency retains full and complete responsibility for the operation of the project in keeping with the policies and procedures established by the Kansas Department on Aging and Area Agency for the project. The applicant agency will be held accountable by the Area Agency for all project expenditures; and will be in accordance with cost policies and procedures established by the Kansas Department on Aging and Area Agency, in keeping with the guidelines of the U.S. Administration on Aging. Copies of the proposed subcontracts are submitted with this application.
- 3. Agrees to cooperate with the Area Agency in its efforts toward developing a comprehensive and coordinate system of services for individuals who are 60 years of age or older by participating in joint planning efforts and other activities mutually agreed upon to meet this goal.
- 4. Agrees to provide for or participate is such training as may be necessary to enable paid and volunteer project personnel to perform more effectively on the project. Cost for such training have been included in the budget developed for the project and submitted as part of this application.
- 5. Agrees to actively seek qualified older persons for paid positions on the project.
- 6. Agrees to make provisions for volunteer opportunities for older persons.
- 7. Agrees to cooperate and assist in efforts undertaken by the Area Agency, the Kansas Department on Aging, the U.S. Administration on Aging, or any other agency or organization duly authorized by any of the proceeding to evaluate the effectiveness, feasibility and cost of the project.
- 8. Agrees that no personal information obtained from any individuals in conjunction with the project shall be publicly disclosed in a form which identifies an individual without the written and informed consent of the individual concerned.
- 9. Agrees to keep such records and make reports in such form and containing such information as may be required by the Area Agency, Applicant agency agrees to surrender individuals records at the area agency request.
- 10. Agrees to keep such accounts and documents as will serve to permit expeditious determination to be made at any time of the status of funds within the award, including the disposition of all monies received from the area agency, and the nature and amount of all charges claimed against such funds.

- 11. Agrees to comply with Title VI of the civil Rights Act of 1964 (P.L. 88-352) and the regulations issued pursuant thereto. Also, further certifies that the applicant agency has no commitments or obligations which are inconsistent with compliance of these and any other pertinent federal regulations and policies, and that any other agency, organization or party which participate in this project shall have no such commitments or obligations.
- 12. Is cognizant of and agrees to operate the project fully in conformance with all applicable state and local standards, including fire, health, safety and sanitation standards, prescribed in law or regulations.
- 13. All material published in connection with the project described above shall conspicuously acknowledge the support of the Older American Act, the Kansas Department on Aging and the Area Agency. In addition each vehicle provided with Title III funds will carry the identification "Older Americans Act" in letters at least as prominent in size and positions as other identification or signs.
- 14. That this agreement shall remain in force only as long as federal funds are made available from the Kansas Department on Aging in support of the project as described, and that the agreement may be terminated by either party upon sixty (60) days notice.
- 15. The title and ownership of all property and equipment purchased by the applicant agency with monies awarded by the Area Agency on Aging provided through the Kansas Department on Aging shall be taken in the name of said applicant agency and in event of dissolution, discontinuance, assignation or transfer of said project, activity, program or equipment, the Area Agency shall have the right to immediate possession of the same and may enter upon the premises where said equipment is located and seize and remove the same and applicant agency agrees to peacefully surrender the same.
- 16. Agrees to follow priorities set by the Area Agency for serving individuals who are 60 years of age or older with the greatest economic or social need with particular attention to low income minority individuals. Understands they may not use a means test...
- 17. Agrees to specify how the needs of low income minority individuals will be satisfied and to serve low income minority individuals at least in the proportion they represent of the total population in the area served.
- 18. Understands that any violation or breach of the approved application may cause immediate withholding, suspension, or termination of federal funds and appropriate administrative or legal action may be taken.
- 19. Agrees to develop a system for collection of contributions which provides each older persons with an opportunity to contribute, protects the privacy of each older persons with respect to his/her contribution, and ensures that neither undue pressure is used to obtain contributions nor are services denied to a person who will not or can not contribute.
- 20. Agrees to report all project income and that it be included and used in an approved budget in the period generated.
- 21. Agrees that the proper staff persons responsible for the receipt and expenditures of federal funds will be bonded.

- 22. Agrees that a physical inventory of property shall be taken every year of project operation to assess the condition of the property and the results reconciled with property records to verify the existence, current utilization, and continued need for the property.
- 23. Agrees to develop and implement a control system which insures adequate safeguards to prevent loss, damage, or theft of the property both during and after federal support of the project.
- 24. Agrees to provided adequate maintenance procedures to keep the property in good condition both during and after federal support of the project.
- 25. Agrees that in the event of a disaster affecting older persons all resources provided by this grant will be made available to the Area Agency on Aging if requested.
- 26. Agrees to provide an affirmative action plan for equal employment opportunity containing specific goals, action steps and time tables. The affirmative action plan shall be reviewed and updated annually. The Area Agency will neither approve nor renew grants or contracts to agencies which do not have an acceptable affirmative action program.
- 27. In cases where the project is a public agency, it will establish and maintain methods of personnel administration which conform to the Standards for a Merit System of Personnel Administration, and any standards prescribed by the U.S. Civil Service Commission pursuant to Section 208 of the Intergovernmental Personnel Act of 1970 modifying or superseding such standards. Such methods shall be maintained in the files of the project and shall be made available to the Area Agency upon request.
- 28. Agrees to comply with all provisions of Section 504 of the Rehabilitation Act of 1973 and subsequent state and federal policies implementing said act.
- 29. To operate its program or activity so that, when viewed in its entirety, the program or activity is readily accessible to handicapped persons. Where structural changes are required, these changes shall be made as quickly as possible, in keeping with 45 CFR 84.
- 30. Agrees to comply with the provisions and standards contained in Americans with Disabilities Act (A.D.A.-28 CFR Part 35) and Kansas House Bill No. 2602.
- 31. Funds awarded by the area agency may be terminated at any time for violation of any terms and requirements of this agreement.

| Date | Signature of authorized official of the applicant organization |  |
|------|----------------------------------------------------------------|--|

(The Area Agency shall add any additional conditions or assurance it determines to be necessary as part of its agreement.)

#### CERTIFICATION REGARDING LOBBYING

## Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his/her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification or any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress, in connection with this Federal grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbing", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans and cooperative agreements) and that all sub recipients shall certify and disclosure accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

| Leavenworth County Council on Aging | Kansas   |           |  |
|-------------------------------------|----------|-----------|--|
| Organization                        |          | State     |  |
| Comultarmon                         | Director | 9.17. Vas |  |
| Authorized Signature                | Title    | Date      |  |

#### ASSURANCES OF COMPLIANCE BETWEEN THE LEAVENWORTH COUNTY COUNCIL ON AGING AREA AGENCY ON AGING AND KANSAS DEPARTMENT ON AGING

The applicant submits this area plan application for award of Older Americans Act of 1965 as amended. The applicant agency understands and agrees that the following provisions are part of the official application and as such become binding upon the conduct of the agency subsequent to the award of any funds by the Kansas Department on Aging.

#### The Applicant agency agrees:

- 1. To carry out the area plan program for the development of a comprehensive and coordinated system for supportive services, nutrition services, and where appropriate multipurpose senior centers, in accordance with Title III of the Older Americans Act, as amended, the program regulations issued pursuant thereto, the applicable state statues, and conditions of this application as approved by the Kansas Department on Aging in making any
- 2. To serve as an effective and visible advocate and a focal point for the elderly by reviewing and commenting, where feasible, upon all local plans, budgets, and policies which affect the elderly and providing technical assistance to any agency, organization, association, or individuals representing the needs of the elderly, within the planning and service area.
- 3. To work with those agencies or organizations in the area which can benefit older Kansans to assist them in increasing services to the elderly.
- (a) To assure that area agencies will not provide direct services except as provided for in the federal regulations and approved by Kansas Department on Aging.
- (b) To survey the resources in the planning and service area to determine the availability of services to meet the needs of the elderly and direct the activities to minimize duplication.
- 4. To furnish appropriate technical assistance to providers of social services, nutrition services, or multi-purpose senior centers in the planning and service area.
- 5. To compile information or institutions of higher education in the area and make a summary of such information available to older individuals.
- 6. To monitor and evaluate the activities carried out under the area plan.
- 7. To assure that priority be given to those activities and services which will assist any individual who is 60 years of age or older with the greatest economic and social need with particular attention to low income minority
- (a) To assure that no means test shall be used to determine eligibility. The area agency shall encourage contributions and ensure the opportunity is available for participants to contribute for service.
- (b) To assure that no individual shall be denied participation in the service program because of inability to pay.

- (c) To assure that the use of outreach efforts will identify individuals with greatest social or economic need with particular attention to low income minority individuals and older individuals with severe disabilities and will inform such individuals of the availability of such assistance.
- (d) To conduct periodic evaluations of and public hearings on, activities carried out under the area plan and an annual evaluation of the effectiveness of outreach under section (7) (c).
- (e) To conduct outreach to identify persons in each of the four minority racial groups including older Indians, Asian Americans, African Americans, and Hispanic Americans and inform them of the availability of service if there is a significant number of older minorities in planning and service area.
- (f) To develop and publish methods by which priority services are determined.
- 8. To assure that all older individuals within the planning and service area covered by the plan will have reasonably convenient access to information and referral services.
- 9. To assure that an adequate proportion of the III-B allotment to the planning and service area will be expended for the delivery of each of the following categories of services:

Services associated with access to services (transportation, outreach, information, and referral, etc.)

In-home services (homemaker and home health aide, visiting and telephone assurances, chore maintenance and services for families of Alzheimer's and related disorders)

Legal assistance

And

To assure that some funds will be expanded for each category of service.

- 10. To coordinate access services, in-home services and legal assistance with community organizations established to benefit victims of Alzheimer's disease and the families of such victims.
- 11. To coordinate any Title III-B supported mental health services with mental health services provided by community health centers and other public and private non-profit agencies and organizations.
- 12. To include in service provider agreements to following requirements; how the provided intends to satisfy the needs of the low income minority individuals in the area served and that the provider attempts to serve low income minority individuals at least in proportion to the total population of the area served.
- 13. To award sub grantees and/or contracts under the approved area plan to suitable providers and include minority agencies/organizations where feasible within the planning and service area.
- 14. To provide for adequate numbers of qualified staff working full to part time, including older individuals, handicapped individuals, women, and members of minority groups, for the development and implementation of the area plan.
- 15. To provide training on assessing the needs and capacity of older individuals to all staff working in the information and referral program.

- 16. To assure that, to the extent feasible, all public notices in publishes announcing or explaining services furnished with Older Americans Act funds contain the words "in providing these services, no person shall be discriminated against on the basis of race, sex, color, national origin, physical handicap or their equivalent".
- 17. To operate its program or activity so that, when viewed in its entirety, the program or activity is readily accessible to handicapped persons. Where structural changes are required, these changes shall be made as quickly as possible, in keeping with 45 CFR 84.
- 18. Agrees to comply with the provision and standards contained in American with Disabilities Act (A.D.A-28 CFR Part 35) and Kansas House Bill No. 2602.
- 19. To cooperate and assist in any efforts undertaken by the Kansas Department on Aging or the Administration on Aging to evaluate the effectiveness, feasibility, and cost of the services provided under the area plan.
- 20. That no personal information obtained from an individual in conjunction with the area agency and/or sub grantee activities or programs shall be disclosed is a form in which it is identified with out written consent of the individual considered.
- 21. To keep such records and make such reports by designating deadlines in such form and containing such information as may be required by the Kansas Department on Aging and in accordance with guidelines and policies issued by the Department and the Administration on Aging. KDOA agrees to notify affected grant recipients of any changes in deadlines, policies, procedures, or regulations affecting this requirement.
- 22. To make copies of records or documents free of charge upon request as are required and needed by the Kansas Department on Aging, the Administration on Aging or their representatives to evaluate the effectiveness and efficiency which permit determination to be made of the status of funds.
- 23. To maintain such accounts and documents as will serve to permit expeditious determination to be made of the status of funds within the award, including the disposition of all monies received from the Kansas Department on Aging, and the nature and amount of all charges claimed to be against such funds.
- 24. To assure that all materials published in connection with the area agency activities shall conspicuously acknowledge the support of the Administration on Aging and the Kansas Department on Aging.
- 25. To ensure that each vehicle funded with Title III funds carries the identification "Older Americans Act" in letters at least as prominent in size and position as other identification or sign.
- 26. To maintain a code of standard of conduct which shall govern the performance of its officers, employees, or agents in awarding and expending funds received from the Kansas Department on Aging. The signed code of conduct must be included in an official document of the area agency.
- 27. To be cognizant of and agrees to operate the project fully in conformance with all applicable state and local standards, including fire, health, safety and sanitation standards, prescribed in law and regulations.

- 28. To provide an affirmative action plan for equal employment opportunity containing specific goals, action steps, and time tables. The affirmative action plan shall be reviewed and updated annually. The area agency will neither approve nor renew grants or contracts to agencies which do not have acceptable affirmative action
- 29. To comply with all provisions of Section 504 of the Rehabilitation Act of 1973 and subsequent state and federal policies implementing said act.
- 30. To assure that adequate and effective opportunities for older persons to express their views on policy and area plan development and amendments are provided through public hearings.
- 31. To comply with Title VI of the Civil rights Act of 1964 (42 U.S.C. Sec 2000d) and the regulations issued pursuant thereto, and certifies that it has no commitments or obligations which are inconsistent with compliance with these and any other pertinent Federal regulations and policies, an that any other agency, organization, or party which participates. An Assurance of Compliance is hereto attached.
- 32. To establish an advisory council composed of older individuals including minority individuals who are participants or eligible to participate in programs under the act, representatives of older individuals, local elected officials, the general public and providers of veteran health care (if appropriate) to advise the area agency.
- 33. To conduct research, assure outreach and assist older individuals apply for benefits under SSI, Medicaid or Food Stamps if the area agency receives funds from the state agency.
- 34. To use the funds received for Part D, E, F, and/or C in accordance with the purpose of such parts.
- 35. To take into consideration the number of older individuals with the greatest economic or social need (with particular attention to low income minority individuals) and the number of the older Indians when determining the extent of need in the PSA.
- 36. To identify the number of low-income minority older individuals in the PSA and describe the methods used to satisfy the service needs of such individuals for the fiscal year proceeding the fiscal year for which the plan is prepared.
- 37. That regarding nutrition services, all statutory provisions concerning nutrition services participants contributions, selection of nutrition services providers, special requirements for nutrition services providers, food requirements for all nutrition services providers, and the offering of meals to volunteers and disabled persons will be met.
- 38. That individuals with disabilities who reside in a noninstitutional household with an accompany a person eligible for congregate meals under this part shall be provided a meal on the same basis that meals are provided to volunteers pursuant to Section 307 (a) (13) (I).

- 39. To conduct efforts to facilitate the coordination of community-based long-term care services pursuant to Section 308 (a) (6) (I) For individuals identified in Section 307 (a) (26).
- 40. To engage only in activities which are consistent with its statutory mission as prescribed in the Older Americans Act and as specified in state policies under Section 1321.11.
- 41. Where possible, to enter into arrangements with organizations providing day care services for children or adults, and respite for families, so as to provide opportunities for older individuals to aid or assist on a voluntary basis in the delivery of such services to children, adults, and families.
- 42. To establish effective and efficient procedures for coordination between the programs assisted under this title and programs described in Section 203 (b).
- 43. To identify the public and private nonprofit entities involved in the prevention identification, and treatment of the abuse, neglect, and exploitation of older individuals and based on such identification, determine the extent to which the need for appropriate services for such individuals is unmet.

| DATE | Signature of authorized official of the grantee organization |
|------|--------------------------------------------------------------|

Schedule EE DATE: JUNE 2025

(REV. /92)

TITLE III-C(2) HOME DELIVERED MEAL PROJECT BUDGET

PSA #01

BUDGET YEAR: 10/01/24 TO 09/30/25 PROJECT: Leavenworth Nutrition C-(2)

| PROGRAM CATEGORIES              |            |          |          |           |           |             |
|---------------------------------|------------|----------|----------|-----------|-----------|-------------|
|                                 | (1)        | (2)      | (3)      | (4)       | (5)       | (6)         |
|                                 |            |          |          |           |           |             |
|                                 | PRIMARY    |          |          |           |           | TOTAL SUM   |
|                                 | AND        |          |          |           |           | OF COLUMNS  |
|                                 | ASSOCIATED | MEAL     | PROGRAM  | NUTRITION | NUTRITION | (1) THROUGH |
| BUDGET RESOURCES                | COSTS      | DELIVERY | MGMT.    | EDUCATION | OUTREACH  | (5)         |
| TOTAL COSTS FORWARD             | \$665,861  | \$56,000 | \$33,266 | \$20,363  | \$0       | \$ 775,489  |
| 10. (PAGE 1, LINE 9)            |            |          |          |           |           |             |
| LESS FOLLOWING ITEMS:           |            |          |          |           |           |             |
| 11A. USDA REIMB. COMMODITIES    | \$0        | XXXXXXXX | XXXXXX   | XXXXXXX   | XXXXXXX   | \$0         |
| 11B. USDA REIMB. CASH           | \$32,278   | XXXXXXXX | XXXXXX   | XXXXXXX   | XXXXXXX   | \$32,278    |
| 12. STATE FUNDS (NON-MATCH)     | \$172,580  |          | XXXXXX   | XXXXXXX   | XXXXXXX   | \$172,580   |
| 13A. MILL LEVY (NON-MATCH)      | \$336,845  | \$0      | \$0      | \$0       | \$0       | \$336,845   |
| 13.b ARRA                       | \$0        |          |          |           |           | \$0         |
| 13C. STATE CHECK OFF TAX        | \$1,521    | \$0      | \$0      | \$0       | \$0       | \$1,521     |
| 14. PROGRAM INCOME (NON-MATCH)  | \$143,500  | \$0      | \$0      | \$0       | \$0       | \$143,500   |
| 15. NET COST                    | (\$20,863) | \$56,000 | \$33,266 | \$20,363  | \$0       | \$88,766    |
| 16. THIRD PARTY IN-KIND (MATCH) | \$0        | \$0      | \$0      | \$0       | \$0       | \$0         |
| 17A. MILL LEVY (MATCH)          | \$7,206    | \$0      | \$0      | \$0       | \$0       | \$7,206     |
| 17B. LOCAL CASH MATCH           | \$0        | \$0      | \$0      | \$0       | \$0       | \$0         |
| 18. PROGRAM INCOME MATCH        | \$0        | \$0      | \$0      | \$0       | \$0       | \$0         |
| 19. STATE FUNDS (MATCH)         | \$20,304   | \$0      | XXXXXX   | XXXXXXXX  | XXXXXXX   | \$20,304    |
| 20. TITLE III-C(1)              | \$0        | \$0      | \$0      | \$0       | \$0       | \$0         |
| 22. TITLE III-C(2)              | (\$48,374) | \$56,000 | \$33,266 | \$20,363  | \$0       | \$61,255    |

Schedule DD DATE: JUNE 2025

(REV. 2/91)

TITLE III-C(2) HOMEBOUND MEAL BUDGET PROJECT: Leavenworth Nutrition PSA #01

BUDGET YEAR: 10/01/24 TO 09/30/25

| PRO                    | GRAM CATEGO                           | RIES             |                  |                        |                       |                   |                        |                                               |
|------------------------|---------------------------------------|------------------|------------------|------------------------|-----------------------|-------------------|------------------------|-----------------------------------------------|
|                        | (1)                                   | (2)              | (3)              | (4)                    | (5)                   | (6)               | (7)                    | (8)                                           |
| BUDGET LINE ITEMS      | PRIMARY<br>AND<br>ASSOCIATED<br>COSTS | MEAL<br>DELIVERY | PROGRAM<br>MGMT. | NUTRITION<br>EDUCATION | NUTRITION<br>OUTREACH | TRANSP.<br>ESCORT | SHOPPING<br>ASSISTANCE | TOTAL SUM<br>OF COLUMNS<br>(1) THROUGH<br>(7) |
|                        |                                       | \$0              | \$33,266         | \$20,363               | \$0                   | \$0               | \$0                    | \$136,693                                     |
| 1. PERSONNEL           | \$83,064                              | \$0              | \$33,200         | \$20,303               | \$0                   | 30                | J0                     | \$150,095                                     |
| 2. CAPITAL OUTLAY      | \$0                                   | \$0              | \$0              | \$0                    | \$0                   | \$0               | \$0                    | \$0                                           |
| 3. FOOD                | \$582,797                             | \$0              | \$0              | \$0                    | \$0                   | \$0               | \$0                    | \$582,797                                     |
| 4. TRAINING            | \$0                                   | \$0              | \$0              | \$0                    | \$0                   | \$0               | \$0                    | \$0                                           |
| 5. TRAVEL              | \$0                                   | \$0              | \$0              | \$0                    | \$0                   | \$0               | \$0                    | \$0                                           |
| 6. CONTRACTUAL         | \$0                                   | \$0              | \$0              | \$0                    | \$0                   | \$0               | \$0                    | \$0                                           |
| 7. CONSUMABLE SUPPLIES | \$0                                   | \$56,000         | \$0              | \$0                    | \$0                   | \$0               | \$0                    | \$56,000                                      |
| 8. OTHER COSTS         | \$0                                   | \$0              | \$0              | \$0                    | \$0                   | \$0               | \$0                    | \$0                                           |
| 9. TOTAL COSTS*        | \$665,861                             | \$56,000         | \$33,266         | \$20,363               | \$0                   | \$0               | \$0                    | \$775,489                                     |

<sup>\*</sup>CARRY TOTAL COSTS FORWARD TO PAGE 2, LINE 10

TOTAL MEALS BUDGETED 89,661

3/87

DATE: JUNE 2025

PSA#\_01

#### TITLE III-C(2) HOMEBOUND MEAL SUPPORTING BUDGET SCHEDULE

BUDGET YEAR: 10/01/24 TO 09/30/25 Name of Project: Leavenworth Nutrition

| PROGRAM CATEGORIES             |                              |                  |                  |                        |                       |     |                        |                                               |
|--------------------------------|------------------------------|------------------|------------------|------------------------|-----------------------|-----|------------------------|-----------------------------------------------|
| PROC                           |                              |                  | (2)              | (4)                    | (5)                   | (0) | (7)                    | (0)                                           |
|                                | (1)                          | (2)              | (3)              | (4)                    | (5)                   | (6) | (7)                    | (8)                                           |
| BUDGET LINE ITEMS              | PRIMARY AND ASSOCIATED COSTS | MEAL<br>DELIVERY | PROGRAM<br>MGMT. | NUTRITION<br>EDUCATION | NUTRITION<br>OUTREACH |     | SHOPPING<br>ASSISTANCE | TOTAL SUM<br>OF COLUMNS<br>(1) THROUGH<br>(7) |
|                                |                              |                  |                  |                        |                       |     |                        |                                               |
| 89,661 meals @ \$6.50 per meal | \$582,797                    |                  |                  |                        |                       |     |                        | \$582,797                                     |
|                                | \$582,797                    |                  |                  |                        |                       |     |                        | \$582,797                                     |

# KANSAS DEPARTMENT ON AGING TITLE III-B APPLICATION FOR SUPPORTIVE SERVICES

SUBMITTED BY: LEAVENWORTH COUNTY COUNCIL ON AGING

FY 2024/2025 **REVISION** 

KDOA 100-1 DATE: JUNE 2025 Rev. 4/94

## APPLICATION THE AREA AGENCY ON AGING TITLE III OF THE OLDER AMERICANS ACT

| Title of project: Council on Aging                                                                                  | 2. Project Service Area: 01                           |
|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
|                                                                                                                     |                                                       |
| Type of Application:     New X Continuation Rev                                                                     | visionSupplement                                      |
| New X ContinuationNe                                                                                                | nsionouppiement                                       |
| 4. Project Director:                                                                                                | 5. Applicant Agency:                                  |
| Connie Harmon, Director                                                                                             | Michael Smith                                         |
| Leavenworth County Council on Aging                                                                                 | Leavenworth County Commissioner                       |
| 711 Marshall Street, Suite 100                                                                                      | Leavenworth County Court House                        |
| Leavenworth, KS 66048                                                                                               | 300 Walnut                                            |
| 913-684-0777                                                                                                        | Leavenworth, KS 66048                                 |
|                                                                                                                     | 7.0                                                   |
| 6. Authorized to Sign for Applicant                                                                                 | 7. Grant Period:                                      |
| Michael Smith                                                                                                       | 10/01/2024 through 09/30/2025                         |
| Chairman, Board of Leavenworth                                                                                      | · ·                                                   |
| County Commissioners                                                                                                |                                                       |
| 300 Walnut, Leavenworth, Ks 66048                                                                                   |                                                       |
|                                                                                                                     |                                                       |
| 8. Type of Organization:                                                                                            | 9. Payee:                                             |
| X Public Agency                                                                                                     | Leavenworth County Council on Aging                   |
| X Public Agency Private Non-Profit Agency                                                                           | 711 Marshall Street, Suite 100, Leavenworth, KS 66048 |
| Tillaco Hon Front Spino                                                                                             |                                                       |
| 10. Total Cost: \$ 164,527                                                                                          |                                                       |
| Title III B Funds: \$ 64,779                                                                                        |                                                       |
|                                                                                                                     |                                                       |
| I O 195 I bis do note and any do note                                                                               | d by the undersigned that: 1 \ Eunds                  |
| 11. Terms and Conditions: It is understood and agreed awarded as a result of this request are to be expended        | for the purpose set forth berein and                  |
| awarded as a result of this request are to be expended                                                              | nice and precedures of this state and                 |
| in accordance with all applicable laws, regulations, police the Administration on Aging of the U.S. Department of I | Health and Human Sanicas: 2 \ Any                     |
| the Administration on Aging of the U.S. Department of i                                                             | mitted in writing by the applicant and                |
| proposed changes in the proposal approved will be sub                                                               | milled in writing by the applicant and                |
| upon notification of approval by the Area Agency shall be                                                           | be deemed incorporated into and become                |
| part of this agreement; 3.) Attached Assurance of Con                                                               | npliance (Form AOA-441) with the                      |
| Department of Health and Human Services Regulation                                                                  | issued pursuant to Title VI of the Civil              |
| Rights Act of 1964 applies to this proposal as approved                                                             | ; and 4.) Funds awarded by the Area                   |
| Agency may be terminated at any time for violations of                                                              | any terms and requirements of this                    |
| agreement.                                                                                                          |                                                       |
| 12. Signature:                                                                                                      |                                                       |
| T. Oignataro.                                                                                                       |                                                       |
|                                                                                                                     | -                                                     |
|                                                                                                                     | Date                                                  |

#### **AGREEMENT**

DATE: JUNE 2025

- 1. In consideration of this agreement the Wyandotte/Leavenworth Area Agency on Aging hereinafter referred to as the Area Agency, agrees to:
- (a) Provide to the Leavenworth County Council on Aging of Leavenworth, KS 66048 hereinafter referred to as the applicant agency, for the conduct of the project funds in an amount not to exceed \$ 64,779 (Federal Funds).
- (b) Provide necessary technical assistance.
- (c) Fully and promptly advised the applicant agency of all applicable state and federal guidelines and regulations.
- (d) Assist the applicant agency in ongoing monitoring and evaluation of the project's accomplishments.
- II. In consideration of this agreement, the applicant agency agrees to:
- (a) Provide \$7.621 (Match Funds) from applicant agency and other local financial resources to meet part of the cost of the project.
- (b) Furnish to the Area Agency such reports at such times and in such manner as shall be required. Agrees to implement and maintain such accounting systems and procedures which are adequate to control and support all fiscal activities under an area agency on aging and to maintain such accounts and supporting documents as will serve to permit an accurate and expeditious determination to be made at any time of the status of the federal grant for the applicant agency, including the disposition of all monies received and the nature and the amount of all charges claimed to be against this agreement.
- (c) Assure that any subsequent agreements entered into with individuals, local, public, or private agencies and organizations under the general terms of this agreement shall be subject to all the applicable regulations and instructions of this agreement, and that all expenditures incurred by such agencies or organizations will be in accordance with the cost policies of the Department of Health and Human Services set forth in Title 45 CFR Part 74 Subpart Q.
- (d) Has read and agrees to follow the attached agreements and all other applicable regulations, policies and procedures as prescribed by the Area Agency on Aging, the Kansas Department on Aging and the Administration on Aging.

Date

Date

Signature of Applicant Agency

Signature of Area Agency Directo

KDOA 100-2 DATE: JUNE 2025

#### ASSURANCE OF COMPLIANCE WITH THE DEPARTMENT OF HEALTH AND HUMAN SERVICES REGULATION UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Leavenworth County Council on Aging (hereinafter called the "Applicant")

HEREBY AGREES THAT it will comply with title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 80) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for with the Applicant receives Federal financial assistance from the Kansas Department on Aging, (hereinafter called the "Granter"), a recipient of federal financial assistance from HHS; and HEREBY GIVES ASSISTANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the Applicant by the Granter, this Assurance shall shall obligate the Applicant, or in the case of any transfer for such property, any transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this Assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the federal financial assistance is extended to it by the Granter.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discount or other federal financial assistance extended after the date hereof to the Applicant by the Grantor, including installment payments after such date on account of applications for federal financial assistance which were approved before such date. The Applicant recognizes and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and the Grantor or the United States or both shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the Applicant.

| DATE: | <u>Leavenworth County Council on Aging</u> Applicant |
|-------|------------------------------------------------------|
|       | By:<br>Signature and Title of Authorized             |
|       | Official of the Applicant                            |

LEAVENWORTH COUNTY COUNCIL ON AGING
711 MARSHALL STREET, SUITE 100, LEAVENWORTH, KS 66048
Applicant's mailing address

#### CODE OF CONDUCT ASSURANCE

The recipient of this award shall develop and maintain a written, signed code or standard of conduct which shall govern the performance of its officers, employees, or agents engaged in awarding and expending federal grant funds. Include the following:

- (1) The recipient agency's officers, employees or agents shall neither solicit or accept gratuities, favors, or anything of monetary value from subcontractors or potential subcontractors.
- (2) All persons on the policy making board and all employees in top management will file signed conflict of interest statements which will set forth any organizational, financial, or familiar relationship with actual or potential providers of service under funds from the Older Americans Act.
- (3) Persons serving on advisory councils who are also staff or board members of projects being considered by the advisory council will be expected to remain silent in any presentation of those projects and refrain from voting on such projects.
- (4) Such standard or code shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards either by the officers, employees or agents of the recipient agency or by subcontractors or their agents.

(original signature and title of official authorized by grantee to sign on its behalf)

| Si  | gned:                                                   |
|-----|---------------------------------------------------------|
| Tit | le: Chairman, Board of Leavenworth County Commissioners |
| Da  | ite:                                                    |

(NOTE: Above is not the code but merely assures that such a code will be adopted.)

#### **AGREEMENTS**

The Applicant Agency:

- 1. Agrees that the project will be carried out in accordance with Title III of the Older Americans Act, the program regulations issued thereto, the regulations and policies and procedures established by the Kansas Department on Aging, and the Area Agency and the terms and conditioned of this application as approved by the Area Agency in making an award of funds.
- 2. Agrees that where subcontractors are proposed for the operation of one or more components of the proposal, and are approved as part of any award of funds under Title III the applicant agency retains full and complete responsibility for the operation of the project in keeping with the policies and procedures established by the Kansas Department on Aging and Area Agency for the project. The applicant agency will be held accountable by the Area Agency for all project expenditures; and will be in accordance with cost policies and procedures established by the Kansas Department on Aging and Area Agency, in keeping with the guidelines of the U.S. Administration on Aging. Copies of the proposed subcontracts are submitted with this application.
- 3. Agrees to cooperate with the Area Agency in its efforts toward developing a comprehensive and coordinate system of services for individuals who are 60 years of age or older by participating in joint planning efforts and other activities mutually agreed upon to meet this goal.
- 4. Agrees to provide for or participate is such training as may be necessary to enable paid and volunteer project personnel to perform more effectively on the project. Cost for such training have been included in the budget developed for the project and submitted as part of this application.
- 5. Agrees to actively seek qualified older persons for paid positions on the project.
- 6. Agrees to make provisions for volunteer opportunities for older persons.
- 7. Agrees to cooperate and assist in efforts undertaken by the Area Agency, the Kansas Department on Aging, the U.S. Administration on Aging, or any other agency or organization duly authorized by any of the proceeding to evaluate the effectiveness, feasibility and cost of the project.
- 8. Agrees that no personal information obtained from any individuals in conjunction with the project shall be publicly disclosed in a form which identifies an individual without the written and informed consent of the individual concerned.
- Agrees to keep such records and make reports in such form and containing such information as may be required by the Area Agency, Applicant agency agrees to surrender individuals records at the area agency request.
- 10. Agrees to keep such accounts and documents as will serve to permit expeditious determination to be made at any time of the status of funds within the award, including the disposition of all monies received from the area agency, and the nature and amount of all charges claimed against such funds.

- 11. Agrees to comply with Title VI of the civil Rights Act of 1964 (P.L. 88-352) and the regulations issued pursuant thereto. Also, further certifies that the applicant agency has no commitments or obligations which are inconsistent with compliance of these and any other pertinent federal regulations and policies, and that any other agency, organization or party which participate in this project shall have no such commitments or obligations.
- 12. Is cognizant of and agrees to operate the project fully in conformance with all applicable state and local standards, including fire, health, safety and sanitation standards, prescribed in law or regulations.
- 13. All material published in connection with the project described above shall conspicuously acknowledge the support of the Older American Act, the Kansas Department on Aging and the Area Agency. In addition each vehicle provided with Title III funds will carry the identification "Older Americans Act" in letters at least as prominent in size and positions as other identification or signs.
- 14. That this agreement shall remain in force only as long as federal funds are made available from the Kansas Department on Aging in support of the project as described, and that the agreement may be terminated by either party upon sixty (60) days notice.
- 15. The title and ownership of all property and equipment purchased by the applicant agency with monies awarded by the Area Agency on Aging provided through the Kansas Department on Aging shall be taken in the name of said applicant agency and in event of dissolution, discontinuance, assignation or transfer of said project, activity, program or equipment, the Area Agency shall have the right to immediate possession of the same and may enter upon the premises where said equipment is located and seize and remove the same and applicant agency agrees to peacefully surrender the same.
- 16. Agrees to follow priorities set by the Area Agency for serving individuals who are 60 years of age or older with the greatest economic or social need with particular attention to low income minority individuals. Understands they may not use a means test..
- 17. Agrees to specify how the needs of low income minority individuals will be satisfied and to serve low income minority individuals at least in the proportion they represent of the total population in the area served.
- 18. Understands that any violation or breach of the approved application may cause immediate withholding, suspension, or termination of federal funds and appropriate administrative or legal action may be taken.
- 19. Agrees to develop a system for collection of contributions which provides each older persons with an opportunity to contribute, protects the privacy of each older persons with respect to his/her contribution, and ensures that neither undue pressure is used to obtain contributions nor are services denied to a person who will not or can not contribute.
- 20. Agrees to report all project income and that it be included and used in an approved budget in the period generated.
- 21. Agrees that the proper staff persons responsible for the receipt and expenditures of federal funds will be bonded.

- 22. Agrees that a physical inventory of property shall be taken every year of project operation to assess the condition of the property and the results reconciled with property records to verify the existence, current utilization, and continued need for the property.
- 23. Agrees to develop and implement a control system which insures adequate safeguards to prevent loss, damage, or theft of the property both during and after federal support of the project.
- 24. Agrees to provided adequate maintenance procedures to keep the property in good condition both during and after federal support of the project.
- 25. Agrees that in the event of a disaster affecting older persons all resources provided by this grant will be made available to the Area Agency on Aging if requested.
- 26. Agrees to provide an affirmative action plan for equal employment opportunity containing specific goals, action steps and time tables. The affirmative action plan shall be reviewed and updated annually. The Area Agency will neither approve nor renew grants or contracts to agencies which do not have an acceptable affirmative action program.
- 27. In cases where the project is a public agency, it will establish and maintain methods of personnel administration which conform to the Standards for a Merit System of Personnel Administration, and any standards prescribed by the U.S. Civil Service Commission pursuant to Section 208 of the Intergovernmental Personnel Act of 1970 modifying or superseding such standards. Such methods shall be maintained in the files of the project and shall be made available to the Area Agency upon request.
- 28. Agrees to comply with all provisions of Section 504 of the Rehabilitation Act of 1973 and subsequent state and federal policies implementing said act.
- 29. To operate its program or activity so that, when viewed in its entirety, the program or activity is readily accessible to handicapped persons. Where structural changes are required, these changes shall be made as quickly as possible, in keeping with 45 CFR 84.
- 30. Agrees to comply with the provisions and standards contained in Americans with Disabilities Act (A.D.A.-28 CFR Part 35) and Kansas House Bill No. 2602.
- 31. Funds awarded by the area agency may be terminated at any time for violation of any terms and requirements of this agreement.

| Date | Signature of authorized official of the |
|------|-----------------------------------------|
|      | applicant organization                  |

(The Area Agency shall add any additional conditions or assurance it determines to be necessary as part of its agreement.)

#### CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his/her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification or any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress, in connection with this Federal grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbing", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans and cooperative agreements) and that all sub recipients shall certify and disclosure accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

| Leavenworth County Council on A | ging Kansas |           |  |
|---------------------------------|-------------|-----------|--|
| Organization                    |             | State     |  |
| Connit Harm                     | on Director | 9.17.2025 |  |
| Authorized Signature/           | Title       | Date      |  |

## ASSURANCES OF COMPLIANCE BETWEEN THE LEAVENWORTH COUNTY COUNCIL ON AGING AREA AGENCY ON AGING AND KANSAS DEPARTMENT ON AGING

The applicant submits this area plan application for award of Older Americans Act of 1965 as amended. The applicant agency understands and agrees that the following provisions are part of the official application and as such become binding upon the conduct of the agency subsequent to the award of any funds by the Kansas Department on Aging.

#### The Applicant agency agrees:

- 1. To carry out the area plan program for the development of a comprehensive and coordinated system for supportive services, nutrition services, and where appropriate multipurpose senior centers, in accordance with Title III of the Older Americans Act, as amended, the program regulations issued pursuant thereto, the applicable state statues, and conditions of this application as approved by the Kansas Department on Aging in making any
- 2. To serve as an effective and visible advocate and a focal point for the elderly by reviewing and commenting, where feasible, upon all local plans, budgets, and policies which affect the elderly and providing technical assistance to any agency, organization, association, or individuals representing the needs of the elderly, within the planning and service area.
- 3. To work with those agencies or organizations in the area which can benefit older Kansans to assist them in increasing services to the elderly.
- (a) To assure that area agencies will not provide direct services except as provided for in the federal regulations and approved by Kansas Department on Aging.
- (b) To survey the resources in the planning and service area to determine the availability of services to meet the needs of the elderly and direct the activities to minimize duplication.
- 4. To furnish appropriate technical assistance to providers of social services, nutrition services, or multi-purpose senior centers in the planning and service area.
- 5. To compile information or institutions of higher education in the area and make a summary of such information available to older individuals.
- 6. To monitor and evaluate the activities carried out under the area plan.

- 7. To assure that priority be given to those activities and services which will assist any individual who is 60 years of age or older with the greatest economic and social need with particular attention to low income minority
- (a) To assure that no means test shall be used to determine eligibility. The area agency shall encourage contributions and ensure the opportunity is available for participants to contribute for service.
- (b) To assure that no individual shall be denied participation in the service program because of inability to pay.
- (c) To assure that the use of outreach efforts will identify individuals with greatest social or economic need with particular attention to low income minority individuals and older individuals with severe disabilities and will inform such individuals of the availability of such assistance.
- (d) To conduct periodic evaluations of and public hearings on, activities carried out under the area plan and an annual evaluation of the effectiveness of outreach under section (7) (c).
- (e) To conduct outreach to identify persons in each of the four minority racial groups including older Indians, Asian Americans, African Americans, and Hispanic Americans and inform them of the availability of service if there is a significant number of older minorities in planning and service area.
- (f) To develop and publish methods by which priority services are determined.
- 8. To assure that all older individuals within the planning and service area covered by the plan will have reasonably convenient access to information and referral services.
- 9. To assure that an adequate proportion of the III-B allotment to the planning and service area will be expended for the delivery of each of the following categories of services:

Services associated with access to services (transportation, outreach, information, and referral, etc.)

In-home services (homemaker and home health aide, visiting and telephone assurances, chore maintenance and services for families of Alzheimer's and related disorders)

Legal assistance

And

To assure that some funds will be expanded for each category of service.

- 10. To coordinate access services, in-home services and legal assistance with community organizations established to benefit victims of Alzheimer's disease and the families of such victims.
- 11. To coordinate any Title III-B supported mental health services with mental health services provided by community health centers and other public and private non-profit agencies and organizations.
- 12. To include in service provider agreements to following requirements; how the provided intends to satisfy the needs of the low income minority individuals in the area served and that the provider attempts to serve low income minority individuals at least in proportion to the total population of the area served.
- 13. To award sub grantees and/or contracts under the approved area plan to suitable providers and include minority agencies/organizations where feasible within the planning and service area.
- 14. To provide for adequate numbers of qualified staff working full to part time, including older individuals, handicapped individuals, women, and members of minority groups, for the development and implementation of the area plan.
- 15. To provide training on assessing the needs and capacity of older individuals to all staff working in the information and referral program.
- 16. To assure that, to the extent feasible, all public notices in publishes announcing or explaining services furnished with Older Americans Act funds contain the words "in providing these services, no person shall be discriminated against on the basis of race, sex, color, national origin, physical handicap or their equivalent".
- 17. To operate its program or activity so that, when viewed in its entirety, the program or activity is readily accessible to handicapped persons. Where structural changes are required, these changes shall be made as quickly as possible, in keeping with 45 CFR 84.
- 18. Agrees to comply with the provision and standards contained in American with Disabilities Act (A.D.A-28 CFR Part 35) and Kansas House Bill No. 2602.
- 19. To cooperate and assist in any efforts undertaken by the Kansas Department on Aging or the Administration on Aging to evaluate the effectiveness, feasibility, and cost of the services provided under the area plan.
- 20. That no personal information obtained from an individual in conjunction with the area agency and/or sub grantee activities or programs shall be disclosed is a form in which it is identified with out written consent of the individual considered.
- 21. To keep such records and make such reports by designating deadlines in such form and containing such information as may be required by the Kansas Department on Aging and in accordance with guidelines and policies issued by the Department and the Administration on Aging. KDOA agrees to notify affected grant recipients of any changes in deadlines, policies, procedures, or regulations affecting this requirement.
- 22. To make copies of records or documents free of charge upon request as are required and needed by the Kansas Department on Aging, the Administration on Aging or their representatives to evaluate the effectiveness and efficiency which permit determination to be made of the status of funds.

- 23. To maintain such accounts and documents as will serve to permit expeditious determination to be made of the status of funds within the award, including the disposition of all monies received from the Kansas Department on Aging, and the nature and amount of all charges claimed to be against such funds.
- 24. To assure that all materials published in connection with the area agency activities shall conspicuously acknowledge the support of the Administration on Aging and the Kansas Department on Aging.
- 25. To ensure that each vehicle funded with Title III funds carries the identification "Older Americans Act" in letters at least as prominent in size and position as other identification or sign.
- 26. To maintain a code of standard of conduct which shall govern the performance of its officers, employees, or agents in awarding and expending funds received from the Kansas Department on Aging. The signed code of conduct must be included in an official document of the area agency.
- 27. To be cognizant of and agrees to operate the project fully in conformance with all applicable state and local standards, including fire, health, safety and sanitation standards, prescribed in law and regulations.
- 28. To provide an affirmative action plan for equal employment opportunity containing specific goals, action steps, and time tables. The affirmative action plan shall be reviewed and updated annually. The area agency will neither approve nor renew grants or contracts to agencies which do not have acceptable affirmative action
- 29. To comply with all provisions of Section 504 of the Rehabilitation Act of 1973 and subsequent state and federal policies implementing said act.
- 30. To assure that adequate and effective opportunities for older persons to express their views on policy and area plan development and amendments are provided through public hearings.
- 31. To comply with Title VI of the Civil rights Act of 1964 (42 U.S.C. Sec 2000d) and the regulations issued pursuant thereto, and certifies that it has no commitments or obligations which are inconsistent with compliance with these and any other pertinent Federal regulations and policies, an that any other agency, organization, or party which participates. An Assurance of Compliance is hereto attached.
- 32. To establish an advisory council composed of older individuals including minority individuals who are participants or eligible to participate in programs under the act, representatives of older individuals, local elected officials, the general public and providers of veteran health care (if appropriate) to advise the area agency.
- 33. To conduct research, assure outreach and assist older individuals apply for benefits under SSI, Medicaid or Food Stamps if the area agency receives funds from the state agency.
- 34. To use the funds received for Part D, E, F, and/or C in accordance with the purpose of such parts.
- 35. To take into consideration the number of older individuals with the greatest economic or social need (with particular attention to low income minority individuals) and the number of the older Indians when determining the extent of need in the PSA.

- 36. To identify the number of low-income minority older individuals in the PSA and describe the methods used to satisfy the service needs of such individuals for the fiscal year proceeding the fiscal year for which the plan is prepared.
- 37. That regarding nutrition services, all statutory provisions concerning nutrition services participants contributions, selection of nutrition services providers, special requirements for nutrition services providers, food requirements for all nutrition services providers, and the offering of meals to volunteers and disabled persons will be met.
- 38. That individuals with disabilities who reside in a noninstitutional household with an accompany a person eligible for congregate meals under this part shall be provided a meal on the same basis that meals are provided to volunteers pursuant to Section 307 (a) (13) (I).
- 39. To conduct efforts to facilitate the coordination of community-based long-term care services pursuant to Section 308 (a) (6) (I) For individuals identified in Section 307 (a) (26).
- 40. To engage only in activities which are consistent with its statutory mission as prescribed in the Older Americans Act and as specified in state policies under Section 1321.11.
- 41. Where possible, to enter into arrangements with organizations providing day care services for children or adults, and respite for families, so as to provide opportunities for older individuals to aid or assist on a voluntary basis in the delivery of such services to children, adults, and families.
- 42. To establish effective and efficient procedures for coordination between the programs assisted under this title and programs described in Section 203 (b).

DATE

43. To identify the public and private nonprofit entities involved in the prevention identification, and treatment of the abuse, neglect, and exploitation of older individuals and based on such identification, determine the extent to which the need for appropriate services for such individuals is unmet.

PSA 01

#### TITLE III SERVICE ANNUAL BUDGET

#### TITLE III-B

#### Budget Year 10-01-24 to 09-30-25

|                                  | Info&Assistance |
|----------------------------------|-----------------|
| Budget Line Item(s)              | DUNS #073022147 |
| 1. Personnel                     | \$114,635       |
| 2. Staff Travel                  | \$0             |
| 3. Capital                       | \$0             |
| 4. Other Equipment               | \$0             |
| 5. Contractual                   | \$0             |
| 6. Other Costs                   | \$0             |
| 7. TOTAL COSTS                   | \$114,635       |
| Less Resource:                   |                 |
| 8. State Funds (Non-match)       | \$0             |
| 9. Program Income (Non-match)    | \$0             |
| 10. Mill Levy (Non-match)        | \$42,235        |
| 11. Other Local Cash (Non-match) | \$0             |
| 12. Net Cost                     | \$72,400        |
| 13. Third-Party In-kind (Match)  | \$0             |
| 14. Net Cash Cost                | \$72,400        |
| 15. State Funds (Match)          | \$0             |
| 16. Program Income (Match)       | \$0             |
| 17. Mill Levy (Match)            | \$7,621         |
| 18. Other Local Cash (Match)     | \$0             |
| 19. Title III - Funds            | \$64,779        |

## WYANDOTTE/LEAVENWORTH AREA AGENCY ON AGING

#### RUTH E. JONES EXECUTIVE DIRECTOR

849 N. 47<sup>TH</sup> ST., SUITE C, KANSAS CITY, KANSAS 66102 · PHONE (913) 573-8531 · (913) 573-8577

#### **MEMORANDUM**

TO: David Johnston

**UG County Administrator** 

FROM: Betty Ewell, Program Manager

Aging Department

DATE: September 9, 2025

RE: Second Amendment to OAA Title III Programs Grant for FFY25

Actual Allocation

Synopsis: Attached, you will find the Second Amendment to OAA Title III Programs Grant

for FFY25 (Actual Allocation) from Kansas Department for Aging and Disability Services (KDADS), and UG WY/LV Area Agency on Aging. Signature(s)

requested for David Johnston, County Administrator.

Ruth Jones, Executive Director, recommends that you enter into this agreement on behalf of the Wyandotte/Leavenworth Area Agency on Aging Department.

Reviewed by UG Legal Representative

Signed by David Johnston, County Administrator

If you have any questions or concerns, you may contact me at 913-573-8538.

Requested date of return September 12, 2025

Thank you.

## SECOND AMENDMENT TO OLDER AMERICANS ACT (OAA) TITLE III PROGRAMS GRANT AGREEMENT (FFY25 ACTUAL ALLOCATION)

THIS SECOND Amendment ("Amendment") to Older Americans Act (OAA) Title III Programs Grant Agreement ("Agreement") is made and entered into effective this 1st day of August, 2025 by and among the Secretary of the Department for Aging and Disability Services ("KDADS") and Wyandotte-Leavenworth Area Agency on Aging ("Grantee"), collectively hereinafter referred to as the "Parties".

#### RECITALS

WHEREAS, the Parties entered into the Agreement effective 10/01/2024, and 04/13/2025 First Amendment; and

WHEREAS, the Parties wish to modify certain terms and provisions of the Agreement pursuant to the terms and conditions contained herein.

NOW, THEREFORE, for and in consideration of the mutual promises of the Parties contained in this Amendment, as well as other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

#### I. Allocation Adjustment:

| Funding Source                                               | Approved Project Period | Amount    |
|--------------------------------------------------------------|-------------------------|-----------|
| Area Pan Administration                                      | 10/01/2024 - 09/30/2025 | \$109,665 |
| Title III-B Supportive Services                              | 10/01/2024 - 09/30/2025 | \$294,450 |
| Title III-C(1) Congregate Meals                              | 10/01/2024 - 09/30/2025 | \$364,034 |
| Title III-C(2) Home Delivered Meals                          | 10/01/2024 - 09/30/2025 | \$278,433 |
| Title III-D Disease Prevention and Health Promotion Services | 10/01/2024 - 09/30/2025 | \$19,503  |
| Title III-E National Family<br>Caregiver Support Program     | 10/01/2024 - 09/30/2025 | \$138,055 |
| Non-Federal B, C-1 & C-2<br>Services (KDADS State<br>Match)  | 10/01/2024 - 06/30/2025 | \$48,873  |
| Non-Federal (KDADS State<br>Non-Match                        | 10/01/2024 - 06/30/2025 | \$486,589 |

#### II. Required Contractual Provisions Attachment:

The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 07-19), which is attached hereto, are hereby incorporated in this contract and made a part thereof.

#### III. Reaffirmation of Unmodified Terms and Provisions:

With the exception of the amendments and additions contained herein, all of the rest and remainder of the terms and provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Amendment on the dates as set forth herein.

| KANSAS DEPARTMENT FOR AGING<br>AND DISABILITY SERVICES | WYANDOTTE-LEAVENWORTH AREA AGENCY ON AGING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| By:                                                    | By: David Johnston, County Administrator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Date:                                                  | Date: 9/10/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                        | COVED AS TO BE SECOND OF THE PARTY OF THE PA |

State of Kansas Department of Administration DA-146a (Rev. 07-19)

### APPENDIX A CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 07-19), which is attached hereto, are hereby incorporated in this contract and made a part thereof.

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the 1st day of August, 2025.

- Terms Herein Controlling Provisions: It is expressly agreed that the terms of each and every
  provision in this attachment shall prevail and control over the terms of any other conflicting provision
  in any other document relating to and a part of the contract in which this attachment is incorporated.
  Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
- Kansas Law and Venue: This contract shall be subject to, governed by, and construed according
  to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this
  contract shall reside only in courts located in the State of Kansas.
- 3. Termination Due To Lack Of Funding Appropriation: If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least thirty (30) days prior to the end of its current fiscal year and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
- 4. **Disclaimer Of Liability**: No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101, et seq.).
- 5. Anti-Discrimination Clause: The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001, et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111, et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101, et seq.) (ADA), and Kansas Executive Order No. 19-02, and to not discriminate against any person because of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every

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subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) Contractor agrees to comply with all applicable state and federal anti-discrimination laws and regulations; (g) Contractor agrees all hiring must be on the basis of individual merit and qualifications, and discrimination or harassment of persons for the reasons stated above is prohibited; and (h) if it is determined that the contractor has violated the provisions of any portion of this paragraph, such violation shall constitute a breach of contract and the contract may be canceled, terminated, or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

- 6. **Acceptance of Contract**: This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
- 7. Arbitration, Damages, Warranties: Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to, the implied warranties of merchantability and fitness for a particular purpose.
- 8. **Representative's Authority to Contract**: By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
- 9. Responsibility for Taxes: The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
- 10. **Insurance**: The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
- 11. <u>Information</u>: No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101, et seq.
- 12. **The Eleventh Amendment**: "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
- 13. Campaign Contributions / Lobbying: Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.

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#### Leavenworth County Request for Board Action

| To:                           | September 24th, 2025 Board of County Commissioners Community Corrections                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Depar                         | tment Head Approval:                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <u>Additi</u>                 | onal Reviews as needed:                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                               | Budget Review  Administrator Review  Legal Review                                                                                                                                                                                                                                                                                                                                                                                                         |
|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                               | <b>Requested:</b> Approve FY25 Community Corrections Year-End Outcome Reports for FY25 Adult Plan and FY25 Juvenile Comp Plan.                                                                                                                                                                                                                                                                                                                            |
| Recom                         | nmendation: Approve FY25 Community Corrections Year-End Outcome Reports.                                                                                                                                                                                                                                                                                                                                                                                  |
| the atta<br>CAB or<br>progres | sis: At the close of each year, EOY outcome reports are due October 1st. The data provided in ached KDOC year-end outcome report/spreadsheets was previously shared and approved by the n 9/16/25 and JCAB 9/18/25. The EOY outcome reports are a compilation of each quarter's ses towards agency goals established to support the agencies comprehensive plan to improve rm behavior change and overall supervision outcomes, to improve public safety. |
| Alterna                       | atives: N/A                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Budge                         | tary Impact:                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                               | Not Applicable Budgeted item with available funds Non-Budgeted item with available funds through prioritization Non-Budgeted item with additional funds requested                                                                                                                                                                                                                                                                                         |

Total Amount Requested: N/A

**Additional Attachments:** FY25 Juvenile Community Corrections Year-End Outcome Report and FY25 Adult Community Corrections Year-End Outcome Report

#### FY25 Community Corrections Year-End Outcome Report Signatory Approval Form

Judicial District: 1st JD Leavenworth County Community Corrections

Agency Director: Jamie VanHouten Report Period: July 1, 2024 - June 30, 2025 My signature certifies that I authored this report, and assisted in the compilation and analysis of the data cited therein. My signature certifies that the Community Corrections Advisory Board/Governing Board reviewed the Year-End Report of Outcomes for Fiscal Year 2025 and agreed with the findings and discussion therein. Signature of Advisory/Governing Board Chairperson Date Address: 300 Walnut Street, Suite 225, Leavenworth, KS 66048 9136840417 Phone: E-mail: msmith@leavenworthcounty.gov My signature certifies that the Board of County Commissioners reviewed the Year-End Report of Outcomes for Fiscal Year 2025 and agreed with the findings and discussion therein. Signature of Board of County Commissioners Chairperson (Host County only) Date Address: 300 Walnut Street, Suite 225, Leavenworth, KS 66048 Phone: 9136840417 E-mail: msmith@leavenworthcounty.gov

#### FY25 Community Corrections Year-End Outcome Report Signatory Approval Form

Judicial District: 1st JD Leavenworth County Community Corrections

| Agend                     | y <b>Director:</b> Jamie VanHouter | 1                                                                                       |                                        |
|---------------------------|------------------------------------|-----------------------------------------------------------------------------------------|----------------------------------------|
| Rep                       | ort Period: July 1, 2024 - Jun     | e 30, 2025                                                                              |                                        |
| My signatur<br>Signature  | re certifies that routhored thi    | s report, and assisted in the compilation a                                             | nd analysis of the data cited therein. |
| My signatur<br>Outcomes f | or Fiscal Year 2025 and agree      | ty Corrections Advisory Board/Governing I<br>d with the findings and discussion therein | ·                                      |
| Signature of Address:     | f Advisory/Governing Board C       | Chairperson 601 S. 3rd Street, Leavenworth, KS                                          | Date                                   |
| Phone:                    | 9137584001                         | E-mail:                                                                                 | isherley@lvsheriff.org                 |
| 2025 and ag               | greed with the findings and d      |                                                                                         | End Report of Outcomes for Fiscal Year |
| Signature of              | Board of County Commission         | ners Chairperson (Host County only)                                                     | Date                                   |
| Address:                  |                                    | 300 Walnut Street, Suite 225, Leavenwor                                                 | th, KS 66048                           |
| Phone:                    | 9136840417                         | E-mail:                                                                                 | msmith@leavenworthcounty.gov           |
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| of #1 in FY25, begin implementing ACES trauma screener to identify additional risks IIAS staff can a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   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| ector will share results with ICAB at first quarterly meeting for feedback and in pit prior to intolermenting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          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| IIAS staff will begin administering ACE's trauma screener to youth who are referred to IIAS by 1/1/25.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 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This is great to hear!                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 1                                      | they need any thing over the holidays and thering the cost winter months. 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It is nice to be on the same team as                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     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This has reinforced staff effort, even                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |
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| be re assessed every 6 months to ensure they are being appropriately suberished                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | isos                                                 | Ongoing                                 | assessments and have stayed on top of this                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                        | assessments and have stayed on top of the<br>for Q2. Staff also are seeing an                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 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| in FY25, increase the amount of youth who are completing program hours and ensure the influence successful outcomes and long term behavior change by increasing program refer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          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| Action Steps  Action Steps  Million 30 days, ISO will provide complete a cisceplan and update progress after each contact, per standards                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Person Responsible<br>ISOs                           | Contoine                                | Per the Q1 case plan audit staff were<br>successful in completing this task.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           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All 8 youth sentenced in Q4 received program referrals in accordance with their                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | N/A          |
| Action Reps  Actio | Person Responsible<br>ISOs                           |                                         | Per the Q1 case plan audit staff were<br>successful in completing this task.  All five youth sentenced in Q1 were<br>referred to programs for structured                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                        | A review of files demonstrated that staff<br>successfully completed this action step i<br>Q2.  All firm youth sentenced in Q2 were<br>appropriately referred to programs for<br>throutized foating or usersment in                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      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Despire our youth caseloads increasing substantially in January, Shayla and Meliss were able to maintain success with this All 11 youth sentenced in Q3 were successfully referred to programs within 3 days in Q3 alone we had more new youth                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | N/A Challenges                                                                                 |                  | with this objective in Q4 despite growing catchild.  All 8 youth sentenced in Q4 received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | N/A          |
| Action Reps  Actio | Person Responsible<br>ISOs                           | Contoine                                | Per the Q1 case plan audit stall were successful in completing this task.  All five youth sentenced in Q1 were referred to programs for structured learning or treatment in accordance with their 131/EM1 senting or creatment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | N/A N/A N/A                            | A review of files demonstrated that staff<br>successfully completed this action step!<br>Q2.  All five youth sentenced in Q2 were<br>appropriately effected to programs for<br>structured learning our teatment in<br>actividation with their *13/CRA identified.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      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Despie our youth caseloads increasing<br>substantially in January, Shayla and Meliss<br>were able to maintain success with this<br>All 11 youth sentenced in CB were<br>successfully referred to rorgams within 3<br>days in CB alone we had more new youth<br>come to us than the whole previous 5 is.<br>Shayla and Melina her core, and the                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | N/A Challenges                                                                                 |                  | with this objective in Q4 despite growing<br>caseladd.  All 8 youth sentenced in Q4 received<br>program referrals in accordance with their<br>isk assessment.  Both assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | N/A          |
| Action Steps  Minim 30 days, ISO will provide complete a caseplan and update progress after each contact, per sandards  within 30 days, ISO will make referratto cognitive education pulgrams, treatment groups, and education review according to criminogenic and clinical need.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Person Responsible<br>ISOs                           | Contoine                                | Per the Q1 case plan audit stall were<br>successful in completing this task.<br>All five youth sentenced in Q1 were<br>referred to programs for structured<br>learning or treatment in accordance with<br>their TSEAM internal served when the<br>RQ1 all internal served theret and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/A | A review of five demonstrated that staff successfully completed this action step! Q2.  All five youth sentenced in Q2 were appropriately effected to programs for streaming control of the start of the sentenced in Q2 were appropriate for streaming our treatment of activities of the sentenced sent | 1 N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Despie our youth caseloads increasing<br>substantially in January, Shajia and Meless<br>were able to maintain success with this<br>All 11 youth sentenced in Q3 were<br>sucressfully referred to programs within 3<br>days in Q3 sione we had more new youth<br>come to us than the whole previous 5%.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | N/A  N/A  N/A                                                                                  | NIA              | with this objective in Q4 despite growing<br>carellads.  All 8 youth sentenced in Q4 received<br>program referrals in accordance with their<br>risk assessment.  In this perfects maintained success with<br>this objective in Q4.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | N/h                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 100.00       |
| Action Steps  Minim 30 days, ISO will provide complete a caseplan and update progress after each contact, per standards  Within 30 days, ISO will make referratio cognitive education palegrams, treatment groups, and education  erruces according to criminogenic and clinical need.  Utter each contact, ISO will document program flours on KDDC Program flours Tracking Worksheet to  linendor progress towards completion of program flours.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Person Responsible ds ISOs ISOs                      | Ongoing<br>Ongoing                      | Per the Q1 case plan audit stall were successful in completing this task.  All five youth sentenced in Q1 were referred to programs for structured tearning or treatment in accordance with their *155CMI destributed neves.  In Q1 air internal Spreadwiset and departmental form decouraged was made to (track programs hours for each youth under the programs of the progr | N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/A | A review of files demonstrated that staff successfully completed this action step 1 Q2.  All firely youth sentenced in Q2 were appropriately vederated to programs for wheathead earlier with those YSS/CMI identifies have dealers with those YSS/CMI identifies have the dark of an except one of pb documenting programs for which is a program of pb documenting programs have progress for youth in Q2. The addition of Spreadsheet                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | N/A N/A N/A N/A N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Despie our youth caseloads increasing substantially in January, Shayla and Melass were able to maintain success with this All 11 youth sentenced in CB were successfully referred to urogains within 3 days in CB alone we had more new youth come to us than the whole previous Six Sharya and Reference have commed to success which the actions they have commed to the success which the actions they have continued to maintain success with the action step in CB.  But the on our adult side, we started                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | N/A  N/A  N/A  N/A  N/A  N/A Sounds like a lot of forward progress                             | NIA              | with this objective in Q4 despite growing<br>carellads!  All 8 youth sentenced in Q4 received<br>program referrals in accordance with their<br>lask assessment. In the program of the program<br>lask assessment in Q4.  In Q4 the need for smaller incentives in<br>addition to our raffic system for                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | N/h                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | N/A          |
| Action Recyc  Action Recyc  Maker 30 days, ISO will provide complete a Caseplan and update progress after each contact, per standard  within 30 days, ISO will make referral to cognitive education programs, treatment groups, and education  review according to criminogenic and clinical need  other each centact, ISO will document program hours on KIDOC Program Hours. Tracking Worksheet to  monitor progress towards completion of program hours.  SON will provide incentives and sanctions, utilizing Effict Looks as necessary, to reinforce completion of                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Person Responsible ds ISOs ISOs                      | Ongoing<br>Ongoing                      | Per the Q1 case plan audit stall were successful in completing this task.  All five youth sentenced in Q1 were referred to programs for structured learning or treatment in accordance with their 15.75KB intention accordance to Q1 all intention accordance with made to treat programs have fair early youth under In Q1 all stall participated in a refresher training regarding the importance of                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/A | A review of files demonstrated that staff successfully completed this action step!  Q2.  All fire youth sentenced in Q2 were appropriately vederated to programs for streamful in action date; in the transfer with those xx5/CMA identifies busered to add do an exceptional gob documenting programs for youth in Q2. The addition of Spreadful Sentence and your sentence in the action of your sentence in the action of youth in Q2. The addition of Spreadful Sentence and Q2. We found that having larger raille                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1 N/A N/A N/A N/A N/A N/A N/A N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Despire our youth caseloads increasing substantially in January, Shayla and Melass were able to maintain success with this All 11 youth sentenced in CB were successfully referred to programs within 3 days in CB alone we had more new youth come to us than the whole previous Six. Sharris and Before her confirmed to a manufacture with the attent often in CB and the confirmed to the substantial of the confirmed to the confirmed to the substantial of the confirmed to the confirmed t | N/A  N/A  N/A                                                                                  | NIA              | with this objective in Q4 despite growing canelladds.  All 8 youth sentenced in Q4 received program referrals in accordance with their risk assessment.  In the interest in Q4 the interest with this objective in Q4.  In Q4 the need for smaller incentives in addition to our raiffe system for compliance was dentified. The smaller compliance was dentified. The smaller                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 100.00       |
| Action Stopy  Action Stopy  Millim 30 days, ISO will provide complete a caseplan and update progress after each contact, per standards and action 30 days. ISO will make referrable expensive education programs, treatment groups, and education revices according to criminogenic and clinical need.  Ther each contact, ISO will document program flours on KDDC Program flours Tracking Worksheet to conduct progress towards completion of programs flours.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Community Pattners Person Responsible ISOs ISOs      | Ongoing  Ongoing  Ongoing               | Per the Q1 case plan audit stall were successful in completing this task.  All five youth sentenced in Q1 were referred to programs for structured learning or treatment in accordance with them 115/CMI distentions over the control of the control o | N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/A | A review of files demonstrated that staff successfully completed this action step). Q2.  All fire youth sentenced in Q2 were appropriately velerized to programs for streamful actionation with the TAS/EAM identifies pureries staff and an exceptional gob documenting program four progress for youth and Q2. The addition of progress for youth and Q2. The addition of the streamful of the program four progress for youth and Q2. We found that having larger faller prices on site (where they can see I caed youth) and Q1. We found that having larger faller prices on site (where they can see I caed youth) and distingly youth suggestions for                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | N/A N/A N/A N/A N/A N/A N/A Ch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Despie our youth caseloads increasing substantially in January, Shaja and Meliss were able to maintain success with this All 13 youth sentenced in CB were successfully referred to programs within 3 days in CB alone we had more new youth come to us than the wholle previous SA Shaya and Melina have continued to maintain success that the action slep is called the continued of the  | N/A  N/A  N/A  N/A  N/A  N/A Sounds like a lot of forward progress                             | NIA              | with this objective in Q4 despite growing candidate.  All 8 youth sentenced in Q4 received program referrals in accordance with their risk assessment.  Bath in 84 efficiens maintained sustees with this objective in Q4.  In Q4 the need for smaller incentives in addition to our raffle system for compliance was dentified. The smaller incentives for program completion provide an immobility and individual results of the program completion provide an immobility and individual relevant of                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 100.00       |
| Action Page  Actio | Community Pattners Person Responsible ISOs ISOs      | Ongoing  Ongoing  Ongoing               | Per the Q1 case plan audit stall were successful in completing this task.  All five youth sentenced in Q1 were referred to programs for structured fearming of treatment in accordance with their staffickly determined the programs for structured fearming of treatment in accordance with their staffickly determined special work of the departments of word determined where determined the departments and reader to fear a pregram hours for each youth under the Q1 all stall participated in a reference training regarding the importance of utiliting our evidence based decision making grid and conditioning behavior through the seo of incentives and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/A | A review of files demonstrated that staff successfully completed this action step). Q2.  All fire youth sentenced in Q2 were appropriately velerized to programs for threatised learning to incomment of the staff of the section of th | 7 N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Despie our youth caseloads increasing substantially in January, Shayla and Meliss were able to maintain success with this All 13 youth sentenced in CB were successfully referred to programs within 3 days In CB alone we had more new youth come to us than the wholle previous so. Shayla and Melina her occurrenced to maintain success whether had steep only of the common than the conditional state of the common than the common than the common that is beinger and only drawn quarterly. The real "mystery" is win gets the price and what we are guing to come up with based on that youth is necodywants/merests and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | N/A  N/A  N/A  N/A  N/A  N/A Sounds like a lot of forward progress                             | NIA              | with this objective in Q4 despite growing canellada.  All 8 youth sentenced in Q4 received program referrals in accordance with their risk assessment.  Buth inSF officers maintained success with this objective in Q4.  In Q4 the need for smaller incentives in addition to our raffic system for compliance was dentified. The smaller incentives for program completion provide an immodiate and individualized reward based on their inteless, and ideas gathere during them intelleress and ideas gathere.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | N/A c                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 22.5         |
| Action Props  Ac | Community Pattners Person Responsible ISOs ISOs      | Ongoing  Ongoing  Ongoing               | Per the Q1 case plan audit stall were successful in completing this task.  All five youth sentenced in Q1 were referred to programs for structured fearming of treatment in accordance with their staffickly destination of the state of their staffickly destinations of the state of their staffickly according to the state of their staffickly according to the state of their staffickly according to the importance of utilizing our evidence based decision making grid and condutioning behavior through the use of incentives and sanctions. Staff were also provided hard copies of the carry guide use of incentives.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/A | A review of files demonstrated that staff successfully completed this action step in 2.  All firer youth sentenced in Q2 were appropriately vederated to programs for thrusturing learning in treatment in attraction and the transport of the programs for thrusturing learning in treatment in action and the transport of the programs for your file of the youth in Q2. The found that having larger faller prize on site (where they can see it early with and unliving youth suggestion for faller prize increases who a give at motivation Yes!!! Individualling is a get motivation of acting youth singuit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 7 N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Despie our youth caseloads increasing substantially in January, Shayla and Meliss, were able to maintain success with this All 13 youth sentenced in CB were successfully referred to programs within 3 days in CB alone we had more new youth come to us than the whole previous six Shayla and Melina have continued to maintain success with the action play in CB all like in our adult side, we started implementing a "mystery rafile" that is bigger and only drawn quarterly. The real mystery is with gets the price and what we are giving to come up with based on that youth is needly vanish interests and what staff learns about them throught the supervision process.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | N/A  N/A  N/A  N/A  N/A  N/A  Sounds like a lot of forward progress is happening! X-eep if up. | NIA              | with this objective in Q4 despite growing<br>carellads.  All 8 youth sentenced in Q4 received<br>program referrals in accordance with their<br>rolk assessment.  Bight into General maintained sussess with<br>the objective in Q4.  In Q4 the need for smaller incentives in<br>addition to our raffic system for<br>compliance was identified. The smaller<br>incentives for program completion provide<br>an immodate and individualized reward<br>based on their milerals and despitable<br>during their initial orientation. Apparently<br>the raffic system was not immediate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | N/A c                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 100.00       |
| Action Props  Ac | Community Pattners Person Responsible ISOs ISOs      | Ongoing  Ongoing  Ongoing               | per the Q1 case plan audit stall were successful in completing this task.  All five youth sentenced in Q1 were referred to programs for structured learning or treatment in accordance with them 15.5KM intending never in the program for structured learning or treatment in accordance with them 15.5KM intending never when the departments when determined was reader to training regarding the importance of utiliting our evidence based decision making grid and conditioning behavior through the use of incentives and characteristics.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/A | A review of files demonstrated that staff successfully completed this action step). Q2.  All fire youth sentenced in Q2 were appropriately velerized to programs for threatised learning to incomment of the staff of the section of th | 7 N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Despie our youth caseloads increasing substantially in January, Shayla and Meliss, were able to maintain success with this All 13 youth sentenced in Q3 were successfully referred to programs within 3 days in Q3 alone we had more new youth come to us than the whole previous Six Shayla and Melina here confirmed is maintain success with the action dep in Q3 in the condition of the successful in the program of the maintain success with the action dep in Q3 in the condition of the program of the progr | N/A  N/A  N/A  N/A  N/A  N/A  Sounds like a lot of forward progress is happening! X-eep if up. | NIA              | with this objective in Q4 despite growing carellads.  All 8 youth sentenced in Q4 received program referrals in accordance with their risk assessment.  Bight in P officers maintained success with the objective in Q4.  In Q4 the need for smaller incentives, in addition to our raffic system for compliance was dentified. The smaller incentives for program completion provide an immediate and individualized reward based on their milerals and deads gathere during their initial orientation. Apparently the raffic system was not immediate onough to some and they would rather have something that is promored in 1933.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | N/A e e e e e e e e e e e e e e e e e e e                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 22.5         |
| Action Props  Ac | Community Pattners Person Responsible ISOs ISOs      | Ongoing  Ongoing  Ongoing               | per the Q1 case plan audit stall were successful in completing this task.  All five youth sentenced in Q1 were referred to programs for structured learning or treatment in accordance with them. 15.000 indeed, the Q1 at internal spreadsheet and departments whome documents was made to treat program hours for eath youth undeed training regarding the importance of utiliting out evidence based decision maring grid and conditioning behalior through the use of incentives and sanctions. Staff were also provided hard copies of the carry guide use of incentives and rewards fait were also provided hard copies of the carry guide use of incentives and rewards fait seven given time (e.e.ing a different proportion we went over afterwards. Said also spent time creating a different time creating a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/A | A review of files demonstrated that staff successfully completed this action step in 2.  All firer youth sentenced in Q2 were appropriately vederated to programs for thrusturing learning in treatment in attraction and the transport of the programs for thrusturing learning in treatment in action and the transport of the programs for your file of the youth in Q2. The found that having larger faller prize on site (where they can see it early with and unliving youth suggestion for faller prize increases who a give at motivation Yes!!! Individualling is a get motivation of acting youth singuit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 7 N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Despite our youth caseloads increasing substantially in January, Shayla and Meliss were able to maintain success with this All 11 youth sentenced in CB were successfully referred to storgarms within 3 days in CB alone we had more new youth come to us than the whole previous 5%. Shayla and Melina have continued to maintain the common of the same and an access which the attent step in CB. It will be on our adult side, we started implementing a "mystery raffle" that is bigger and only drawn quarterly. The real "mystery" is who gets the prize and what we are grain to come up with based on that youth is needly-wants/micrests and what staff theran about hem through the supervision process. Just it we want to the control of the control of the supervision process. Just it is east that all winners, our youth have been pleasantly suprised and than Mult that we are thoughtful and pread individualized.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | N/A  N/A  N/A  N/A  N/A  N/A  Sounds like a lot of forward progress is happening! X-eep if up. | NIA              | with this objective in Q4 despite growing caselladd.  All 8 youth sentenced in Q4 received program referrals in accordance with their risk assessment in the sentence of the program referrals in Q4 the need for smaller incentives in addition to our raiffe system for compliance was dentified. The smaller incentives for program completion provide an immorbate and individuality of tevant based on their interests and deas gathere during them initial orientation. Apparently the raiffer system was net immediate concept to some and they would rather have something that is promised not just a chance raiffer studyon. This reminded all and the agency as a whole that rewards are                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 100.00       |
| Action Props  Ac | Community Pattners Person Responsible ISOs ISOs      | Ongoing  Ongoing  Ongoing               | Per the Q1 case plan audit stall were successful in completing this task.  All five youth sentenced in Q1 were referred to programs for structured learning or treatment in accordance with their 15.50% disemblind nearly set of the structured learning or treatment in accordance with their 15.50% disemblind nearly set of the power point we went own afterwards. Said also spent time creating a display of available options for incentives and created as aftle system to make it more                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/A | A review of files demonstrated that staff successfully completed this action step in 2.  All firer youth sentenced in Q2 were appropriately vederated to programs for thrusturing learning in treatment in attraction and the transport of the programs for thrusturing learning in treatment in action and the transport of the programs for your file of the youth in Q2. The found that having larger faller prize on site (where they can see it early with and unliving youth suggestion for faller prize increases who a give at motivation Yes!!! Individualling is a get motivation of acting youth singuit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 7 N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Despite our youth caseloads increasing substantially in January, Shayla and Melass were able to maintain success with this All 11 youth sentenced in CB were successfully referred to ungarars within 3 days in CB all and the whole previous 5%. Shayla and Melass have continued to the previous 5% shayla and Melass have continued to maintain the whole previous 5%. Shayla and Melass have continued to maintain the whole previous 5%. Shayla and Melass have continued to maintain the whole previous 5%. Shayla and Melass have continued to the maintain the maintain the same continued to the maintain the maintain the maintain the maintain the same continued to the maintain the maintain the same continued to the maintain the supervision process. And the water that the supervision process, had the west cast and with safel features about them thought the supervision process. And the water thought the supervision process had the will that we are thought the supervision process. And the water thought the supervision process had the water thought the supervision process. And the water thought the supervision process and the supervision process are sup | N/A  N/A  N/A  N/A  N/A Sounds like a lot of forward progress is happening! K-rep it up        | NIA              | with this objective in Q4 despite growing carellada.  All 8 youth sentenced in Q4 received program referrals in accordance with their isk assessment.  Buth its efficers maintained success with this objective in Q4.  In Q4 the need to smaller incentives in addition to our raffle system for compliance was identified. The smaller incentives for program completion provide an immodiate and individuality off clevard based on their interests and ideas gathere during their intell orientation. Apparently the raffle system was not immediate oncupit to some and they would rather have something that is promised not just a chance raffle system was not immediate chance in the study of the property of the control of the chance in the study of t | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 100.00       |
| Action Page  Actio | Community Pattners Person Responsible ISOs ISOs      | Ongoing  Ongoing  Ongoing               | Per the Q1 case plan audit stall were successful in completing this task.  All five youth sentenced in Q1 were referred to programs for structured tearning or treatment in accordance with their stackful debending events.  In Q1 at install debending events of the debending of the programs for structured to departments whome documents was made as treats program hours for each youth under treatment regarding the importance of utiliting our evidence based decision making grid and conditioning behavior through the use of incentives and sanctions. Staff were also provided hard copies of the carry guide use of incentives and rewards tracking sheet and hard copie of the carry guide use of incentives and rewards tracking sheet and hard copie of the provincipion two went our incentives and created a staffle system to make it more negaging for clients. Served to fleake you are negaging for clients.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/A | A review of files demonstrated that staff successfully completed this action step in 2.  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Individualling is a get motivation of acting youth singuit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 7 N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Despie our youth caseloads increasing substantially in January, Shayla and Melass were able to maintain success with this All 13 youth sentenced in Q3 were successfully referred to programs within 3 days in Q3 sione we had more new youth come to us than the whole previous 5%. 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The smaller incentives for program completion prouds an immodate and individually of leward based on their intelligence on their intelligence of their in | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 22.5         |
| Action Page  Actio | Community Pattners Person Responsible ISOs ISOs      | Ongoing  Ongoing  Ongoing               | Per the Q1 case plan audit stall were successful in completing this task.  All five youth sentenced in Q1 were referred to programs for structured learning or treatment in accordance with their 15.50% disemblind nearly set of the structured learning or treatment in accordance with their 15.50% disemblind nearly set of the power point we went own afterwards. 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| Action Page  Actio | Community Pattners Person Responsible ISOs ISOs      | Ongoing  Ongoing  Ongoing               | Per the Q1 case plan audit stall were successful in completing this task.  All five youth sentenced in Q1 were referred to programs for structured tearning or treatment in accordance with their stackful debending events.  In Q1 at install a providence and departments who who departments who who decomment was made as treats pregram hours for early youth under treatment regarding the importance of utiliting our evidence based decision making grid and conditioning behavior through the use of incentives and anactions. 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Served to heavy ou are negaging for clients.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/A | A review of fire demonstrated that staff successfully completed this action step in Q2.  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Intil see we are thoughtful and picked individualized ghitcards/goodes for them 13 young cleans shed lears that we care more about them with these latting essures is really helping, staff stay motivated to use the compliance raffic:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | N/A  N/A  N/A  N/A  N/A Sounds like a lot of forward progress is happening! K-rep it up        | NIA              | with this objective in Q4 despite growing canellads.  All 8 youth sentenced in Q4 received program referrals in accordance with their risk assessment.  In Q4 the need to smaller incentives in addition to our raffle system for compliance was identified. The smaller incentives for program completion prouds an immodate and individualized reward based on their interests and dead and advidualized reward based on their interests and dead against the raffle system was not immediate. 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| Action Steps  Ac | Community Pattners Person Responsible ISOs ISOs      | Ongoing  Ongoing  Ongoing               | Per the Q1 case plan audit staff were successful in completing this task.  All five youth sentenced in Q1 were referred to programs for structured fearming of treatment in accordance with their staff. All designed in the staff of their staff. All designed in the staff of their staff of thei | N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/A | A review of fire demonstrated that staff successfully completed this action step! 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I keep                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | N/A  N/A  N/A  N/A  N/A Sounds like a lot of forward progress is happening! K-rep it up        | NIA<br>RIJA      | with this objective in Q4 despite growing carellads.  All 8 youth sentenced in Q4 received program referrals in accordance with their risk assessment.  Birth into Pefficers maintained success with the objective in Q4.  In Q4 the need for smaller incentives in addition to our raffic system for compliance was dentified. The smaller incentives for program completion provide an immediate and individualized reward based on their miterals and deasy gathere during their initial or necessary on the program completed or neighbor in the raffic system was not immediate onough to some and they would rather have something that is promored not just a chance raffic situation. 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| Action Steps  Minn 30 days, ISO will provide semigliste a caseplan and update progress after each contact, per standards  Minn 30 days, ISO will provide semigliste a caseplan and update progress after each contact, per standards  Minn 30 days, ISO will make referral to cognitive education pulgrams, treatment groups, and education  rivies according to criminogenic and clinical need  ther each centact, ISO will document program librars on KIDIX Pregram librar Tracking Workshees to  londed progress towards completed in oil program librars.  Cost will provide incentives and sanctions, utilizing EPICs tools as necessary, to reinferer completion oil  program librars so youth meet disage requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Community Pattners Person Responsible ISOs ISOs ISOs | Ongoing  Ongoing  Ongoing  Ongoing      | Per the Q1 case plan audit stall were successful in completing this task.  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Great to hear you are also tracking 4:1 as well                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/A | A review of fire demonstrated that staff successfully completed this action step in Q2.  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| Action Props  Ac | Community Pattners Person Responsible ISOs ISOs ISOs | Ongoing  Ongoing  Ongoing  Ongoing      | Per the Q1 case plan audit stall were successful in completing this task.  All five youth sentenced in Q1 were referred to programs for structured learning or treatment in accordance with their 15.6% discerning nearly with the programs for structured learning or treatment in accordance with their 15.6% discerning nearly with the departments who and detected their structures and required their structures and repartments of their programs have for each youth under the Q1 all stall participated in a defeaser training tegating the importance of utiliting our evidence based decision making grid and conditioning behalior through the use of incentives and sanctions. Staff were also provided hard copies of the carey guide use of incentives and revealed staff also system to make it more afterwards. 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The Q1 case plan audit yielded positive flowly, and identified that stall was                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/A | A review of fire demonstrated that staff successfully completed this action step! 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| Action Stock  Ac | Community Pattners Person Responsible ISOs ISOs ISOs | Ongoing Ongoing Ongoing Ongoing Ongoing | Per the Q1 case plan audit stall were successful in completing this task.  All five youth sentenced in Q1 were referred to programs for structured learning or treatment in accordance with their 15.60% discerning news.  In Q1 all state has predefined and departments them decomes was made to treat program hours for eath youth under the Q1 all stall participated in a defeaser training tegating the importance of utiliting our evidence based decision making grid and conditioning behalior through the carey guide used in receives and sended copies of the carey guide used in receives and revealed staff also spent under dark display of available options for incentives and revealed staff also system time creating a display of available options for incentives and created at after system to make in more engaging for clients. Great to heavy ou are also tracking 4:1 as well.  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| Action Steps  Ac | Community Pattners Person Responsible ISOs ISOs ISOs | Ongoing  Ongoing  Ongoing  Ongoing      | Per the Q1 case plan audit stall were successful in completing this task.  All five youth sentenced in Q1 were referred to programs for structured learning or treatment in accordance with their 15.6% discerning nearly with the programs for structured learning or treatment in accordance with their 15.6% discerning nearly with the departments who and detected their structures and required their structures and repartments of their programs have for each youth under the Q1 all stall participated in a defeaser training tegating the importance of utiliting our evidence based decision making grid and conditioning behalior through the use of incentives and sanctions. Staff were also provided hard copies of the carey guide use of incentives and revealed staff also system to make it more afterwards. 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Sharra and Melana here consumed to maintain the common of th | N/A  N/A  N/A  N/A Sounds like a lot of forward progress is happening! Keep It up              | NIA              | with this objective in Q4 despite growing canellads.  All 8 youth sentenced in Q4 received program referrals in accordance with their risk assessment.  In Q4 the need for smaller incentives in addition to our raffic system for compliance was dentified. The smaller incentives for program compliance was dentified. The smaller incentives for program compliance was dentified. The smaller incentives for program compliance may addition to accordance and interval of the smaller incentives for program compliance made are referred to the incentive for program dentified in remaining the concept to some and they would rather have something that is promised not yet chance raffic soution. In the reminded sat and the arency as a whole that rewards a unit, a reward if is meaningful to the client and we carfit use a one size fits all approach.  All four case file audits conducted by this direct in Q4 wolded positive results in staffs ability to complete steps 1.4.  N./s. staff received praise and were laidly reminded staff or reduce their use of a consume this director can be overwhelmed tryin.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | N/A  N/A  a III III III III III III III III III                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 100.00       |
| Action Steps  Thin 30 days, ISO will provide complete a coordina and update progress after each contact, per standards thin 30 days, ISO will provide complete a coordina and update progress after each contact, per standards thin 30 days, ISO will make referral to cognitive education programs, treatment groups, and education vices according to criminogenic and clinical need.  Let each centract, ISO will document program hours on KIDOC Program Hours Tracking Worksheet to indeed straggress towards completion of program hours.  Do will provide incentives and sanctions, utilizing EPICs tools as necessary, to reinforce completion of program hours so youth meet dosage requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Community Pattners Person Responsible ISOs ISOs ISOs | Ongoing Ongoing Ongoing Ongoing Ongoing | Per the Q1 case plan audit stall were successful in completing this task.  All five youth sentenced in Q1 were referred to programs for structured learning or treatment in accordance with their 15.60% discerning news.  In Q1 all state has predefined and departments them decomes was made to treat program hours for eath youth under the Q1 all stall participated in a defeaser training tegating the importance of utiliting our evidence based decision making grid and conditioning behalior through the carey guide used in receives and sended copies of the carey guide used in receives and revealed staff also spent under dark display of available options for incentives and revealed staff also system time creating a display of available options for incentives and created at after system to make in more engaging for clients. Great to heavy ou are also tracking 4:1 as well.  The Q1 case plan audit yielded positive flowly, and identified that stall was successful in carrying out steps 1-3.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/A | A review of five demonstrated that staff successfully completed this action step in Q2.  All firer youth sentenced in Q2 were appropriately vectored to programs for throatined learning to treatment in extended to them. Yas/Caki deminion however that find an exceptional poble documenting program shour programs for youth in Q2. The addition of specific into account of the program shour programs for youth and with the program shour programs for youth and with the program shour programs for youth and with the program of the program of the program of the program of the programs of the pro | T N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Despile our youth caseloads increasing substantially in January, Shayla and Melliss were able to maintain success with this All 17 youth sentenced in Q3 were successfully referred to programs within 3 days in Q3 sione we had more new youth come to us than the whole previous 5%. Shayla and Melliss here continued to maintain success with the attent step in Q3.  List like on our adult side, we started implementing, a "mystery raffle" that is bigger and only drawn guartery. The rest implementing, a "mystery is the prize and what we are guing to come up with based on that youth's needly wantly merests and what yalf learns about them through the supervision process. In this weak and always with the supervision process, but she was the supervision process. In this weak and always the process of the supervision process. In this weak and always the process of the supervision process. In this weak and all would be should b | N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/A                                                         | NIA              | with this objective in Q4 despite growing carellads.  All 8 youth sentenced in Q4 received program referrals in accordance with their risk assessment.  Bigth risk effects maintained success with this objective in Q4.  In Q4 the need for smaller incentives in addition to our raffic system for compliance was identified. The smaller incentives for program completion provide an immediate and individualized reward based on their mileses and deasy gathere during their initial orientation. Apparently the raffic system was not immediate onough for some and they would rather have something that is promoded not just a chance raffic situation. This reminded shall another alerge, as a whole that rewards a only a reward if it is meaningful to the client and we can't use a one size fits all approach.  All flow case fite audits conducted by this direction in Q4 welded positive results in staffs ability to complete steps 1.4.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | N/A  N/A  a III III III III III III III III III                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 100          |

#### **Creating the Agency Case Plan**

Within the Comprehensive Plan Grant Application, each funded agency agreed to provide complete and accurate data to the Kansas Department of Corrections (KDOC) regarding their initiatives for the upcoming fiscal year. Quarterly and Year-End Outcome Reports achieve this requirement by providing updates on the progress of an agency's stated goals and action steps they've identified in their Agency Case Plan.

KDOC utilizes an article titled "Implementing Evidence-Based Practice in Community Corrections: The Principles of Effective Intervention," by the Crime and Justice Institute to identify best practices for developing an agency case plan that is rooted in increasing an agency's successful supervision of clients. The article found below details the framework for the eight evidence-based principles of effective interventions.

When completing the required case plan, agencies will need to select a minimum of three principles to focus on for their upcoming fiscal year. Agencies may choose from any of the eight principles to develop their goals from. Agencies may create additional goals that are separate from the eight principles if desired once they've met the minimum requirement of three principles.

On a quarterly basis, grant awardees are required to submit their updated agency case plan document detailing the progress, challenges, and modifications to their plan,

Quarterly reports and the year-end report are to be uploaded in the grant management software program, Amplifund. Below are the due dates for report submissions in Amplifund. Please note, an accompanying signatory approval page is only required for the year-end report.

Submission Schedule for Quarterly and Year-End Outcome Reports

Report Period

Due On or Before

Signatory Approval

1st Quarter: July 1st – September 30th
October 30th
No

2nd Quarter: October 1st – December 31st
January 30th
No

3rd Quarter: January 1st – March 31st
April 30th
No

October 1<sup>st</sup>

4<sup>th</sup> Quarter/Year-End: April 1<sup>st</sup> – June 30<sup>th</sup>
\*The Year-End report captures the entire fiscal year, July 1<sup>st</sup> - June 30<sup>th</sup>.



### Implementing Evidence-Based Practice in Community Corrections:



Yes

#### The Principles of Effective Intervention

The following framework of principles is listed in developmental order and they are all highly interdependent. For example, offender assessments must consider both risk to reoffend and criminogenic needs, in that order. Research indicates that resources are used more effectively when they are focused on higher-risk rather than lower-risk offenders, therefore considering offenders' risk to reoffend prior to addressing criminogenic needs allows agencies to target resources on higher-risk offenders (see Appendix B).

#### Eight Evidence-Based Principles for Effective Interventions

- L Assess Actuarial Risk/Needs.
- 2. Enhance Intrinsic Motivation.
- 3. Target Interventions.
  - a. Risk Principle: Prioritize supervision and treatment resources for higher risk offenders.
  - b. Need Principle: Target interventions to criminogenic needs.
  - c. Responsivity Principle: Be responsive to temperament, learning style, motivation, culture, and gender when assigning programs.
  - d. Dosage: Structure 40-70% of high-risk offenders' time for 3-9 months.
  - e. Treatment: Integrate treatment into the full sentence/sanction requirements.
- 4. Skill Train with Directed Practice (use Cognitive Behavioral treatment methods).
- 5. Increase Positive Reinforcement.
- Engage Ongoing Support in Natural Communities.

#### 1) Assess Actuarial Risk/Needs.

Develop and maintain a complete system of ongoing offender risk screening / triage and needs assessments. Assessing offenders in a reliable and valid manner is a prerequisite for the effective management (i.e.: supervision and treatment) of offenders. Timely, relevant measures of offender risk and need at the individual and aggregate levels are essential for the implementation of numerous principles of best practice in corrections, (e.g., risk, need, and responsivity). Offender assessments are most reliable and valid when staff are formally trained to administer tools. Screening and assessment tools that focus on dynamic and static risk factors, profile criminogenic needs, and have been validated on similar populations are preferred. They should also be supported by sufficiently detailed and accurately written procedures.

#### **Ouestions to Ask:**

- Does the assessment tool we're using measure for criminogenic risk and need?
- How are officers trained to conduct the assessment interview?
- What quality assurance is in place to ensure that assessments are conducted appropriately?
- How is the assessment information captured and used in the development of case plans?

Offender assessment is as much an ongoing function as it is a formal event. Case information that is gathered informally through routine interactions and observations with offenders is just as important as formal assessment guided by instruments. Formal and informal offender assessments should reinforce one another. They should combine to enhance formal reassessments, case decisions, and working relations between practitioners and offenders throughout the jurisdiction of supervision.

(Andrews, et al., 1990; Andrews & Bonta, 1998; Gendreau, et al., 1996; Kropp, et al., 1995; Meehl, 1995; Clements, 1996)

## Eight Principles for Evidence-Based Practice (EBP) in Community Corrections (con't.)

#### 2) Enhance Intrinsic Motivation.

Staff should relate to offenders in interpersonally sensitive and constructive ways to enhance intrinsic motivation in offenders. Behavioral change is an inside job; for lasting change to occur, a level of intrinsic motivation is needed. Motivation to change is dynamic and the probability that change may occur is strongly influenced by interpersonal interactions, such as those with probation officers, treatment providers, and institution staff. Feelings of ambivalence that usually accompany change can be explored through motivational interviewing, a style and method of communication used to help people overcome their ambivalence regarding behavior changes.

Research strongly suggests that motivational interviewing techniques, rather than persuasion tactics, effectively enhance motivation for initiating and maintaining behavior changes.

#### Questions to Ask:

- Are officers and program staff trained in motivational interviewing techniques?
- What quality assurance is in place?
- Are staff held accountable for using motivational interviewing techniques in their day-to-day interactions with offenders?

(Miller & Rollnick, 2002; Miller & Mount, 2001; Harper & Hardy, 2000; Ginsburg, et al, 2002; Ryan & Deci, 2000)

#### 3) Target Interventions.

- A. RISK PRINCIPLE: Prioritize supervision and treatment resources for higher risk offenders.
- B. NEED PRINCIPLE: Target interventions to criminogenic needs.
- C. RESPONSIVITY PRINCIPLE: Be responsive to temperament, learning style, motivation, gender, and culture when assigning to programs.
- D. DOSAGE: Structure 40-70% of high-risk offenders' time for 3-9 months.
- E. TREATMENT PRINCIPLE: Integrate treatment into the full sentence/sanction requirements.

#### a) Risk Principle

Prioritize primary supervision and treatment resources for offenders who are at higher risk to re-offend. Research indicates that supervision and treatment resources that are focused on lower-risk offenders tend to produce little if any net positive effect on recidivism rates. Shifting these resources to higher risk offenders promotes harm-reduction and public safety because these offenders have greater need for pro-social skills and thinking, and are more likely to be frequent offenders. Reducing the recidivism rates of these higher risk offenders reaps a much larger bang-for-the-

Successfully addressing this population requires smaller caseloads, the application of well developed case plans, and placement of offenders into sufficiently intense cognitive-behavioral interventions that target their specific criminogenic needs.

(Gendreau, 1997; Andrews & Bonta, 1998; Harland, 1996; Sherman, et al, 1998; McGuire, 2001, 2002)

#### b) Criminogenic Need Principle

Address offenders' greatest criminogenic needs. Offenders have a variety of needs, some of which are directly linked to criminal behavior. These criminogenic needs are dynamic risk factors that, when addressed or changed, affect the offender's risk for recidivism. Examples of criminogenic needs are: criminal personality; antisocial attitudes, values, and beliefs; low self control; criminal peers; substance abuse; and dysfunctional family. Based on an assessment of the offender, these criminogenic needs can be prioritized so that services are focused on the greatest criminogenic needs.

(Andrews & Bonta, 1998; Lipton, et al. 2000; Elliott, 2001; Harland, 1996)

(Continued on pg 5)

### Eight Principles for Evidence-Based Practice (EBP) in Community Corrections (con't.)

(Continued from pg 4)

#### c) Responsivity Principle

Responsivity requires that we consider individual characteristics when matching offenders to services. These characteristics include, but are not limited to: culture, gender, motivational stages, developmental stages, and learning styles. These factors influence an offender's responsiveness to different types of treatment.

The principle of responsivity also requires that offenders be provided with treatment that is proven effective with the offender population. Certain treatment strategies, such as cognitive-behavioral methodologies, have consistently produced reductions in recidivism with offenders under rigorous research conditions.

Providing appropriate responsivity to offenders involves selecting services in accordance with these factors, including:

a) Matching treatment type to offender; and

b) Matching style and methods of communication with offender's stage of change readiness.

(Guerra, 1995; Miller & Rollnick, 1991; Gordon, 1970; Williams, et al, 1995)

#### d) Dosage

Providing appropriate doses of services, pro-social structure, and supervision is a strategic application of resources. Higher risk offenders require significantly more initial structure and services than lower risk offenders. During the initial three to nine months post-release, 40%-70% of their free time should be clearly occupied with delineated routine and appropriate services, (e.g., outpatient treatment, employment assistance, education, etc.) Certain offender subpopulations (e.g., severely mentally ill, chronic dual diagnosed, etc.) commonly require strategic, extensive, and extended services. However, too often individuals within these subpopulations are neither explicitly identified nor provided a coordinated package of supervision/services. The evidence indicates that incomplete or uncoordinated approaches can have negative effects, often wasting resources.

(Palmer, 1995; Gendreau & Goggin, 1995; Steadman, 1995; Silverman, et al. 2000)

#### e) Treatment Principle

possible.

Treatment, particularly cognitive-behavioral types, should be applied as an integral part of the sentence/sanction process.

applied as an integral part of the sentence/sanction process.

Integrate treatment into sentence/sanction requirements through assertive case management (taking a proactive and strategic approach to supervision and case planning). Delivering targeted and timely treatment interventions will provide the greatest long-term benefit to the community, the victim, and the offender. This does not necessarily apply to lower risk offenders, who should be diverted from the criminal justice and corrections systems whenever

(Palmer, 1995; Clear, 1981; Taxman & Byrne, 2001; Currie, 1998; Petersilia, 1997, 2002, Andrews & Bonta, 1998)

#### Questions to Ask:

- How do we manage offenders assessed as low risk to reoffend?
- Does our assessment tool assess for criminogenic need?
- How are criminogenic risk and need information incorporated into offender case plans?
- How are offenders matched to treatment resources?
- How structured are our caseplans for offenders, especially during the three to nine month period in the community after leaving an institution?
- How are staff held accountable for using assessment information to develop a case plan and then subsequently using that caseplan to manage an offender?

#### Community Corrections (con't.)

#### Skill Train with Directed Practice (using cognitive-behavioral treatment methods).

Provide evidence-based programming that emphasizes cognitivebehavioral strategies and is delivered by well trained staff. To successfully deliver this treatment to offenders, staff must understand antisocial thinking, social learning, and appropriate communication techniques. Skills are not just taught to the offender, but are practiced or role-played and the resulting pro-social attitudes and behaviors are positively reinforced by staff. Correctional agencies should prioritize, plan, and budget to predominantly implement programs that have been scientifically proven to reduce recidivism.

(Mihalic, et al, 2001; Satchel, 2001; Miller & Rollnick, 2002; Lipton, et al, 2000; Lipsey, 1993; McGuire, 2001, 2002; Aos, 2002)

#### **Questions to Ask:**

- How are social learning techniques incorporated into the programs we deliver?
- How do we ensure that our contracted service providers are delivering services in alignment with social learning theory?
- Are the programs we deliver and contract for based on scientific evidence of recidivism reduction?

**Questions to Ask:** Do we model positive reinforcement techniques

Do our staff understand and use the four-to-

one theory in their interactions with offenders?

in our day-to-day interactions with our

co-workers?

#### Increase Positive Reinforcement.

When learning new skills and making behavioral changes, human beings appear to respond better and maintain learned behaviors for longer periods of time, when approached with carrots rather than sticks. Behaviorists recommend applying a much higher ratio of positive reinforcements to negative reinforcements in order to better achieve sustained behavioral change. Research indicates that a ratio of four positive to every

one negative reinforcement is optimal for promoting behavior changes. These rewards do not have to be applied consistently to be effective (as negative reinforcement does) but can be applied randomly.

Increasing positive reinforcement should not be done at the expense of or undermine administering swift, certain, and real responses for negative and unacceptable behavior. Offenders having problems with responsible self-regulation generally respond positively to reasonable and reliable additional structure and boundaries. Offenders may initially overreact to new demands for accountability, seek to evade detection or consequences, and fail to recognize any personal responsibility. However, with exposure to clear rules that are consistently (and swiftly) enforced with appropriate graduated consequences, offenders and people in general, will tend to comply in the direction of the most rewards and least punishments. This type of extrinsic motivation can often be useful for beginning the process of behavior change.

(Gendreau & Goggin, 1995; Meyers & Smith, 1995; Higgins & Silverman, 1999; Azrin, 1980; Bandura et al,1963; Bandura, 1996)

#### Engage On-going Support in Natural Communities.

Realign and actively engage pro-social supports for offenders in their communities. Research indicates that many successful interventions with extreme populations (e.g., inner city substance abusers, homeless, dual diagnosed) actively recruit and use family members, spouses, and supportive others in the offender's immediate environment to positively reinforce desired new behaviors. This Community Reinforcement Approach (CRA) has been found effective for a variety of behaviors (e.g., unemployment, alcoholism, substance abuse, and marital conflicts). In addition, relatively recent research now indicates the efficacy of twelve step programs, religious activities, and restorative justice initiatives that are geared towards improving bonds and ties to pro-social community members.

#### Questions to Ask:

- Do we engage community supports for offenders as a regular part of case planning?
- How do we measure our community network contacts as they relate to an offender?

(Azrin, & Besalel, 1980; Emrick et al, 1993; Higgins & Silverman, 1999; Meyers & Smith, 1997; Wallace, 1989; Project MATCH Research Group, 1997; Bonta et al, 2002; O'Connor & Perryclear, 2003; Ricks, 1974; Clear & Sumter; 2003; Meyers et al, 2002)

#### Eight Principles for Evidence-Based Practice (EBP) in Community Corrections (con't.)

#### Measure Relevant Processes/Practices.

Accurate and detailed documentation of case information, along with a formal and valid mechanism for measuring outcomes, is the foundation of evidence-based practice. Agencies must routinely assess offender change in cognitive and skill development, and evaluate offender recidivism, if services are to remain effective.

In addition to routinely measuring and documenting offender change,

#### Questions to Ask:

- What data do we collect regarding offender assessment and case management?
- How do we measure incremental offender change while they are

staff performance should also be regularly assessed. Staff that are periodically evaluated for performance achieve greater fidelity to program design, service delivery principles, and outcomes. Staff whose performance is not consistently monitored, measured, and subsequently reinforced work less cohesively, more frequently at cross-purposes and provide less support to the agency mission.

under supervision?

- What are our outcome measures and how do we track them?
- How do we measure staff performance? What data do we use? How is that data collected?

(Henggeler et al. 1997; Milhalic & Irwin, 2003; Miller, 1988; Meyers et al. 1995; Azrin, 1982; Meyers, 2002; Hanson & Harris, 1998; Waltz et al. 1993; Hogue et al. 1998; Miller & Mount, 2001; Gendreau et al. 1996; Dilulio, 1993)

#### 8) Provide Measurement Feedback.

Once a method for measuring relevant processes / practices is in place (principle seven), the information must be used to monitor process and change. Providing feedback to offenders regarding their progress builds accountability and is associated with enhanced motivation for change, lower treatment attrition, and improved outcomes (e.g., reduced drink/drug days; treatment engagement; goal achievement).

The same is true within an organization. Monitoring delivery of services and fidelity to procedures helps build accountability and maintain integrity to the agency's mission. Regular performance audits and case reviews with an eye toward improved outcomes, keep staff focused on the ultimate goal of reduced recidivism through the use of evidence-based principles.

#### Questions to Ask:

- How is information regarding offender change and outcomes shared with officers?
   With offenders?
- With whom do we share information regarding outcome measures?
- How is staff performance data used in the performance evaluation process?

(Miller, 1988; Project Match Research Group, 1997; Agostinelli et al, 1995; Alvero et al, 2001; Baer et al, 1992; Decker, 1983; Luderman, 1991; Miller, 1995; Zemke, 2001; Elliott, 1980)

#### Eight Principles for Evidence-Based Practice (EBP) in Community Corrections (con't.)

#### Conclusion

Aligning these evidence-based principles with the core components of an agency is a consummate challenge and will largely determine the impact the agency has on sustained reductions in recidivism. In order to accomplish this shift to an outcome orientation, practitioners must be prepared to dedicate themselves to a mission that focuses on achieving sustained reductions in recidivism. The scientific principles presented in this document are unlikely to produce a mandate for redirecting and rebuilding an agency's mission by themselves. Leadership in organizational change and collaboration for systemic change are also necessary.

The framework of principles and the developmental model they comprise can and should be operationalized at three critical levels: 1) the individual case; 2) the agency; and 3) the system. At each of these levels thorough, comprehensive, and strategic planning will be necessary in order to succeed. Identifying, prioritizing, and formulating well-timed plans for addressing such particular issues are tasks requiring system collaboration and a focus on organizational development.

A final caveat here is a caution about implementation; the devil's in the details. Though the track record for program implementation in corrections may not be especially stellar, there is helpful literature regarding implementation principles. Prior to embarking on any implementation or strategic planning project, a succinct review of this literature is recommended (Mihalic & Irwin, 2003; Ellickson et al, 1983; Durlak, 1998; Gendreau et al, 1999; Gottfredson et al, 2000; Henggeler et al, 1997; Harris & Smith, 1996).

#### **Submitting Quarterly Outcome Report in Amplifund**

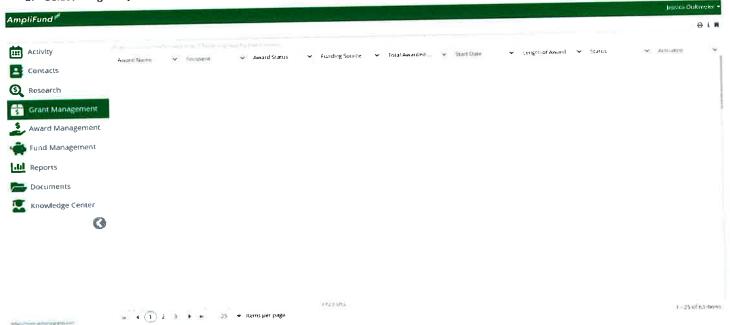
1. Once logged in to Amplifund, on the left side of the screen select Grant Management.



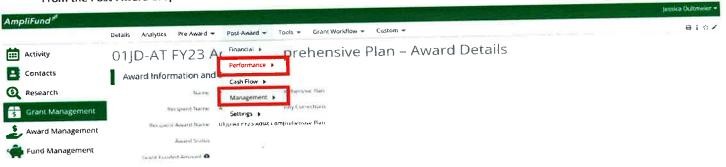
2. From the drop down menu select Grants Awarded.



3. Select the grant you wish to submit the quarterly outcome report for.

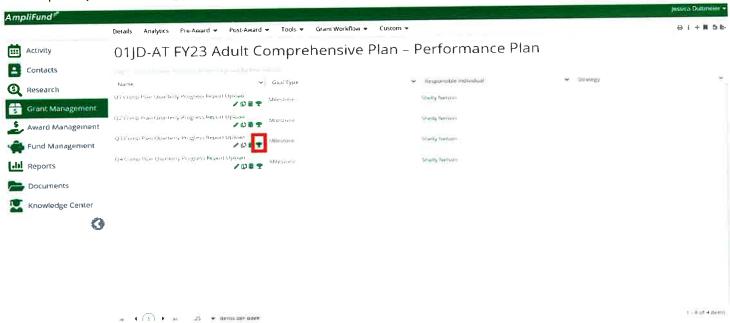


4. From the Post-Award drop down menu, select Performance → Performance Plan (right click on Performance Plan to open in a new tab). From the Post-Award drop down menu, select Management → Reporting Period (right click on Reporting Period to open in a new tab).



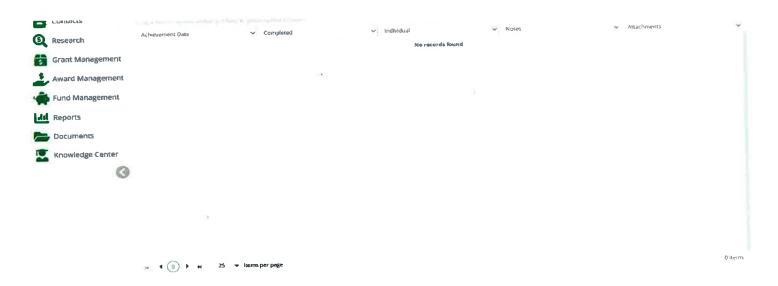


5. Open the new tab showing Performance Plan. Here is where you will complete step 1, Achievements. Select the trophy icon in the quarter you are submitting your Quarterly Outcome Report for.



6. In the upper right corner, select the + sign to create an Achievement.





 A Create Achievement box will appear where you will enter an Achievement Date, mark the Complete box, and Upload the Quarterly Outcome Report (Excel document). Select Create.



IMPORTANT: The Achievement Date **MUST** be a date within the reporting period, otherwise the achievement will not link to the appropriate reporting period and the submission will be rejected by KDOC. To avoid this, please use the below table when entering achievement dates.

| Quarter         | Achievement Date |
|-----------------|------------------|
| 1 <sup>st</sup> | 9/30/2022        |
| 2 <sup>nd</sup> | 12/30/2022       |
| 3 <sup>rd</sup> | 3/30/2023        |
| 4 <sup>th</sup> | 6/30/2023        |

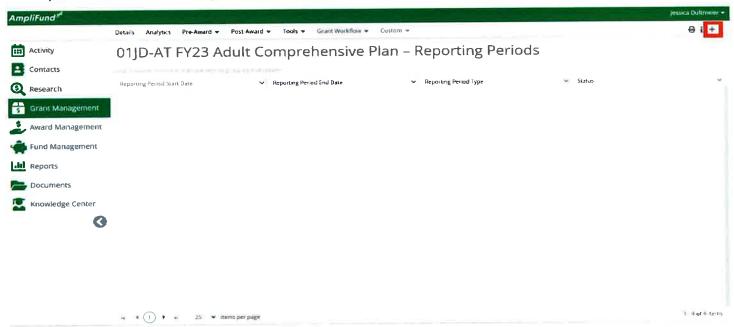
#### Create Achievement







8. You have now completed step 1 and will need to complete step 2, Reporting Period, to finish the submitting process. Open the new tab showing Reporting Periods. Please note, previously submitted reporting periods from past quarters will appear here. Similar to step 1, you will select the + icon in the upper right corner to create the reporting period.





IMPORTANT: When creating a reporting period to submit your Quarterly Outcome Report, you should <u>ONLY</u> choose Achievements. <u>Do not</u> select Expenses as you want to keep your Quarterly Outcome Report and Fiscal report separate. After selecting Achievements, select the correct time period from the drop down menu and select Save.

#### **Reporting Periods**

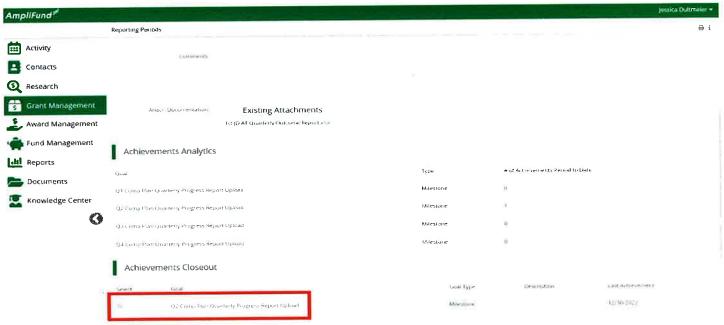
Which grant would you like this closedut to apply to?

FY21 Example Award

What types of reporting periods would you like to include?



10. Once on the Achievements Reporting Periods screen, scroll down to the Achievements Closeout section to confirm the appropriate Quarterly Outcome Report is listed, and check box is selected.



11. Select Save, another box will appear, and the last step is to scroll down and select Close at the bottom of the screen.





#### **FY25 Case Plan Feedback**

#### Agency:

JIAS - Good goals with detailed action steps. JISP-Goal 1 Goal should include moderate as well as high risk youth. Step 1-Doesn't CS do YLS as part of disposition and come to you with YLS already? Step 4 does this step mean every 6 months for YLS reassessment? The goal principle is assess actuarial/risk needs, some of the action steps address case file audits and EPICS audits. Maybe an action step should be for the ISO II to perform QA on a YLS every 3 months for each officer. Goal 2-to increase program hours should there be a step on making sure that hours are being tracked and documented? Step 1-progress should be updated more then as needed, really should be updated at every contact with the youth as its living document. Standard was just updated to reflect this.

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| Agency 1st ID Leavenworth County Community Corrections                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 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| Principle #1 Assess actuarial risk/needs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              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| Goal #1 Within 45 days of sentencing, ISOs will target level 1 and level 2 clients who score high in attitude                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          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| Lack of communication and collateral information from other agencies in determining risk store.  Lack of funding long term to continue cognitive behavioral programs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     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| Lack of IOP and residential SATY treatment providers, little wait lists                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                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| Complete risk assessment to fidelity per KDOC standards and policy to determine appropriate supervision IS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | SOs                                                | Ongoing                     | In Q1 we were 97% on this goal for new                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | One stall member has not received training on this assessments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | N/A                                          | With the exception of 2 incoming courtesy<br>cases our agency was successful with this                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | N/A                                                                                        | N/A                 | As of the last month of Q3 all of our staff<br>are WRNA and LSCMI trained and while we                                                                                                                                                                                                                                                                                                                                                              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| level within first 30 days of supervision.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                    |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | THE CONTROL OF THE CO |                                              | task in Q2! Feerfbook: Well done!                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | N/A                                                                                        | N/A                 | still had a few outliers, we are hopeful that<br>In Q3 we were able to maintain                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | N/A                             | N/A                                                                             | Q4 was the last time this agency was able                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       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| ISO II will ensure staff have manageable caseloads ensuring level 1 clients stay below 25 per officer and level 15 clients stay below 33 per officer per research.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 50 %                                               | Ongoing                     | In Q1 cases were all under 25 and 33 for<br>level 1 and level 2 chents, however, staff                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | ISLAM out on FMLA leaving coverage short                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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                                               | I O                                                |                             | in FY24, Q4, our local CCBHC partnered                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Sugma of addiction, transportation client                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | N/A                                          | in Q2 we continued to partner with TGC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | N/A Progress Feedback - Funtastic! It's                                                    | N/A                 | and level 2 clients stay below their<br>in Q3 we continued to successfully refer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | N/A                             | N/A                                                                             | Q4 was going very well and we were 100%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | N/A                            | N/A                  |
| Upon the risk assessments completion, ISOs will provide target clients warm handoffs to community I realment providers to ensure clients successfully engage in SATX services within 14 days and obtain ROIs to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1303                                               | Ongoing                     | with us to provide employment for an in-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             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                                                                                                                                                                                                                                                                                                                                                                  |                                              | (our local CCBHC) for early assessment,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | great to hear that although I'm sure there                                                 |                     | our clients struggling with addiction to<br>treatment services within 14 days and this                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                 |                                                                                 | with this goal, even in June when our in-<br>house treatment provider was out for two                                                                                                                                                                                            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| follow up with providers on progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                    |                             | house SATX partner. This dramatically improved our ability to follow up on warm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              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                                                                                                                                                                                                                                                                                                        | was panic at the start with the vacancy, it<br>has turned out to be a blessing for clients |                     | process has really been streamlined with                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    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| Elient will be re-assessed 12 months after initial and/or if clients experiences dramatic changes IS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | ISOs                                               | Ongoing                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Being short staffed for several weeks and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                              | Well, unfortunately we did slip down to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Medical leave, lack of training Feedback                                                   | N/A                 | In the last month of Q3 our newest officer<br>got WRNA certified and is now through all                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | N/A                             | N/A                                                                             | As of June we were at 92% success with<br>this goal with three out of date re-                                                                                                                                                                                                   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                                               |                                                    |                             | 91% on having their clients re-assessed on                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | having a new officer who hasn't completed<br>risk assessment training did contribute to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                              | FMLA, another one went out. Our newest                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | case planning for all staff. I know Corey                                                  |                     | her required trainings. We still stayed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                 |                                                                                 | assessments keeping us from a perfect<br>accomplishment. However, we will rake the                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                | 1                    |
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                                               |                                                    |                             | time in Q1 Feedback Kudos to the<br>team, job well done                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | being behind on this goal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          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                                                                                                                                                                                                                                                                                                                                                                                                                                                                | i'd be more than happy to provide that                                                     |                     | around 85% on gelting the re assessments<br>in right at the 12 month mark or if clients                                                                                                                                                                                                                                                                                                                                                             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                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                            | N/A                 | experienced dramatic changes but I believe<br>Three out of four officers did well but one                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | N/A                             | N/A                                                                             | in Q4 we looked at all assessments to make                                                                                                                                                                                                                                       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| ISO II will complete one file and EPICS audit quarterly per officer to monitor compliance of steps 1-3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | ISO II                                             | Quarterly                   | Our process for file audits is a rotation each<br>quarter and the officer who was audited in                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                 |                                                                                 | sure we were starting the new year<br>without any outdated assessments. All but                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                |                      |
| Provide coaching, training, and corrective action, when necessary for any problematic areas                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | SO II & Director                                   | Ongoing                     | Q1 ended up going out on FMLA for<br>N/A staff was provided kidos for her                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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                                                                                                                                                                                                                                                                                                                                                                  | N/A                                          | glowing reviews. We were pleasantly flased on agency progress towards action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | N/A                                                                                        | N/A                 | The struggling employee received coaching                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               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| NGONIGE COACHING Training and Corrective action when necessary to any properties areas                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 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| Goal #2 Within 45 days of sentencing, ISOs will target level 1 and level 2 clients and structure 40-70% of                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             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| and cognitive education programs that will address their specific criminogenic needs within the principle.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Otalierars<br>N/A               | N/A Modifications                                                               | Progress Completed in Q1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Chaffenges<br>N/A              | Modifications<br>N/A |
| During the first staff meeting of the liscal year, provide a refresher training on dosage structure and quality                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                    | July 15th                   | This went over beller than expected and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              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                                                                                                                                                                                                                                                                                                                                                                  | N/A                                          | in Q2 we saw a few sentencing dates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | N/A                                                                                        | N/A                 | In Q3 it felt like many of our new clients                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | W                               |                                                                                 | Q4 was not without hiccups and we made                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | homelessness, unstable clients | N/A                  |
| After completing the initial risk assessment, ISO will complete a case plan with client within 14 days and update progress as needed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1505                                               | Ongoing                     | staff did a great job in Q1 making sure to<br>start the case planning process with all new                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           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                                                                                                                                                                                                                                                                                                                                                                  | 100                                          | where we had five or more new individuals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1                                                                                          |                     | were coming to us in crisis and this made it<br>harder to get started on case planning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                 | ownships and understand not everyone will get done within the 14 days but locus | progress even with our clients experiencing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | experiencing crisis            |                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                    |                             | sentences within the 14 days Feedback<br>Kudos to staff for adhering to the quick                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             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                                                                                                                                                                                                                                                                                                                                                                  |                                              | placed on PSP. During Times of staff<br>shortages it made it more difficult, but not                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                            |                     | when there were some immediate needs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                 | on the bigger picture of making progress                                        | needs issues. Only 2 new clients did not                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                |                      |
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It's important to get<br>on early start on the case planning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             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                                                                                                                                                                                                           |                                              | impossible, to active this goal but we are<br>groud that only one individual went more                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                            |                     | that needed dealt with to get them<br>stabilized. This quarter we were at almost                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                 |                                                                                 | have completed case plans with 14 days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                |                      |
| During the initial case planning session with the client, ISO will make necessary referrals to cognitive                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1505                                               | Ongoing                     | Front end referrals have helped us keep                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              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                                                                                                                                                                                                                                                                                                                                                                  | N/A                                          | Proactive versus Reactive supervision.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | N/A Feedback on Progress: YES1 All of                                                      | N/A                 | We continue to focus on proactive case                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | N/A                             | N/A                                                                             | I'wo of our clients were referred to GLIC<br>for crisis stabilization which kept us from                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | N/A                            | N/A                  |
| education programs, employment groups, treatment groups, according to criminogenic and clinical need                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                    |                             | clients busy and so far it has shown us if we do this early we are more likely to keep                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               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                                                                                                                                                                                                                                                                                                                                                                  |                                              | When we do it up from and use<br>information from the assessment and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | this! This is so well said and spot on Yes<br>It'll take some heavy lifting and "extra"    |                     | management and setting clients up for<br>success rather than just throwing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                 |                                                                                 | completing case plans (see above) but their                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                |                      |
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                                               |                                                    | 1                           | them on the right track instead of waiting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           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                                                                                                                                                                                                                                                                                                                                                                  |                                              | initial meetings, we meet clients where<br>they are and don't just wait to simply                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | work up front, but it will make for a<br>smoother time, as smooth as probation             |                     | everything at them and letting them fail<br>first. We are making warm hand offs and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                 |                                                                                 | stabilized. Being stabilized on the front end                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                |                      |
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                                               |                                                    |                             | until there are positive tests or violations<br>Staff has expressed that there are less back                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         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                                                                                                                                                                                                                                                                                                                                                                  |                                              | sanction individuals for non-comphance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | can be that is for the officer and client                                                  |                     | trying to address/remove barriers where                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                 |                                                                                 | and provided with wraparound services<br>helped set them up for success in other                                                                                                                                                                                                 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Feedback:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                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                                                                                                                                                   |                                              | When you meet these shorts where they<br>are you understand barriers ahead of time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Putting in that up front work is critical,<br>and I love hearing how staff are starting    |                     | we can Having a step by step proactive approach and moving away from reactive                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      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I am so happy to hear this feedback                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      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                                                                                                                                                                                                                         |                                              | you understand that it isn't about just                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | to see the light and "magic" this provides                                                 |                     | supervision has really improved rapport                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                 |                                                                                 | cog classes, and in their search for employment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   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                                               |                                                    |                             | from staff, if you can think of how this could be written up and shared with other                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   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                                                                                                                                                                                                                                                                                                                                                                  |                                              | getting a job, but having problem solving<br>skills, interview practice, a resume, vital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | N/A                            | N/A                  |
| Within 14 days of completing the case plan, iSO will follow up to ensure that 40 70% of the clients time is                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | ISOs                                               | Ongoing                     | While staff have done a great job at this                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Clients making this a routine and attending<br>all obligations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | N/A                                          | ISOs refind on Gillian with assistance in this<br>area in Q2 (time management worksheets)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Clients making this a routine and attending all obligations                                | N/A                 | Once again, in Q3 this was really a team<br>effort between ISOs and Gillian. They were                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | N/A                             | N/A                                                                             | completing time management worksheets                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | NAM                            | 13/2                 |
| structured by completing a time management worksheet with clients                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                    |                             | overwhelming for clients and need to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 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                                                                                                                                                                                                                                                                                                                                                                  |                                              | with staff shortages due to FMLA and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                            |                     | staffing cases to ensure clients had the<br>correct dosage of structured time and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                 | ľ                                                                               | for each new cirent once they had their caseplan completed, even when the                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 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                                                                                                                                                                                                                                                                                                                                                                  |                                              | meeting additional reinforcement. By<br>incorporating this earlier we are seeing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                            |                     | appropriate targeted interventions prior to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 |                                                                                 | caseplan was late. One case manager was                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                |                      |
| ISO will get ROIs signed to share information and stay in regular contact with treatment providers and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1501                                               | Ongoing                     | in Q1 this agency worked with our CCBHC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Clients who ve been on probation before                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | N/A                                          | in Q2 our agency continued to work on<br>building pathways to there information,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Clients who ve been on probation before being resistant in attempts to triangulate         | N/A                 | In Q3 we continued to excel at networking<br>and relationship building to provide warm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | N/A                             | N/A                                                                             | In Q4 we did very welf in this area and our<br>efforts were being noticed by our                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | N/A                            | N/A                  |
| cognitive lacilitators for program and progress updates, to ensure engagement in services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                    |                             | on an information sharing MOU and all<br>clients are provided this paperwork at their                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | being resistant in attempts to triangulate<br>and keeping us from following up:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                              | not only with RD's with treatment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | and keeping us from following up.                                                          |                     | handoffs and the ability to communicate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                 |                                                                                 | community treatment partners. In lact, in<br>June, a new treatment counselor working                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                |                      |
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                                               |                                                    |                             | treatment intake when receiving services at TGC and here during orientation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          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                                                                                                                                                                                                                                                                                                                                                                  |                                              | providers, but with support service<br>agencies as well to make sure we can                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                            |                     | with community and treatment providers<br>as needed to follow up about clients. We                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                 |                                                                                 | for one of our SB123 providers learned the                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                |                      |
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                                                                                                                                                                                                                                                                                                                                                                  |                                              | follow up on referrals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                            |                     | pride ourselves on our partnerships and<br>collaborative efforts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                 |                                                                                 | hardway that our population can be very<br>manipulative as they initially were                                                                                                                                                                                                   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| ISO II will complete one case plan audit quarterly per officer to monitor compliance of steps 1-3.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | BO II                                              | Quarterly.                  | In Q1 the adult case plan audit was                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  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                                                                                                                                                                                                                                                                                                                                                                  | N/A                                          | In Q2 the adult case plan audit was                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | N/A                                                                                        | N/A                 | in Q3 all four file audits showed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | N/A                             | N/A                                                                             | In Q4 all audits were successful and showed continue compliance with steps 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | N/A                            | N/A                  |
| DO II WIN COMPLETE ONE COST PAIN AUGUST AND AUGUST OF MONTHS COMPLETED ON THE PAIN AUGUST OF THE PAIN AUGUST | 2000                                               | (2000)(20)                  | successful as it demonstrated compliance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             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| Provide coaching, training and corrective action when necessary for any problematic areas                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Supervisors:                                       | Ongoing                     | N/A staff has been doing very well                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   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                                                                                                                                                                                                                                                                                                                                                                  | N/A                                          | Staff was provided positive leedback and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | N/A                                                                                        | N/A                 | In Q3 we had a polluck and lunch and learn                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | N/A                             | N/A                                                                             | N/A, staff maintained compliance with goal objectives.                                                                                                                                                                                                                           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                                                                                                                                                                                                                                                                                                                                                                  | Remove task, seems redundant as half of      | rewarded with their own pizza party for                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | N/A- lask removed                                                                          | N/A task removed    | to discuss our progress on our case plan  N/A: task removed.                                                                                                                                                                                                                                                                                                                                                                                        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| facilitator to go over what is offered and covered, so they are able to understand the format of cog groups                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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                                                                                                                                                                                                                                                                                                                                                                  | the staff is facilitator trained in MRT, and | - Personal visitation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 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| and better equipped to reinforce program materials                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     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We also                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Challenges                     | Modifications        |
| Within 7 days of completing the initial risk assessment, ISO will complete in house referrals for clients who qualify for togetime education groups offered by our program facilitation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | ISOs                                               | Driguing                    | Establishing this process has been so critical for<br>clients to get exposed to cog education groups                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 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| influence concerning Brooks outside als now lengths in nationaling                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                    |                             | and warm up to the idea early on. They believe<br>it is just par for the course and when it is a new                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       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By the time they have<br>attended orientation and completed their                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                 |                                                                                 | at affect them are aboduced to Callan a our<br>prientation and already anticipate referrals to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                |                      |
| Discuss referral to in house cog education groups with client at initial case planning session                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                    | T .                         | automatically flagged for cog program referrals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      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We really just                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                 |                                                                                 | coil groups based on our discussions in<br>orientation and the initial case planning session.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                | lov-                 |
| Discuss referral to in house cog education groups with client at initial case planning session.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        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| Discuss referral to in house cogleduration groups with client at initial case planning session .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       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                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 4                                                                                          |                     | program updates at staff meetings and we                                                                                                                                                                                                                                                                                                                                                                                                            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| During monthly stall meetings the first Thursday of each month, the program provider will discuss referral data and how.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Friigram Prinsder                                  | Mortalia                    | The support for cog referrals from officers has been incredible as we implemented a way of                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           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                                               | Fragram Pravider                                   | Meriniy                     | been incredible as we implemented a way of<br>immediately identifying appropriate candidates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         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This, we are                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                            |                     | actually had a diversion officer reach out to us                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                 |                                                                                 | but she continues to receive praise from staff<br>who have noticed how her extra support from                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      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| During monthly staff meetings the first Thursday of each month, the program provider will discuss referral data and how many have been received from the pinor month and discuss any stafus changes for the schedule of programs upcoming                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Fragam Printer                                     | Mortally                    | been incredible as we implemented a way of<br>immediately identifying appropriate candidates<br>for groups upon sentencing to the agency. Not<br>only do our officers appreciate this extra layer of                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                              | dismographic data of refertals. Thus, we are<br>moving towards this process, floweser, it was<br>discussed that referrals are also being made.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                            |                     | programs with us and asking her if she could                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           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| thing monthly staff meetings the first Thursday of each month, the program provider will discuss referral data and how harp have been received from the pinor month and discuss any status changes for the schedule of programs upcoming                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Frigram Principe                                   | Marith                      | been incredible as we implemented a way of<br>immediately identifying appropriate candidates<br>for groups upon sentencing to the agency. Not                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | N/A                                          | demographic data of refertals. This, we are<br>moving towards this process. However, it was                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          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                                                              | nun.                | because a mutual cherd stated they were doing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      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| During monthly staff meetings the first Thursday of each month, the program provider will discuss referral data and how harn have been received from the princil month and discuss are staffed and seed to the schedule of programs, speciming groups, and what scients have been embled and need to be reminded to be a staffing group and the schedule of programs, speciming groups, and what scients have been embled and need to be reminded to a staffing group and the schedule of programs are visited.  [active week the programs provider will complete contact notes in Athena regarding attendance, participation, and concerns                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                    | Mortality<br>Weekly         | been incredible as we implemented a way of<br>immediately identifying appropriate candidates<br>for groups upon sentencing to the agency. Not<br>only do our officers appreciate this exits layer of<br>support for clients. Net have been very grateful<br>that Gillian has helped clients leet more<br>Gillian has been very successful and has                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | WA.                                          | dimographic data of infertally. This, we are<br>moving boualth this process. However, it was<br>discussed that referrally are also being made<br>from municipal court and court services. Gilled<br>also handle but her monthly schedules by<br>Cillian arearood position feedback from staff as                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1976                                                                                       | u/a                 | programs with us and asking her if she could just do anger management with us for free than that the person with us for free than that the person with a person with a first person with a person with | N/A                             | NA.                                                                             | who have noticed how her extra support from<br>cogiclasses and even after is helping clients be<br>more successful/  Gillians documentation in Q4 continues to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | ti/A                           | N/A                  |
| During monthly stalf meetings the first Thursday of each month, the program provider will discuss referal data and how thany have been recoved from the prior month and discuss any status changes for the schedule of programs upcoming groups, and what is been stalked and need to be remained they are fast fungious in those affiliar within                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                    | Mariniq                     | been incredible as we implemented a way of<br>immediately identifying appropriate candidates<br>for groups upon sentencing to the agency. You<br>only do our officers appreciate this extra layer of<br>support for clients, they have been very grateful<br>that Gillian has helped clients lee! more                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 11/A                                         | dimographic data of referrals. This, we are<br>moving bouards this process freedom, in wis<br>discussed that referrals are also being made<br>from municipal court and court services. Giffee<br>also hands so her monthly schoolings for<br>Giffight reserved plaction feedback from staff as<br>estimate certain a group of the processing of<br>her discurrentiation and communication. Divini                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 147.A.                                                                                     | NA.                 | programs with us and asking her if she could just do angive management with us for free the trial of the beautiful and a she had a she h | AM                              | die                                                                             | who have noticed how her exits support from<br>cog classes and even after is helping clients be<br>more successful/  Gilliams documentation in Q4 continues to<br>exceed espectations and assists our agency in<br>continuity of care when denote seport in and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | tajiA.                         | N/A                  |
| During monthly stalf meetings the first Thursday of each month, the program provider will discuss referral data and how many have been recoved from the prior month and discuss any status changes for the schedule of programs upcoming group, and what stends have been remarked and aned to be remained by a few starting power of programs and with the status of the schedule of programs and what stends have been remarked and another status of the schedule of program completion, and concerns to progress is updated regularly for ISOs to reinforce the importance of program completion and the subject matter.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Fragram Francisco                                  | Mortally<br>Weekly          | been oncedible as we emplemented a way of<br>mendeality-leadinging approach candidates,<br>for groups upon sentencing to the approx, hot<br>only do our officers appreciate it is serial layer of<br>support for cleans, they have been ever grateful<br>that Gilsan has helped cleans feel more<br>Gilsan has been very successful and<br>support for clean the support of<br>completed this task each week. The feedback<br>from sail regarding her communication and<br>residuality as the energy successful and<br>the energy succes | . NAK                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 166.                                         | demographic data of heferials. This, we are<br>moving flowards this process. Necession of most<br>discussed that referreds per abits being made<br>from movings to oper and court services. Gillies<br>arise hands and her monthly schedulins for<br>Gillian reserved produces froedback from Natifica<br>extended clearing agents/agences regarding,<br>her discussed that the communication. Divini<br>clearity time, for promosal, it was easy to be on white<br>disciplinaries for promise, it was easy to be on white<br>the communication.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 147.A.                                                                                     | 14/6<br>19/6        | programs with us and asking her il she could<br>just do anger management with us for free<br>that that these beat amount and and<br>Gillian did amazing, with documentation and<br>communicating client progress in Q3 and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | N/A                             | N/A                                                                             | who have noticed how here extra support from cog classes and ever after is helping clients be more successful/.  Gilliams documentation in QC continues to exceed espectations and assists our agent you continuely act or when defens report in and their regular officer is out of either or                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | tijā<br>Nica                   | 104                  |
| During monthly stalf meetings the first Thursday of each month, the program provider will discuss referral data and how have been recoved from the prior month and discuss any status changes for the schedule of programs approximate and what it lends have been recoved from the prior month and discuss any status changes for the schedule of programs approximate and what it lends have been expended by a first status of the program provider will complete contact notes in Althena regarding attendance participation, and concerns so progress in updated regularly for ISOs to reinforce the importance of program completion and the subject matter.  Each week after a group commence, program provider will place copies of homework assignments completed by                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Fregulat Frequencial Program Provider              | Weekly  Weekly              | been nicredible as we mighterented a way of<br>immediately describing appropriate candidates<br>for groups upon sentencing to the agency, lost<br>only do our officers apprecate the scrib laver of<br>stuggors for clients, they have been very grateful<br>final follian has been very vuctesful and has<br>completed this skill each very lost<br>from studies and regarding her communication and<br>straints as the communication and<br>straints.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | . 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This, we are<br>moving towards this process. Necessic of uses<br>discussed that referrably are abits being made<br>your moving court and court services. Gitted<br>abits hands out her monthly schedulins for<br>Gitten reserved product freelistics from Natif and<br>administration and communication. Demographic<br>discussed statements of communication. Demographic<br>excitations for exercises, it was easy to be: why<br>This continues to go well and provide<br>15.5.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 14/6.                                                                                      | 16/4<br>16/4        | nectains a missal term stains than average programs with us and asking best also could just do anger management with us for free than that it has been almost a year and with the count of  | N/A                             | 14/A<br>14/A<br>14/A                                                            | who have noticed how here extra support from<br>cog classes and ever after is helping clients be<br>more successful/  Gilliams documentation in QS continues to<br>exceed expectations and assists our agenty in<br>continuity. Q care when defents report in and<br>their regular officer is out all office or<br>Successful in Q3.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 150 isk                        | 16/A<br>16/A<br>16/A |
| During monthly stall meetings the first Thursday of each month, the program provider will discuss referablish and how have been recoved from the prior month and discuss any status changes for the schedule of programs upcoming groups, and what is ents have been readed and ared to be remained and they are starting power in the program and the status of the schedule of programs and what is ents have been readed to be remained and ared to be remained and what is entirely the status of the program provider will complete contact notes in Athena regarding attendance: participation, and concerns to progress in updated regularly for ISOs to remisize the importance of program completion and the subject matter.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Fregram Frequent Program Provider Fregram Provider | Mentally  Weekly  Sourcelly | been oncedible as we emplemented a way of<br>mendeality-leadinging approach candidates,<br>for groups upon sentencing to the approx, hot<br>only do our officers appreciate it is serial layer of<br>support for cleans, they have been ever grateful<br>that Gilsan has helped cleans feel more<br>Gilsan has been very successful and<br>supported this task each week. The feedback<br>from sail regarding her communication and<br>residuality as the envery publicity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | . 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This, we are<br>moving towards this process. Necessic of uses<br>discussed that referrably are abits being made<br>your moving court and court services. Gitted<br>abits hands out her monthly schedulins for<br>Gitten reserved product freelistics from Natif and<br>administration and communication. Demographic<br>discussed statements of communication. Demographic<br>excitations for exercises, it was easy to be: why<br>This continues to go well and provide<br>15.5.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 147.A.                                                                                     | N/A<br>N/A<br>N/A   | secande a mutual chem d'attim they aven deux programs with us and asking her habe could just do anger management with us for free time. In the secand part of the means and a secand part of the secand and a secand part of the secand and a secand part from the court about her profession and the secand and the secan | N/A<br>N/A<br>N/A<br>N/A<br>N/A | 10/6<br>10/A<br>10/A<br>10/A                                                    | who have noticed how here extra support from cog classes and ever after is helping clients be more successful/.  Gilliams documentation in QC continues to exceed espectations and assists our agent you continuely act or when defens report in and their regular officer is out of either or                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | TAJA                           | 10/A<br>10/A<br>10/A |

| game provider and supervisors will meet making prior to the first stall meeting of each month, to give supdates under technical communication with stall, and check in on how SQS are doing with referabl to grant produce making participation and reinforcing subject matter grant produce making participation and reinforcing subject matter grant participation and reinforcing subject matter grant gr    | Supervisors/Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Officers have then man meetings with Globes gives to the regular all stell revenue, and it has been included to the sources we have seen were the past to investible street grant to investible street grant to investible street grant to the sources we have seen were the past to investible street grant | 54/Å                                                                                                                                      | 1678-                                 | These additional meetings continued to provide where in Q2 and helped is trouble shoot sisces with clean to a guide. Congress of these programs of the programs. The programs of the programs is proposed value to officers and wants with them, so the makes to proceed water to officers and wants with them, so the makes to proceed water to officers and wants with the programs of the proceeding with just simple communication! I'm glod you at Asset stat.  In Q2 the same supervision who said not MRT in the encourse continued and the said water of the process of the programs of the process of the programs and how it is seleved and the angular program and how it is seleved and the angular program and how it is seleved and the angular program and how it is seleved and the angular to the program and how it is seleved and the angular to the program and how it is seleved.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | AJA                                     | N/A             | In G3 things were going so well that these mechangs seemed almost unnecessary but it a leave the properties of the end of | /Δ                                                                                                                                                                                                                                   | /A.                                              | in Q I we continued to have these meetings, but did change them to U monthly never forward in FV76 as time seems to the by to on quickly and in FV76 as time seems to the by to on quickly and never the continued of the productive. In Q II Galland advisessed clients receiving, shall intensives as project and completion and officers agreed this should become a common patient in Abot became agreed that clients were opening up more to apparent that clients were opening up more to their officers with the clients were opening up more to their officers with the clients and the client of the complete that the clients were opening up more to the play tought common following the production of the play tought common following the production of the play tought common following the common  | N/A                                                    | 10A                 |
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| noigle #1 Increase positive reinforcement.  If y September 1st, 2025 agency will practice #1 positive reinforcement ratio (four positive                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | to every one negative                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | ) towards clients to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                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                                                                                                                                                | N/A<br>1st Quarter Report                                                                                                                 | liin.                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 3rd Quarter Report                                                                                                                                                                                                                   |                                                  | office: to be able to reinforce what clern's are<br>learning and have a better appreciation for<br>programs                                                                                                                                   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| promote positive behavioral thange.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    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| aff buy in. ght passibadis/turcover-reducing amount of time with each client.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          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| us at their incentive lunds due to funding essues  Action Steps  (XXIII a model and of ranks small rewards)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| ector will utilize incentive idea int (provided by clients in FY24) to purchase gift cards, small rewards,<br>sport-tion your tiers, smarrety coins, etc. for the third week in July.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  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| using third week of July staff meeting while celebrating PPPs week, circular was identify positive remarks<br>is clients then introduce our updated compliance corner and KUDOs board for FY25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         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                                                                                                                                                                                              |                                                                                                                                           | N/A                                   | In Q2 staff did a much better job and we                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | N/A                                     | N/A             | in Q3 file audits in Athena were not even                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | N/A                                                                                                                                                                                                                                  | N/A                                              | Q4 file and observation audits continued to<br>demonstrate an improvement in our                                                                                                                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| aring quarterly file audits, ISO II will gather 4.1 ratio data in Athena to venify staff simpliance with omoting positive behavioral change.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           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                                                                                                                                               | This did not go well in Q1 when we<br>completed the file audit review and all stall<br>were provided a refresher training on 4:1<br>ratio and examples via role playing. See<br>below                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Building habits, documenting something we typically don't ask for them to explicitly document                                             |                                       | were able to see the increase in the 4 to 1 ratio in both observations in real time and in documentation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                         |                 | necessary to see the huge change in staff<br>and their utilization of the 4 Tratic. As you<br>walked by our interview rooms you could<br>hear the use of positive reinforcement,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | N/A Foodback to your Document Valle                                                                                                                                                                                                  | N/A                                              | agency's use of the 4-1 ratio when compared to our FY24 Q4 file audits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | N/A                                                    | N/A                 |
| and a second lechanius minister                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        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                                                                                                                                               | During the first staff meeting of the quarter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Potentially lack of clarity, time lapsing                                                                                                 | N/A                                   | During the staff meeting one of the officers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | N/A                                     | N/A             | our Compliance Corner raffles have been                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | N/A Feedback to your Progress: Talk<br>phaut a feel good story, thank you for                                                                                                                                                        | N/A                                              | each staff meeting we had whether it was                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                        | 1                   |
| uring the first staff meeting of each quarter, team will discust positive reinforcement techniques, previde<br>to play refreshers, and share success stories                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           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                                                                                                                                               | we sent over step 2 of this goal but didn't initially go over a reliesher training on the                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | between refresher trainings                                                                                                               |                                       | stated that by telling herself she was practicing gratitude and being grateful for                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                         |                 | In January, we even started to take pictures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | sharing!! This is so touching. Kudos to all<br>and especially the officer for taking note                                                                                                                                            |                                                  | officers or supervisors or our all staff<br>meeting each month. Although we didn't                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                        |                     |
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                                                                                                                                                                                              |                                                                                                                                           |                                       | I the compliant things, just sharing them out loud, it didn't seem like more work.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   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                                                                                                                                               | meeting of the quarter we did go over this                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                           |                                       | She explained that instead of seeing it as                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                         |                 | are happy that by being compliant on<br>supervision they are getting the chance to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | individual person - knowing what would<br>mean the most to them - Amozing!                                                                                                                                                           |                                                  | each month and how it isn't just helping<br>improve compliance with supervision, it is                                                                                                          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                                                                                                                                               | and I am sure it felt redundant in October<br>but it is beiter to be consistent than sorry.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                           |                                       | thin technical thing to check off, in terms of<br>an empherself did I do this during every                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                         |                 | win gift caids (monthly drawing), air pods<br>(bi-monthly), or "mystery prizes"                                                                                                                                                                                                                                                                                                                                                                                                                                                          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| the second party and the secon    | se-pronts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         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| In the third week of July we will host a Community Resource fair to encourage clients and local treatment providers and access resources/support from community agencies and recovered to the second s    | Stakeholders<br>Chents<br>Treatment Frouds                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 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       | Challentes                                             | Modifica            |
| In the third week of July we will host a Community Resource fair to encourage clients and local treatment providers and access resources/support from community agencies and no Berviers  ck of stakeholder engagement and sooperalises ck of stakeholder engagement and sooperalises ck of source previous: grave stuppers of temps energational addiction and emergial health occurs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                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| In the third week of July we will host a Community Resource fair to encourage chents and local treatment providers and access resources/support from community agencies and no Beaviers  its of state-bolder engagement and sooperation of oil resource previous ground support of the state of the    | Stahnholders Cheers Treatment Frouds All Staff Ferson Responsi Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       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Completed in Q1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         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Chelling                                | N/A N/A         | Froeress Completed in Q1 Completed in Q1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    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| In the third week of July we will host a Community Resource fair to encourage clients and local treatment providers and access resources/support from community agencies and no Berviers  is of stain-holder engagement and cooperative  Action Steps  is all 31, director will diskirminate involutions to the operation of continuously  and 35, 35, 35, 35, 35, 35, 35, 35, 35, 35,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Stahnholders. Cheets Treatment Freuch All Staff Person Responsi Director Supervisors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   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                                                                                                                            | Challenges N/A Construction near the schiol, sudimer                                                                                      | N/A Modifications                     | (Finishess) Completed in Q1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           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| In the third week of July we will host a Community Resource fair to encourage clients and local treatment providers and access resources/support from community agencies and no Berviers  is of stakeholder engagement and cooperatives its of stakeholder engagement and cooperatives that it is not stakeholder engagement and cooperatives that of the control of the cooperatives that and addictions and mental health issues to social proving failers to social provi    | Stahnholders. Cheers. Treatment Provide All Staff  Person Responsi Director  Supervisors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Due Entities  PV Due Date 7/1/2024 7/16/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Progress Complied This event did not have the turnout we Complied. 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This has game well and helps us interested.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | N/A Construction near the school, summer 86/A a Chents losing the fia:                                                                    | N/A<br>N/A<br>N/A                     | Completed in Q1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | N/A N/A N/A N/A N/A N/A N/A             | N/A             | Completed in Q1. In Q11 limits exponentially improved for our claims and saff reparating referrals to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | N/A N/A N/A N/A N/A N/A N/A Feedback to your Progress: I explaid you for taking the feedback and                                                                                                                                     | N/A<br>N/A                                       | Completed in Q1. 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| in the third week of July we will host a Community Resource Fair to encourage clients and local treatment providers and access resources/support from community agencies and no Boorbars and screen resources/support from community agencies and no Boorbars and it is aircholder on gazement and sooperative ask of resource providers and screen and sooperative ask of resource providers and sooperative ask of resource providers and screen and sooperative ask of resource providers and sooperative a    | Stahnholders Cheets Treatment Fround All Staff Ferson Responsi Director Supervisors Director Supervisors Line Director Supervisors Line Supervisors Supervisors Supervisors Supervisors Supervisors Supervisors Supervisors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Due Entities  PV Due Date 7/1/2024 7/16/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Progress Complied This want do not have the turnout we Complied We well over the collective This tay game well and helps us introduced. 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My                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | N/A N/A N/A N/A N/A N/A N/A             | N/A             | Ornoleted in Q3. 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| in the third week of July we will host a Community Resource Fair to encourage clients and local treatment providers and access resources/support from community agencies and no Borelas and including the second of stakeholder congagement and sooperation and mental health course internum of support from providing and including a second of stakeholder congagement and sooperation and mental health course internum of support (stopping constrained addition and mental health course internum of support of support in the second of support in the support in the second of support in the support i    | Stahnholders Cheets Treatment Fround All Staff Ferson Responsi Director Supervisors Director Supervisors Line Director Supervisors Line Supervisors Supervisors Supervisors Supervisors Supervisors Supervisors Supervisors                                                                                                                                                                                       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We have also reached out to a wender tiggarding solution typicities bands.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Challenger N/A Construction near the school, summer N/A a Chents lowing the list Remembering to document the in both places.              | N/A<br>N/A<br>N/A                     | Complited in Q1.  Complited in  | N/A N/A N/A N/A N/A N/A                 | N/A             | Completed in Q1. In Q3 these exponentially improved for our clemb, and staff regarding referrals to prosocal support groups in the communit to improve recovery collateral. We also standed utilizing paper support group meeting logs because the anonymous composited if many meetings left at its because of our furnamentically intrussed accountability checks. I feel like this implified in also seens but in Q2 we had a new                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | NIA  NIA  NIA  NIA  NIA  NIA  NIA  NIA                                                                                                                                                                                               | N/A<br>N/A                                       | Completed in Q1. 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Completed in P1. Support group is easily leadership disrupted one of the largest local in person support group meetings. The impact was not just in one group but had in pipel effects, and the was during the local in person support group meetings. The impact was not just in one group but had in pipel effects, and the was during the local in person support a good amount of time trying to get clients to stabilitied and referred to different groups.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | N/A N/A N/A N/A N/A N/A                 | N/A             | Completed in Q1. Comple | InfA  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N                                                                                                                                                                                           | N/A<br>N/A                                       | Completed in Q1. Completed in Q1. Completed in Q1. Completed in Q1.  Completed in Q1.  Q4 saw continued improvement with the task, best discurrented in the flar Affare and with our referrals to per support/recovery coathes at RRADAC and our C BVC. We also saw an increase in prosocial support for individuals struggling with addiction in Levenword it County. 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Completed in Q2.  Completed in  | N/A N/A N/A N/A N/A N/A                 | N/A             | Completed in Q1. In Q1 things exponentially improved for our clemb, and staff regarding reformab to prosocal support groups in the community to improve recovery collateral. We also standed unlining paper support group meeting logs because the anonymous composited if many meetings lot at institutional papers which was not under the proposition of the proposition | N/A                                                                                                                                                                                              | N/A<br>N/A                                       | Completed in Q1. Completed in Q1. Completed in Q1. Completed in Q1.  Completed in Q1.  Q4 saw continued improvement with the task, settl decumented in the IIII.  Q4 saw continued improvement with the task, settl decumented in the IIII.  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Feedback: If assunds as though there have been quite.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | N/A N/A N/A N/A N/A N/A                 | N/A             | Completed in Q1. 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After any other provided in Q1.  Q4 saw continued improvement with the test, sets documented in the falls. After any other provided in Q1.  Q4 saw continued in RADAC and our CE IBEC We also saw an increase in prosocial support, for individuals strugglished high provided in the received provided in the control of the provided in th | N/A                | N/A<br>N/A<br>N/A   |
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#### Creating the Agency Case Plan

Within the Comprehensive Plan Grant Application, each funded agency agreed to provide complete and accurate data to the Kansas Department of Corrections (KDOC) regarding their initiatives for the upcoming fiscal year. Quarterly and Year-End Outcome Reports achieve this requirement by providing updates on the progress of an agency's stated goals and action steps they've identified in their Agency Case Plan.

KDOC utilizes an article titled "Implementing Evidence-Based Practice in Community Corrections: The Principles of Effective Intervention," by the Crime and Justice Institute to identify best practices for developing an agency case plan that is rooted in increasing an agency's successful supervision of clients. The article found below details the framework for the eight evidence-based principles of effective interventions.

When completing the required case plan, agencies will need to select a minimum of three principles to focus on for their upcoming fiscal year. Agencies may choose from any of the eight principles to develop their goals from. Agencies may create additional goals that are separate from the eight principles if desired once they've met the minimum requirement of three principles.

On a quarterly basis, grant awardees are required to submit their updated agency case plan document detailing the progress, challenges, and modifications to their plan.

Quarterly reports and the year-end report are to be uploaded in the grant management software program, Amplifund. Below are the due dates for report submissions in Amplifund. Please note, an accompanying signatory approval page is only required for the year-end report.

| Submission Schedule for Quarterly and Year-End Outcome Reports                  |                          |                    |  |
|---------------------------------------------------------------------------------|--------------------------|--------------------|--|
| Report Period                                                                   | Due On or Before         | Signatory Approval |  |
| 1 <sup>st</sup> Quarter: July 1 <sup>st</sup> – September 30 <sup>th</sup>      | October 30 <sup>th</sup> | No                 |  |
| 2 <sup>nd</sup> Quarter: October 1 <sup>st</sup> – December 31 <sup>st</sup>    | January 30 <sup>th</sup> | No                 |  |
| 3 <sup>rd</sup> Quarter: January 1 <sup>st</sup> – March 31 <sup>st</sup>       | April 30 <sup>th</sup>   | No                 |  |
| 4 <sup>th</sup> Quarter/Year-End: April 1 <sup>st</sup> – June 30 <sup>th</sup> | October 1 <sup>st</sup>  | Yes                |  |

\*The Year-End report captures the entire fiscal year, July  $\mathbf{1}^{\mathsf{st}}$  - June  $\mathbf{30}^{\mathsf{th}}$ .



## Implementing Evidence-Based Practice in Community Corrections:



The Principles of Effective Intervention

The following framework of principles is listed in developmental order and they are all highly interdependent. For example, offender assessments must consider both risk to reoffend and criminogenic needs, in that order. Research indicates that resources are used more effectively when they are focused on higher-risk rather than lower-risk offenders, therefore considering offenders' risk to reoffend prior to addressing criminogenic needs allows agencies to target resources on higher-risk offenders (see Appendix B).

#### Eight Evidence-Based Principles for Effective Interventions

- 1. Assess Actuarial Risk/Needs.
- 2. Enhance Intrinsic Motivation.
- 3. Target Interventions.
  - a. Risk Principle: Prioritize supervision and treatment resources for higher risk offenders.
  - b. Need Principle: Target interventions to criminogenic needs.
  - c. Responsivity Principle: Be responsive to temperament, learning style, motivation, culture, and gender when assigning programs.
  - d. Dosage: Structure 40-70% of high-risk offenders' time for 3-9 months.
  - e. Treatment: Integrate treatment into the full sentence/sanction requirements.
- 4. Skill Train with Directed Practice (use Cognitive Behavioral treatment methods).
- 5. Increase Positive Reinforcement.
- 6. Engage Ongoing Support in Natural Communities.

#### 1) Assess Actuarial Risk/Needs.

Develop and maintain a complete system of ongoing offender risk screening / triage and needs assessments. Assessing offenders in a reliable and valid manner is a prerequisite for the effective management (i.e.: supervision and treatment) of offenders. Timely, relevant measures of offender risk and need at the individual and aggregate levels are essential for the implementation of numerous principles of best practice in corrections, (e.g., risk, need, and responsivity). Offender assessments are most reliable and valid when staff are formally trained to administer tools. Screening and assessment tools that focus on dynamic and static risk factors, profile criminogenic needs, and have been validated on similar populations are preferred. They should also be supported by sufficiently detailed and accurately written procedures.

#### Questions to Ask:

- Does the assessment tool we're using measure for criminogenic risk and need?
- How are officers trained to conduct the assessment interview?
- What quality assurance is in place to ensure that assessments are conducted appropriately?
- How is the assessment information captured and used in the development of case plans?

Offender assessment is as much an ongoing function as it is a formal event. Case information that is gathered informally through routine interactions and observations with offenders is just as important as formal assessment guided by instruments. Formal and informal offender assessments should reinforce one another. They should combine to enhance formal reassessments, case decisions, and working relations between practitioners and offenders throughout the jurisdiction of supervision.

(Andrews, et al, 1990; Andrews & Bonta, 1998; Gendreau, et al, 1996; Kropp, et al, 1995; Meehl, 1995; Clements, 1996)

### Eight Principles for Evidence-Based Practice (EBP) in Community Corrections (con't.)

#### 2) Enhance Intrinsic Motivation.

Staff should relate to offenders in interpersonally sensitive and constructive ways to enhance intrinsic motivation in offenders. Behavioral change is an inside job; for lasting change to occur, a level of intrinsic motivation is needed. Motivation to change is dynamic and the probability that change may occur is strongly influenced by interpersonal interactions, such as those with probation officers, treatment providers, and institution staff. Feelings of ambivalence that usually accompany change can be explored through motivational interviewing, a style and method of communication used to help people overcome their ambivalence regarding behavior changes.

Research strongly suggests that motivational interviewing techniques, rather than persuasion tactics, effectively enhance motivation for initiating and maintaining behavior changes.

#### Questions to Ask:

- Are officers and program staff trained in motivational interviewing techniques?
- What quality assurance is in place?
- Are staff held accountable for using motivational interviewing techniques in their day-to-day interactions with offenders?

(Miller & Rollnick, 2002; Miller & Mount, 2001; Harper & Hardy, 2000; Ginsburg, et al, 2002; Ryan & Deci, 2000)

#### 3) Target Interventions.

- A. RISK PRINCIPLE: Prioritize supervision and treatment resources for higher risk offenders.
- B. NEED PRINCIPLE: Target interventions to criminogenic needs.
- C. RESPONSIVITY PRINCIPLE: Be responsive to temperament, learning style, motivation, gender, and culture when assigning to programs.
- D. DOSAGE: Structure 40-70% of high-risk offenders' time for 3-9 months.
- E. TREATMENT PRINCIPLE: Integrate treatment into the full sentence/sanction requirements.

#### a) Risk Principle

Prioritize primary supervision and treatment resources for offenders who are at higher risk to re-offend. Research indicates that supervision and treatment resources that are focused on lower-risk offenders tend to produce little if any net positive effect on recidivism rates. Shifting these resources to higher risk offenders promotes harm-reduction and public safety because these offenders have greater need for pro-social skills and thinking, and are more likely to be frequent offenders. Reducing the recidivism rates of these higher risk offenders reaps a much larger bang-for-the-buck.

Successfully addressing this population requires smaller caseloads, the application of well developed case plans, and placement of offenders into sufficiently intense cognitive-behavioral interventions that target their specific criminogenic needs.

(Gendreau, 1997; Andrews & Bonta, 1998; Harland, 1996; Sherman, et al, 1998; McGuire, 2001, 2002)

#### b) Criminogenic Need Principle

Address offenders' greatest criminogenic needs. Offenders have a variety of needs, some of which are directly linked to criminal behavior. These criminogenic needs are dynamic risk factors that, when addressed or changed, affect the offender's risk for recidivism. Examples of criminogenic needs are: criminal personality; antisocial attitudes, values, and beliefs; low self control; criminal peers; substance abuse; and dysfunctional family. Based on an assessment of the offender, these criminogenic needs can be prioritized so that services are focused on the greatest criminogenic needs.

(Andrews & Bonta, 1998; Lipton, et al, 2000; Elliott, 2001; Harland, 1996)

(Continued on pg 5)

### Eight Principles for Evidence-Based Practice (EBP) in Community Corrections (con't.)

(Continued from pg 4)

#### c) Responsivity Principle

Responsivity requires that we consider individual characteristics when matching offenders to services. These characteristics include, but are not limited to: culture, gender, motivational stages, developmental stages, and learning styles. These factors influence an offender's responsiveness to different types of treatment.

The principle of responsivity also requires that offenders be provided with treatment that is proven effective with the offender population. Certain treatment strategies, such as cognitive-behavioral methodologies, have consistently produced reductions in recidivism with offenders under rigorous research conditions.

Providing appropriate responsivity to offenders involves selecting services in accordance with these factors, including:

a) Matching treatment type to offender; and

b) Matching style and methods of communication with offender's stage of change readiness.

(Guerra, 1995; Miller & Rollnick, 1991; Gordon, 1970; Williams, et al, 1995)

#### d) Dosage

Providing appropriate doses of services, pro-social structure, and supervision is a strategic application of resources. Higher risk offenders require significantly more initial structure and services than lower risk offenders. During the initial three to nine months post-release, 40%-70% of their free time should be clearly occupied with delineated routine and appropriate services, (e.g., outpatient treatment, employment assistance, education, etc.) Certain offender subpopulations (e.g., severely mentally ill, chronic dual diagnosed, etc.) commonly require strategic, extensive, and extended services. However, too often individuals within these subpopulations are neither explicitly identified nor provided a coordinated package of supervision/services.

The evidence indicates that incomplete or uncoordinated approaches can have negative effects, often wasting resources.

(Palmer, 1995; Gendreau & Goggin, 1995; Steadman, 1995; Silverman, et al, 2000)

#### e) Treatment Principle

Treatment, particularly cognitive-behavioral types, should be applied as an integral part of the sentence/sanction process.

Integrate treatment into sentence/sanction requirements through assertive case management (taking a proactive and strategic approach to supervision and case planning). Delivering targeted and timely treatment interventions will provide the greatest long-term benefit to the community, the victim, and the offender. This does not necessarily apply to lower risk offenders, who should be diverted from the criminal justice and corrections systems whenever possible.

(Palmer, 1995; Clear, 1981; Taxman & Byrne, 2001; Currie, 1998; Petersilia, 1997, 2002, Andrews & Bonta, 1998)

#### Questions to Ask:

- How do we manage offenders assessed as low risk to reoffend?
- Does our assessment tool assess for criminogenic need?
- How are criminogenic risk and need information incorporated into offender case plans?
- How are offenders matched to treatment resources?
- How structured are our caseplans for offenders, especially during the three to nine month period in the community after leaving an institution?
- How are staff held accountable for using assessment information to develop a case plan and then subsequently using that caseplan to manage an offender?

#### Community Corrections (con't.)

#### 4) Skill Train with Directed Practice (using cognitive-behavioral treatment methods).

Provide evidence-based programming that emphasizes cognitivebehavioral strategies and is delivered by well trained staff. To successfully deliver this treatment to offenders, staff must understand antisocial thinking, social learning, and appropriate communication techniques. Skills are not just taught to the offender, but are practiced or role-played and the resulting pro-social attitudes and behaviors are positively reinforced by staff. Correctional agencies should prioritize, plan, and budget to predominantly implement programs that have been scientifically proven to reduce recidivism.

(Mihalic, et al, 2001; Satchel, 2001; Miller & Rollnick, 2002; Lipton, et al, 2000; Lipsey, 1993; McGuire, 2001, 2002; Aos, 2002)

#### **Ouestions to Ask:**

- How are social learning techniques incorporated into the programs we deliver?
- How do we ensure that our contracted service providers are delivering services in alignment with social learning theory?
- Are the programs we deliver and contract for based on scientific evidence of recidivism reduction?

Questions to Ask: Do we model positive reinforcement techniques

Do our staff understand and use the four-to-

one theory in their interactions with offenders?

in our day-to-day interactions with our

co-workers?

#### Increase Positive Reinforcement.

When learning new skills and making behavioral changes, human beings appear to respond better and maintain learned behaviors for longer periods of time, when approached with carrots rather than sticks. Behaviorists recommend applying a much higher ratio of positive reinforcements to negative reinforcements in order to better achieve sustained behavioral change. Research indicates that a ratio of four positive to every

one negative reinforcement is optimal for promoting behavior changes. These rewards do not have to be applied consistently to be effective (as negative reinforcement does) but can be applied randomly

Increasing positive reinforcement should not be done at the expense of or undermine administering swift, certain, and real responses for negative and unacceptable behavior. Offenders having problems with responsible self-regulation generally respond positively to reasonable and reliable additional structure and boundaries. Offenders may initially overreact to new demands for accountability, seek to evade detection or consequences, and fail to recognize any personal responsibility. However, with exposure to clear rules that are consistently (and swiftly) enforced with appropriate graduated consequences, offenders and people in general, will tend to comply in the direction of the most rewards and least punishments. This type of extrinsic motivation can often be useful for beginning the process of behavior change.

(Gendreau & Goggin, 1995; Meyers & Smith, 1995; Higgins & Silverman, 1999; Azrin, 1980; Bandura et al, 1963; Bandura, 1996)

#### Engage On-going Support in Natural Communities.

Realign and actively engage pro-social supports for offenders in their communities. Research indicates that many successful interventions with extreme populations (e.g., inner city substance abusers, homeless, dual diagnosed) actively recruit and use family members, spouses, and supportive others in the offender's immediate environment to positively reinforce desired new behaviors. This Community Reinforcement Approach (CRA) has been found effective for a variety of behaviors (e.g., unemployment, alcoholism, substance abuse, and marital conflicts). In addition, relatively recent research now indicates the efficacy of twelve step programs, religious activities, and restorative justice initiatives that are geared towards improving bonds and ties to pro-social community members.

#### **Ouestions to Ask:**

- Do we engage community supports for offenders as a regular part of case planning?
- How do we measure our community network contacts as they relate to an offender?

(Azrin, & Besalel, 1980; Emrick et al, 1993; Higgins & Silverman, 1999; Meyers & Smith, 1997; Wallace, 1989; Project MATCH Research Group, 1997; Bonta et al, 2002; O'Connor & Perryclear, 2003; Ricks, 1974; Clear & Sumter, 2003; Meyers et al, 2002)

#### Eight Principles for Evidence-Based Practice (EBP) in Community Corrections (con't.)

#### Measure Relevant Processes/Practices.

Accurate and detailed documentation of case information, along with a formal and valid mechanism for measuring outcomes, is the foundation of evidence-based practice. Agencies must routinely assess offender change in cognitive and skill development, and evaluate offender recidivism, if services are to remain effective.

In addition to routinely measuring and documenting offender change,

#### **Ouestions to Ask:**

- What data do we collect regarding offender assessment and case management?
- How do we measure incremental offender change while they are

staff performance should also be regularly assessed. Staff that are periodically evaluated for performance achieve greater fidelity to program design, service delivery principles, and outcomes. Staff whose performance is not consistently monitored, measured, and subsequently reinforced work less cohesively, more frequently at cross-purposes and provide less support to the agency mission.

under supervision?

- What are our outcome measures and how do we track them?
- How do we measure staff performance? What data do we use? How is that data collected?

(Henggeler et al, 1997; Milhalic & Irwin, 2003; Miller, 1988; Meyers et al, 1995; Azrin, 1982; Meyers, 2002; Hanson & Harris, 1998; Waltz et al, 1993; Hogue et al, 1998; Miller & Mount, 2001; Gendreau et al, 1996; Dilulio, 1993)

#### 8) Provide Measurement Feedback.

Once a method for measuring relevant processes / practices is in place (principle seven), the information must be used to monitor process and change. Providing feedback to offenders regarding their progress builds accountability and is associated with enhanced motivation for change, lower treatment attrition, and improved outcomes (e.g., reduced drink/drug days; treatment engagement; goal achievement).

The same is true within an organization. Monitoring delivery of services and fidelity to procedures helps build accountability and maintain integrity to the agency's mission. Regular performance audits and case reviews with an eye toward improved outcomes, keep staff focused on the ultimate goal of reduced recidivism through the use of evidence-based principles.

#### Questions to Ask:

- How is information regarding offender change and outcomes shared with officers?
   With offenders?
- With whom do we share information regarding outcome measures?
- How is staff performance data used in the performance evaluation process?

(Miller, 1988; Project Match Research Group, 1997; Agostinelli et al, 1995; Alvero et al, 2001; Baer et al, 1992; Decker, 1983; Luderman, 1991; Miller, 1995; Zemke, 2001; Elliott, 1980)

## Eight Principles for Evidence-Based Practice (EBP) in Community Corrections (con't.)

#### Conclusion

Aligning these evidence-based principles with the core components of an agency is a consummate challenge and will largely determine the impact the agency has on sustained reductions in recidivism. In order to accomplish this shift to an outcome orientation, practitioners must be prepared to dedicate themselves to a mission that focuses on achieving sustained reductions in recidivism. The scientific principles presented in this document are unlikely to produce a mandate for redirecting and rebuilding an agency's mission by themselves. Leadership in organizational change and collaboration for systemic change are also necessary.

The framework of principles and the developmental model they comprise can and should be operationalized at three critical levels: 1) the individual case; 2) the agency; and 3) the system. At each of these levels thorough, comprehensive, and strategic planning will be necessary in order to succeed. Identifying, prioritizing, and formulating well-timed plans for addressing such particular issues are tasks requiring system collaboration and a focus on organizational development.

A final caveat here is a caution about implementation; the devil's in the details. Though the track record for program implementation in corrections may not be especially stellar, there is helpful literature regarding implementation principles. Prior to embarking on any implementation or strategic planning project, a succinct review of this literature is recommended (Mihalic & Irwin, 2003; Ellickson et al, 1983; Durlak, 1998; Gendreau et al, 1999; Gottfredson et al, 2000; Henggeler et al, 1997; Harris & Smith, 1996).

#### **FY25 Case Plan Feedback**

#### Agency: 1st JD Leavenworth County Community Corrections

Overall, excellent job at tying together the Agency Plan section of the grant with what you identified in the Agency Case Plan (excel document). You can very easily see the connection between the two which is the desired result.

The agency states their areas of focus with clients will be in the domains of: criminal history, companions, family/marital, attitudes, and drugs/alcohol domains. I would encourage the agency focuses on the "Big 4" domains that research has shown provides the greatest impact at behavior change. Big 4 being, procriminal attitude/orientation, antisocial pattern, companions, and family/marital.

Although research has identified criminal history as one of the eight most influential criminogenic needs, additional research has shown not to focus on criminal history because it is considered a static factor – that is, it cannot be changed. Instead, research supports focusing on dynamic factors – those that are changeable.

Substance misue, employment, and education can influence law violations but not as much as the Big 4. Some of the less influential criminogenic needs are derivatives of the four most influential ones. For example, a poor employment record is often a result of antisocial cognition ("I'm not going to work for minimum wage") or getting fired due to poor anger management or problem-solving skills (antisocial personality/temperament). In such cases, employment issues will not get resolved until the more influential needs are addressed.

**Goal #1:** I wonder if the third action step should be rewritten to modify the 30-day timeframe as a risk assessment needs to be completed within 45 days. One idea could be, 'upon the risk assessment being completed, staff will have X amount of time to complete the referral, etc.'

**Goal #2:** Your first few action steps state within 30 days, is this 30 days after the sentencing date/risk assessment completed or within 30 days of starting supervision. More clarification is needed, and in addition be mindful that case plans cannot be completed until a risk assessment is completed. Current KDOC standards require the assessment and case plan to be created within 45 days of sentencing.

Additional action steps may be needed to address introducing this practice with staff, such as explain/remind the reasoning of dosage. How they will track it, if the time management sheet is not created yet, this will be an action step that is needed. I see the last action step listed in the goal could address some of that and if that is the intent, I'd suggest moving it toward the top of the action steps as that would be something to address at the start of this goal.

A bulk of the current goals are reliant on work being done in programming groups. I think it's important for staff to work with clients in addition to referral to programming, focus given to the work that can be done one on one with the client. Staff have many opportunities to reinforce the skills and tools being given in programming and additional exposure for the client to increase said skills are important and also count towards dosage. Is this something that could be explored and monitored as well by creating an additional goal and/or action steps?

Goal #3: Similar to Goal #2, what is the within 30 days from? Clarification is needed.

**Goal #5:** Perhaps in addition to distributing the updated resource list, that action step could include explanation provided to staff on the purpose and expectations of positive support group and how it will be monitored. Is there a document already created the ISO II will use to track staff compliance with positive support or is that needed? If needed, that can be an added action step.

# Leavenworth County Request for Board Action Case No. DEV-25-085/086 Preliminary & Final Plat Maples Meadows

Date: September 24, 2025

To: Board of County Commissioners

From: Planning & Zoning Staff

Department Head Review: John Jacobson, Reviewed

Additional Reviews as needed:

Budget Review ☐ Administrator Review ☐ Legal Review ☐

#### **Action Request:**

Chairman, I find that the proposed Final Plat as outlined in case DEV-25-086 is compliant with the County Zoning & Subdivision Regulations and move that the proposed Final Plat be conditionally approved and accepted by this Board subject to the conditions set forth in the staff report and as adopted by the Planning Commission.

**Analysis:** The applicant is proposing to divide a 29-acre parcel into two (2) lots. The Subdivision is classified as a Class C with all lots lying within the Rural Growth Area of Leavenworth County. Staff is supportive of a waiver of the requirement to connect to a sanitary sewer system as sanitary sewers are not located within 660' of the subdivision (see condition 3). Lot 1, as proposed, is a 23.86-acre lot that does not comply with the Lot-Depth to Lot-Width requirement. Lot 2 is a 5.25-acre lot that is compliant with the zoning and subdivision regulations. During the Preliminary Plat phase, exceptions were granted for:

1. Exception to Article 50, Section 40.3.i. Lot-Depth to Lot-Width

The final plat meets the standards set forth in the Leavenworth County Zoning and Subdivision Regulations with the approved exception.

**Recommendation:** The Planning Commission voted 8-0 (1 absent) to recommend approval of Case No.DEV-25-086, Final Plat for Maples Meadows, subject to conditions.

#### **Alternatives:**

- 1. Approve Case No. DEV-25-086, Final Plat for Maples Meadows, with Findings of Fact, and with or without conditions; or
- 2. Deny Case No. DEV-25-086, Final Plat for Maples Meadows, with Findings of Fact; or
- 3. Revise or Modify the Planning Commission Recommendation to Case No. DEV-25-086, Final Plat for Maples Meadows with Findings of Fact; or
- 4. Remand the case back to the Planning Commission.

| Budge | tary Impact:                                                  |
|-------|---------------------------------------------------------------|
|       | Not Applicable                                                |
|       | Budgeted item with available funds                            |
|       | Non-Budgeted item with available funds through prioritization |
|       | Non-Budgeted item with additional funds requested             |
|       |                                                               |

**Total Amount Requested:** \$0.00

Additional Attachments: Staff Report, Plat, Planning Commission Minutes

#### **LEAVENWORTH COUNTY** PLANNING COMMISSION STAFF REPORT

CASE NO: DEV-25-085/086 Maples Meadows

September 10, 2025 STAFF REPRESENTATIVE:

REQUEST: Regular Agenda

 □ Preliminary Plat 

SUBJECT PROPERTY: 21453 203rd Street

Amy Allison **Deputy Director** 

#### **APPLICANT/APPLICANT AGENT:**

JOE HERRING HERRING SURVEYING 315 N. 5th Street Leavenworth, KS 66048

#### PROPERTY OWNER:

Charles & Michelle Maples 21453 203rd Street Tonganoxie, KS 66086

#### **CONCURRENT APPLICATIONS:**

NONE

**ZONING: RR-5** 

#### FUTURE LAND USE DESIGNATION:

Residential Estate (5-acre min)

#### LAND USE

Residential (2.5-acre min) & SUBDIVISION: N/A

FLOODPLAIN: Zone A

#### LEGAL DESCRIPTION:

A Minor Subdivision in the Southeast Quarter of Section 22, Township 10 South, Range 21 East of the 6th P.M., in Leavenworth County Kansas.

#### STAFF RECOMMENDATION: APPROVAL WITH CONDITIONS

#### **ACTION OPTIONS:**

- Recommend approval of Case No. DEV-25-085 & 086, Preliminary & Final Plat for Maples Meadows, to the Board of County Commission, with or without conditions: or
- 2. Recommend denial of Case No. DEV-25-085 & 086, Preliminary & Final Plat for Maples Meadows to the Board of County Commission for the following reasons; or
- 3. Continue the hearing to another date, time, and place.

#### PROPERTY INFORMATION

PARCEL SIZE: 28.3 ACRES

PARCEL ID NO:

145-22-0-00-00-001.05

#### **BUILDINGS:**

Single-family residence and accessory structure

#### PROJECT SUMMARY:

Request for preliminary and final plat approval to subdivide property located at 21453 203rd Street as Lots 1 & 2 of Maples Meadows.

#### ACCESS/STREET:

203rd Street - Local, Gravel ± 22'

#### Location Map: FUTURE LAND USE DESIGNATION



#### **UTILITIES**

SEWER: PRIVATE SEPTIC

FIRE: Stranger WATER: RWD 9

**ELECTRIC: FREESTATE** 

#### **NOTICE & REVIEW:**

STAFF REVIEW:

8/29/2025

**NEWSPAPER NOTIFICATION:** 

N/A

NOTICE TO SURROUNDING PROPERTY OWNERS:

N/A

| .eaven          | vorth County Zoning and Subdivision Standards: Preliminary Review                   | Met  | Not Met |
|-----------------|-------------------------------------------------------------------------------------|------|---------|
| 5-40            | Preliminary Plat Content                                                            | Х    |         |
| 0-20            | Final Plat Content                                                                  | Х    |         |
| 1-6             | Access Management                                                                   | X    |         |
| -<br> -         | Entrance Spacing                                                                    | Х    |         |
| B.a-c.<br>-6.C. | Public Road Access Management Standards                                             | X    |         |
| }               | Cross Access Easements                                                              | N/A  |         |
| )-20            | Utility Requirements                                                                | Х    |         |
| )-30            | Other Requirements                                                                  | X    |         |
| )-40            | Minimum Design Standards                                                            |      | Х       |
|                 | An exception from Article 50, Sec. 40.3.i. Lot-depth to lot-width for Lot 1 is need | ded. | •       |
| )-50            | Sensitive Land Development                                                          | N/A  |         |
| 0-60.           | Dedication of Reservation of Public Sites and Open Spaces                           | N/A  |         |

#### STAFF COMMENTS:

The applicant is proposing to divide a 29-acre parcel into two (2) lots. The Subdivision is classified as a Class C with all lots lying within the Rural Growth Area of Leavenworth County. Staff is supportive of a waiver of the requirement to connect to a sanitary sewer system as sanitary sewers are not located within 660' of the subdivision (see condition 3). Lot 1, as proposed, is a 23.86-acre lot that does not comply with the Lot-Depth to Lot-Width requirement. Lot 2 is a 5.25-acre lot that is compliant with the zoning and subdivision regulations.

#### **EXCEPTIONS:**

The applicant has requested an exception from Article 50, Section 40.3.i. – Lot-Depth to Lot-Width. The criteria for the acceptance of an exception is as follows:

- 1. That there are special circumstances or conditions affecting the property.
- 2. That the variance or exception is necessary for the reasonable and acceptable development of the property in question.
- 3. That the granting of the variance or exception will not be detrimental to the public welfare or injurious to the adjacent property.

Motion: The Planning Commission hereby (approves/denies) an exception from Article 50, Section 40.3.i. – Lot-Depth to Lot-Width conformance with the Zoning & Subdivision Regulations for the Maples Meadows subdivision, as submitted by the application, based on a finding that all three criteria for an exception has been met.

#### PROPOSED CONDITIONS:

- 1. Building permits shall be required for any new construction.
- 2. Erosion control shall be used when designing and constructing driveways. A form of sediment control shall be installed before work begins and maintained throughout the time that the land disturbing activities are taking place. Re-vegetation of all disturbed sites shall be completed within 45 days after completion of final grading weather permitting.
- 3. A waiver for the use of private septic systems within this subdivision is granted with this approval.
- 4. At time of development, fire hydrants shall be required, if necessary infrastructure is available. If the infrastructure is not available to support fire hydrants, a letter from the Water District stating such must be provided prior to any building permit being issued.

- 5. An exception from Article 50, Section 40.3.i. Lot-Depth to Lot-Width has been approved for Lot 1.
- 6. The developer must comply with the following memorandums:

Memo - Public Works, dated September 3, 2025

Memo - Survey, dated August 28, 2025

Memo – Planning & Zoning, dated August 29, 2025

#### **ATTACHMENTS:**

A: Application & Narrative

B: Zoning Map

C: Road Map (A minimum of 1/4 mile)

D: Memorandums

### FINAL & PRELIMINARY PLAT APPLICATION



Leavenworth County Planning and Zoning Department 300 Walnut St., Suite 212 Leavenworth, Kansas 913-684-0465

|                                                                                                                 | Office Use Only                                                               |                                            |  |  |  |  |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------------------------------|--|--|--|--|
| Township:                                                                                                       | Planning Commission Me                                                        | eting Date:                                |  |  |  |  |
| Case No.                                                                                                        | Date Received/Pai                                                             | d:                                         |  |  |  |  |
| Zoning District Comprehensive Plan Land Use Designation:                                                        |                                                                               |                                            |  |  |  |  |
| APPLICANT/AGENT INFORMATION                                                                                     | ON OWNER INFORMA                                                              | ATION                                      |  |  |  |  |
| NAME: Herring Surveying Company                                                                                 | NAME: Charles and M                                                           | ichelle Maples                             |  |  |  |  |
| MAILING ADDRESS: 315 North 5th                                                                                  | Street MAILING ADDRESS                                                        | S21453 203rd Street                        |  |  |  |  |
| CITY/ST/ZIP: Leavenworth, KS 6604                                                                               |                                                                               |                                            |  |  |  |  |
| PHONE: 913-651-3858                                                                                             | PHONE: N/A                                                                    |                                            |  |  |  |  |
| EMAIL: herringsurveying@outlook.                                                                                |                                                                               |                                            |  |  |  |  |
|                                                                                                                 | GENERAL INFORMATION                                                           |                                            |  |  |  |  |
|                                                                                                                 |                                                                               |                                            |  |  |  |  |
| Proposed Subdivision Name: MAPLE                                                                                | S MEADOW                                                                      |                                            |  |  |  |  |
| Address of Property: 21453 203rd Street                                                                         |                                                                               |                                            |  |  |  |  |
|                                                                                                                 |                                                                               |                                            |  |  |  |  |
| PID: 145-22-0-00-001.05                                                                                         | Urban Growth Management                                                       | Area: N/A                                  |  |  |  |  |
|                                                                                                                 | SUBDIVISION INFORMATION                                                       |                                            |  |  |  |  |
| Gross Acreage: 29 AC                                                                                            | Number of Lots: 2                                                             | Minimum Lot Size: 5.25                     |  |  |  |  |
| Maximum Lot Size: 23.86 AC                                                                                      | Proposed Zoning: RR-5                                                         | Density: N/A                               |  |  |  |  |
| Open Space Acreage: N/A                                                                                         | Water District: RWD 9                                                         | Proposed Sewage: Septic                    |  |  |  |  |
| Fire District: Stranger                                                                                         | Electric Provider: Freestate                                                  |                                            |  |  |  |  |
| Covenants: ☐ Yes x No                                                                                           | Road Classification: Local - Collect                                          |                                            |  |  |  |  |
| to the second | Cross-Access Easement Requested:                                              | ☐ Yes k No                                 |  |  |  |  |
| List of all Requested Exceptions:                                                                               | 1.                                                                            |                                            |  |  |  |  |
| Exceptions may be granted per Article                                                                           | 2.                                                                            |                                            |  |  |  |  |
| 56 or as otherwise stated in the                                                                                | 3.                                                                            |                                            |  |  |  |  |
| Zoning & Subdivision Regulations.                                                                               | 4.                                                                            |                                            |  |  |  |  |
|                                                                                                                 | 5.                                                                            |                                            |  |  |  |  |
| Is any part of the site designated as Flo                                                                       |                                                                               | , what is the panel number: 20103C0225G    |  |  |  |  |
| <u> </u>                                                                                                        | authorized agent, of the aforementione as. By execution of my signature, I do | ed property situated in the unincorporated |  |  |  |  |

### FINAL & PRELIMINARY PLAT APPLICATION

Leavenworth County Planning and Zoning Department 300 Walnut St., Suite 212 Leavenworth, Kansas 913-684-0465

| Township:                                                | Office Use Only Planning Commission Meet                                          | ing Date:                             |  |  |  |  |
|----------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------|--|--|--|--|
| se No Date Received/Paid:                                |                                                                                   |                                       |  |  |  |  |
| Zoning District Comprehensive Plan Land Use Designation: |                                                                                   |                                       |  |  |  |  |
| APPLICANT/AGENT INFORMATIO                               | ON OWNER INFORMAT                                                                 | TION                                  |  |  |  |  |
| NAME: Herring Surveying Company                          | NAME: Charles and Mich                                                            | nelle Maples                          |  |  |  |  |
| MAILING ADDRESS: 315 North 5th                           | Street MAILING ADDRESS_                                                           | 21453 203rd Street                    |  |  |  |  |
| CITY/ST/ZIP: Leavenworth, KS 6604                        | 48CITY/ST/ZIPTongar                                                               | noxie, KS 66048                       |  |  |  |  |
| PHONE: 913-651-3858                                      | PHONE: N/A                                                                        |                                       |  |  |  |  |
| EMAIL: herringsurveying@outlook.com                      | com EMAIL N/A                                                                     |                                       |  |  |  |  |
|                                                          | GENERAL INFORMATION                                                               |                                       |  |  |  |  |
| Proposed Subdivision Name: MAPLES                        | S MEADOW                                                                          |                                       |  |  |  |  |
| Proposed Subdivision Name.                               |                                                                                   |                                       |  |  |  |  |
| Address of Property: 21453 203rd Street                  |                                                                                   |                                       |  |  |  |  |
| PID: 145-22-0-00-001.05                                  | Urban Growth Management A                                                         | rea: N/A                              |  |  |  |  |
|                                                          | SUBDIVISION INFORMATION                                                           |                                       |  |  |  |  |
| Gross Acreage: 29 AC                                     | Number of Lots: 2                                                                 | Minimum Lot Size: 5.25                |  |  |  |  |
| Maximum Lot Size: 23.86 AC                               | Proposed Zoning: RR-5                                                             | Density: N/A                          |  |  |  |  |
| Open Space Acreage: N/A                                  | Water District: RWD 9                                                             | Proposed Sewage: Septic               |  |  |  |  |
| Fire District: Stranger                                  | Electric Provider: Freestate                                                      | Natural Gas Provider: Propane         |  |  |  |  |
| Covenants: Yes x No                                      | Road Classification: Local - Collector                                            | - Arterial – State - Federal          |  |  |  |  |
|                                                          | Cross-Access Easement Requested:                                                  | Yes X No                              |  |  |  |  |
| List of all Requested Exceptions:                        | 1.                                                                                |                                       |  |  |  |  |
| Exceptions may be granted per Article                    | 2.                                                                                |                                       |  |  |  |  |
| 56 or as otherwise stated in the                         | 3.                                                                                |                                       |  |  |  |  |
| Zoning & Subdivision Regulations.                        | 4.                                                                                |                                       |  |  |  |  |
|                                                          | 5.                                                                                |                                       |  |  |  |  |
| Is any part of the site designated as Flo                | odplain? X Yes No if yes, v                                                       | what is the panel number: 20103C0225G |  |  |  |  |
|                                                          | authorized agent, of the aforementioned as. By execution of my signature, I do he |                                       |  |  |  |  |

| Authorization of Contractors or Individuals to Act as Agents of a Landowner COUNTY OF LEAVENWORTH STATE OF KANSAS                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| We/I Charles L. Maples and Michelle L. Maples                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Being dully sworn, dispose and say that we/I are the owner(s) of said property located at - 2/453 203 254, Jenga nextex K5 66086, and that we authorize the following people or firms to act in our interest with the Leavenworth County Planning and Zoning Department for a period of one calendar year. Additionally, all statements herein contained in the information herewith submitted are in all respects true and correct to the best of our knowledge and belief. |
| Authorized Agents (full name, address & telephone number)                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <ol> <li>Joseph A. Herring – Herring Surveying Company 315 N. 5<sup>th</sup> Street, Leavenworth,<br/>KS 66048, 913-651-3858</li> <li>2)</li> </ol>                                                                                                                                                                                                                                                                                                                          |
| Signed and entered this 13 day of May, 2025 913.787-093.  (harks L. Maples, 21453 2035 St, Tenganoxieks 66056  Print Name, Address, Telephone                                                                                                                                                                                                                                                                                                                                |
| Charles L. Maples, 21453 203 Pst, Tenganoxie KS 66056                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Print Name, Address, Telephone                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Signature 2 May                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| STATE OF KANSAS ) SS COUNTY OF LEAVENWORTH )                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Be it remember that on this day of 20, before me, a notary public in and for said County and State came to me personally known to be the same persons who executed the forgoing instrument of writing, and duly acknowledged the execution of same. In testimony whereof, I have hereunto set my hand and affixed my notary seal the day and year above written.                                                                                                             |
| NOTARY PUBLIC                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| My Commission Expires: (seal)                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**AFFIDAVIT** 

August 1, 2006 Zoning & Subdivision Regulations for Leavenworth County, Kansas

#### **ARTICLE 56 – EXCEPTIONS**

Where in the case of a particular proposed subdivision, it can be shown that strict compliance with the requirements of these regulations would result in extraordinary hardship to the subdivider because of unusual topography or other non-self-inflicted conditions; or that these conditions would result in inhibiting the achievement of the objectives of these regulations; the Planning Commission may vary, modify or waive the requirements so that substantial justice may be done and the public interest secured; provided, that such variance, modification or waiver will not have the effect of nullifying the intent and purpose of these regulations or interfering with carrying out the Comprehensive Plan.

In recommending such variance or exception, the Planning Commission shall find the following:

- 1. That there are special circumstances or conditions affecting the property.

  Parent tract is irregular shaped being more narrow at the road frontage
- 2. That the variance or exception is necessary for the reasonable and acceptable development of the property in question.

Yes - allows for a second house on a platted lot

3. That the granting of the variance or exception will not be detrimental to the public welfare or injurious to adjacent property.

No

#### Allison, Amy

From: Joe Herring <a href="mailto:herringsurveying@outlook.com">herringsurveying@outlook.com</a>
Sent: Thursday, September 4, 2025 11:32 AM

**To:** Allison, Amy

**Subject:** Fw: Maples meadows - SERVICE VERIFICATION R307826

Resending from July 23 and July 30

Thank you - Joe Herring

·<del>\_\_\_\_</del>

J.Herring Inc., dba, Herring Surveying Company 315 N. 5th Street, Leavenworth, KS 66048 913-651-3858 - ROCK CHALK!

From: Joe Herring <a href="mailto:herringsurveying@outlook.com">herringsurveying@outlook.com</a>

Sent: Wednesday, July 30, 2025 2:27 PM

**To:** Johnson, Melissa <mjohnson@leavenworthcounty.gov> **Subject:** Fw: Maples meadows - SERVICE VERIFICATION R307826

resending

Thank you - Joe Herring

J.Herring Inc., dba, Herring Surveying Company 315 N. 5th Street, Leavenworth, KS 66048 913-651-3858 - ROCK CHALK!

From: Shauna Snyder <shauna.snyder@freestate.coop>

Sent: Wednesday, July 23, 2025 7:22 AM

To: pz@leavenworthcounty.gov <pz@leavenworthcounty.gov>

**Cc:** herringsurveying@outlook.com <herringsurveying@outlook.com> **Subject:** RE: Maples meadows - SERVICE VERIFICATION R307826

FreeState Electrical Cooperative will provide power to an additional lot, per the attached land division information, at 21453 203<sup>rd</sup> St (Maples Meadows), parcel R307826, for Charles and Michelle Maples.

#### **Shauna Snyder**

Work Order Coordinator



#### 1-800-794-1989 | www.freestate.coop

From: Joe Herring <a href="mailto:herringsurveying@outlook.com">herringsurveying@outlook.com</a>

Sent: Tuesday, July 22, 2025 11:38 AM

To: Rural Water District 9 lvrwd9 < lvrwd9@gmail.com>; Shauna Snyder < shauna.snyder@freestate.coop>; Mark B

<stfdchief1760@gmail.com> **Subject:** Maples meadows

Warning: This message originated outside of the FEC organization. Do not click links or open attachments unless you have validated the sender and know the content is safe. <=""" span="">

Please send standard service letter for this division of land.

**Get Outlook for Android** 

#### Allison, Amy

From: Rural Water District 9 lvrwd9 < lvrwd9@gmail.com>

**Sent:** Thursday, July 31, 2025 12:01 PM

**To:** Allison, Amy

**Subject:** Fwd: Maples meadows

Amy, I just noticed that you were not copied on the above email chain. I didn't know if I still needed to respond to your other email or not. Just let me know.

----- Forwarded message ------

From: Rural Water District 9 lvrwd9 < lvrwd9@gmail.com>

Date: Wed, Jul 23, 2025 at 8:27 AM Subject: Re: Maples meadows

To: Mark B <stfdchief1760@gmail.com>

Cc: Joe Herring < herringsurveying@outlook.com >, Shauna Snyder < shauna.snyder@freestate.coop >

LVRWD9 has no issues with the plating of 21453 203rd St. Tonganoxie, KS. 66086 at this time.

On Wed, Jul 23, 2025 at 8:08 AM Mark B <stfdchief1760@gmail.com> wrote:

Stranger Township Fire Department has no issues with this plat.

Mark Billquist

Stranger Township Fire Department

On Tue, Jul 22, 2025 at 11:38 AM Joe Herring <a href="mailto:herringsurveying@outlook.com">herringsurveying@outlook.com</a> wrote:

Please send standard service letter for this division of land.

Get Outlook for Android

--

**Mark Billquist** 

Stranger Township Fire Chief 10-33 Foundation National Treasurer 913-369-0510 mobile

stfdchief1760@gmail.com

Step up and become the first line of defense as a mental health resource by asking four simple words, "How are you doing?".

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Thanks and have a great day,

| × | To high protection of the last difference and another designate hands about the state of the sta |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### Karen Armstrong District Manager 913-845-3571

--

Thanks and have a great day,



Karen Armstrong District Manager 913-845-3571

#### Allison, Amy

| From:                                                            | Mark B <stfdchief1760@gmail.com></stfdchief1760@gmail.com>                                                                             |
|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Sent:                                                            | Thursday, July 31, 2025 4:00 PM                                                                                                        |
| То:                                                              | Allison, Amy                                                                                                                           |
| Cc:                                                              | Magaha, Chuck; Miller, Jamie; Dedeke, Andrew; Brown, Misty; Khalil, Jon; San, Soma;                                                    |
| Subject:                                                         | linedepartment@freestate.coop; lvrwd9@gmail.com; PZ<br>Re: DEV-25-085/086 Preliminary and Final Plat – Maples Meadows                  |
| Stranger Township Fire Departm                                   | ent has no issues with this application.                                                                                               |
| Let me know if you have any que                                  | estions.                                                                                                                               |
| Mark Billquist<br>Stranger Township Fire Chief                   |                                                                                                                                        |
| On Thu, Jul 31, 2025 at 10:51 AM                                 | 1 Allison, Amy < AAllison@leavenworthcounty.gov > wrote:                                                                               |
| Good Morning,                                                    |                                                                                                                                        |
| The Leavenworth County Depar<br>2-lot subdivision located at 214 | rtment of Planning and Zoning has received a request for a Preliminary and Final Plat fo<br>53 203 <sup>rd</sup> Street.               |
| _                                                                | ciate your written input in consideration of the above request. Please review the ard any comments to us by Thursday, August 14, 2025. |
| If you have any questions or ne pz@leavenworthcounty.gov.        | ed additional information, please contact me at (913) 684-0465 or at                                                                   |
| Thank you,                                                       |                                                                                                                                        |
| Amy Allison, AICP                                                |                                                                                                                                        |
| Deputy Director                                                  |                                                                                                                                        |
| Planning & Zoning                                                |                                                                                                                                        |
| Leavenworth County                                               |                                                                                                                                        |
|                                                                  |                                                                                                                                        |

| 913 | .364 | .5757 |
|-----|------|-------|
|-----|------|-------|

#### Disclaimer

This message and any attachments are intended only for the use of the recipient or their authorized representative. The information provided in this email is limited in scope and response detail by available information, current zoning and subdivision regulations. Depending on the level of development, the applicable regulations can change. Final approval cannot be granted until a complete application has been submitted, reviewed and approved by the governing body. Nothing in this message or its contents should be interpreted to authorize or conclude approval by Leavenworth County.

--

Mark Billquist
Stranger Township Fire Chief
10-33 Foundation National Treasurer
913-369-0510 mobile
stfdchief1760@gmail.com

Step up and become the first line of defense as a mental health resource by asking four simple words, "How are you doing?".

A Minor Subdivision in the Southeast Quarter of Section 22, Township 10 South, Range 21 East of the 6th P.M., Leavenworth County, Kansas.

### PRELIMINARY PLAT

PREPARED FOR: MAPLES,CHARLES L & MICHELLE L 21453 203RD ST TONGANOXIE, KS 66086 PID NO. 145-22-0-00-00-001.05

RECORD DESCRIPTION:

A tract of land in the Southeast Quarter of Section 22, Township 10 South, Range 21 East of the 6th P.M., Leavenworth County, Kansas, more fully described as follows: Commencing at the Northwest corner of the Southeast Quarter; thence North 88 degrees 34'31" East for a distance of 658.89 feet along the North line of said Southeast Quarter; thence South 01 degrees 40'02" East for a distance of 660.76 feet to the TRUE POINT OF BEGINNING; thence North 89 degrees 35'58" East for a distance of 518.58 feet; thence North 88 degrees 53'36" East for a distance of 750.25 feet; thence South 87 degrees 11'31" East for a distance of 380.92 feet; thence South 88 degrees 35'24" East for a distance of 330.00 feet to the East line of said Southeast Quarter; thence South 01 degrees 46'01" East for a distance of 601.33 feet along said East line; thence South 88 degrees 31'47" West for a distance of 1978.97 feet; thence North 01 degrees 40'02" West for a distance of 660.76 feet to the point of

beginning.
Together with and subject to covenants, easements, and restrictions of record. Said property contains 29.11 acres, more or less, including road right of way. Error of Closure - 1: 90272

1) All proposed structures within this plat shall comply with the Leavenworth

**RESTRICTIONS:** 

8) No off-plat restrictions.

HUDE, NATHAN E & MARILYN PID NO. 145-22...001.01

County Zoning and Subdivision Regulations or zoning regulation jurisdiction. 2) An Engineered Waste Disposal System may be required due to poor soil conditions. 3) Erosion and sediment control measures shall be used when designing and constructing driveways and other structures. Re-vegetation of all disturbed areas shall be completed within 45 days after final grading. 4) Lots are subject to the current Access Management Policy 5) All structures built within the subdivision shall comply with Resolution 2020-39, or as amended. 6) An exception to Article 50, Section 40.3.i. Lot-Depth to Lot-Width has been granted for Lot 17) Any building to be constructed in or near the special flood hazard shall provide an elevation certificate to be approved by Leavenworth County prior to the issuance of a building permit along with any other applicable Federal, State or Local permit.

NOTES: 1) This survey does not show ownership. 2) All distances are calculated from measurements or measured this survey,

unless otherwise noted. 3) All recorded and measured distances are the same,

unless otherwise noted.
4) Error of Closure - See Record Description
5) Basis of Bearing - KS SPC North Zone 1501

6) Monument Origin Unknown, unless otherwise noted. 7) Existing and Proposed Lots for Agriculture and Residential Use. 8) Road Record - See Survey

9) Benchmark - NAVD88 Project Benchmark (BM) - SE COR SE 1/4 Section 22 - Elev - 865.5' 10) Easements, if any, are created hereon or listed in referenced title commitment.

11) Reference Recorded Deed Doc # 2020R04861 12) Utility Companies -- Water - RWD 9

RR-5 - Rural Residential 5

ZONING:

- Electric - Freestate - Sewer - Septic / Lagoon

- Gas - Propane / Natural Gas 13) Reference Continental Title File Number C25006795 dated June 18, 2025.

14) Property is in a Special Flood Hazard Area Zone A per FEMA FIRM Map 20103C0225G dated July 16, 2015 15) Building Setback Lines as shown hereon or noted below - All side yard setbacks - 15' (Accessory - 15')

- All rear yard setbacks - 40' (Accessory - 15') 16) Existing Structures, if any, shown in approximate location.

17) Fence Lines do not necessarily denote the boundary line for the property. 18) Reference Surveys:

DGW - D.G.White - S-12 #60, 1988 NKA 1988S060 S-14 #87, 1992 NKA 1992S087

JAH - J.A.Herring - Doc # 2018S069 Doc # 2019S007, 019, & 025

LINCOLN FARMS ESTATES - Doc #2013P00004

LEGEND: - 1/2" Bar Set with Cap No.1296 ○ - 1/2" Bar Found, unless otherwise noted. ( ) - Record / Deeded Distance U/E - Utility Easement D/E - Drainage Easement B.S.L. - Building Setback Line R/W - Permanent Dedicated Roadway Easement dedicated this plat  $\mathfrak L$  - Centerline ₹ - Section Line BM - Benchmark POB - Point of Beginning POC - Point of Commencing //// - No Vehicle Entrance Access NS - Not Set this survey per agreement with client - DIRECTION OF WATER FLOW 🧭 - Power Pole X----- - Fence Line OHP—— - Overhead Power Lines T ---- - Underground Telephone/Fiber Optic Line

oxplus - Telephone Pedestal W—— - 6" Water Line - location as per district

~~~ Tree/Brush Line

 \otimes - Gas Valve

- Water Meter/Valve

17N Northeast Corner Sec. 22-10-21 5/8" Bar Cap 655 MC GRAW,MICHAEL & KAREN S DUBUISSON,ELIZABETH J & JOHN PID NO. 145-22...001.04 PID NO. 145-22...001.02 N 87°11'31" W 380.92' S 88°53'36" W 750.25' N 89°35'58" E 518.58' S 88°35'24" E 329.97' 20' U/E & D/E ______ 21'+-Barn 15" CMP_ 18" CMP 5 89°51'48" W 484.21' —HOUSÉ ∖ LOT 1/ 23.86 Acres more or less -S 87°50'27" E 710.84'-Incl. R/W Septic & Lateral Field Approx. Location //5.25 Acres more or less Incl. R/W Special Flood Hazard Area _ Hazard Area — Special Flood_ _H<u>azard_Area</u>_ S 88°31'47" W 1978.98' S 88°31'47" W 2638.63' Cap 1296 PITTS, STEPHEN JACK & NANCY JANE PID NO. 145-22...012 PITTS, HELEN E; TRUST PID NO. 145-22...010 17R Southeast Corner Sec. 22-10-21 1/2" Bar LEAVENWORTH COUNTY

NOT TO SCALE

Scale 1" = 100'

Job # K-25-1912 July 24, 2025 Rev. 8-27-25 J.Herring, Inc. (dba) URVEYING OMPANY 315 North 5th Street, Leav., KS 66048 Ph. 913.651.3858 Fax 913.674.5381 Email – survey@teamcash.com

A Minor Subdivision in the Southeast Quarter of Section 22, Township 10 South, Range 21 East of the 6th P.M., Leavenworth County, Kansas.

FINAL PLAT

PREPARED FOR: MAPLES,CHARLES L & MICHELLE L 21453 203RD ST TONGANOXIE, KS 66086 PID NO. 145-22-0-00-00-001.05

CERTIFICATION AND DEDICATION

The undersigned proprietors state that all taxes of the above described tract of land have been paid and that they have caused the same to be subdivided in the manner shown on the accompanying plat, which subdivision shall be known as: MAPLES MEADOWS

Easements shown on this plat are hereby dedicated for public use, the rights of way which are shown with dashed lines on the accompanying plat, and said easements may be employed to locate and maintain sewers, water lines, gas lines, poles and wires and any other form of public utility now and hereafter used by the public over, under and along the strips marked "Utility Easement" (U/E).

"Drainage Easements" or "D/E" shown on this plat are hereby dedicated for the purpose of constructing, using, replacing and maintaining a culvert, storm sewer, drainage ditch, or other drainage facility or tributary connections, including similar facilities, and appurtenances thereto, including the right to maintain, repair and replace the drainage facility and for any reconstruction and future expansion of such facility, together with the right of access for the same, is hereby dedicated for public use. Drainage Easements shall be kept clear of obstructions that impair the strength or interfere with the use and/or maintenance of storm drainage facilities. The maintenance and upkeep of said Easements shall be the responsibility of the individual owners of the lots whereupon said Easements are dedicated. Leavenworth County shall bear no responsibility for any maintenance and upkeep of said Easements.

Michelle L. Maples

Building Lines or Setback Lines (B.S.L.) are hereby established as shown on the accompanying plat and no building or portion thereof shall be built or constructed between this line and the street line.

IN TESTIMONY WHEREOF, We, the undersigned owners of MAPLES MEADOWS have set our hands this _ _, 2025.

NOTARY CERTIFICATE:

Charles L. Maples

Be it remembered that on this _____ day of __ 2025, before me, a notary public in and for said County and State came Charles L. Maples and Michelle L. Maples, husband and wife, to me personally known to be the same persons who executed the forgoing instrument of writing, and duly acknowledged the execution of same. In testimony whereof, I have

hereunto set my hand and affixed my notary seal the day and year above written.

My Commission Expires:_

APPROVALS

Secretary

John Jacobson

NOTARY PUBLIC_

We, the Leavenworth County Planning Commission, do hereby approve the foregoing plat of MAPLES MEADOWS this ______ day of ______, 2025.

Jeff Spink

PID NO. 145-22...001.01

NW Cor SE 1/4

Sec. 22-10-21

COUNTY ENGINEER'S APPROVAL:

The County Engineer's plat review is only for general conformance with the subdivision regulations as adopted by Leavenworth County. The County is not responsible for the accuracy and adequacy of the design, dimensions, elevations, and quantities.

County Engineer - Mitch Pleak

COUNTY COMMISSION APPROVAL:

We, the Board of County Commissioners of Leavenworth County, Kansas, do hereby approve the foregoing plat of MAPLES MEADOWS this _____, 2025.

Chairman Mike Smith County Clerk Attest: Fran Keppler RECORD DESCRIPTION:

A tract of land in the Southeast Quarter of Section 22, Township 10 South, Range 21 East of the 6th P.M., Leavenworth County, Kansas, more fully described as follows: Commencing at the Northwest corner of the Southeast Quarter; thence North 88 degrees 34'31" East for a distance of 658.89 feet along the North line of said Southeast Quarter; thence South 01 degrees 40'02" East for a distance of 660.76 feet to the TRUE POINT OF BEGINNING; thence North 89 degrees 35'58" East for a distance of 518.58 feet; thence North 88 degrees 53'36" East for a distance of 750.25 feet; thence South 87 degrees 11'31" East for a distance of 380.92 feet; thence South 88 degrees 35'24" East for a distance of 330.00 feet to the East line of said Southeast Quarter; thence South 01 degrees 46'01" East for a distance of 601.33 feet along said East line; thence South 88 degrees 31'47" West for a distance of 1978.97 feet; thence North 01 degrees 40'02" West for a distance of 660.76 feet to the point of

beginning. Together with and subject to covenants, easements, and restrictions of record. Said property contains 29.11 acres, more or less, including road right of way. Error of Closure - 1: 90272

RESTRICTIONS:

1) All proposed structures within this plat shall comply with the Leavenworth County Zoning and Subdivision Regulations or zoning regulation jurisdiction. 2) An Engineered Waste Disposal System may be required due to poor soil conditions. 3) Erosion and sediment control measures shall be used when designing and constructing driveways and other structures. Re-vegetation of all disturbed areas shall be

completed within 45 days after final grading. 4) Lots are subject to the current Access Management Policy 5) All structures built within the subdivision shall comply with Resolution 2020-39, or as amended.

6) An exception to Article 50, Section 40.3.i. Lot-Depth to Lot-Width has been granted for Lot 1 7) Any building to be constructed in or near the special flood hazard shall provide an elevation certificate to be approved by Leavenworth County prior to the issuance of a building permit along with any other applicable Federal, State or Local permit. 8) No off-plat restrictions.

ZONING:

RR-5 - Rural Residential 5

NOTES:

1) This survey does not show ownership. 2) All distances are calculated from measurements or measured this survey,

unless otherwise noted. 3) All recorded and measured distances are the same,

unless otherwise noted.
4) Error of Closure - See Record Description 5) Basis of Bearing - KS SPC North Zone 1501

6) Monument Origin Unknown, unless otherwise noted. 7) Existing and Proposed Lots for Agriculture and Residential Use.

8) Road Record - See Survey 9) Benchmark - NAVD88

Project Benchmark (BM) - SE COR SE 1/4 Section 22 - Elev - 865.5' 10) Easements, if any, are created hereon or listed in referenced title commitment. 11) Reference Recorded Deed Doc # 2020R04861

12) Utility Companies -

- Water - RWD 9 - Electric - Freestate

- Sewer - Septic / Lagoon - Gas - Propane / Natural Gas

13) Reference Continental Title File Number C25006795 dated June 18, 2025. 14) Property is in a Special Flood Hazard Area Zone A per

FEMA FIRM Map 20103C0225G dated July 16, 2015 15) Building Setback Lines as shown hereon or noted below

- All side yard setbacks - 15' (Accessory - 15')

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17) Fence Lines do not necessarily denote the boundary line for the property. 18) Reference Surveys:

DGW - D.G.White - S-12 #60, 1988 NKA 1988S060 S-14 #87, 1992 NKA 1992S087

JAH - J.A.Herring - Doc # 2018S069 Doc # 2019S007, 019, & 025

LINCOLN FARMS ESTATES - Doc #2013P00004

LEGEND:

- 1/2" Bar Set with Cap No.1296

- 1/2" Bar Found, unless otherwise noted. () - Record / Deeded Distance

U/E - Utility Easement D/E - Drainage Easement

B.S.L. - Building Setback Line R/W - Permanent Dedicated Roadway Easement

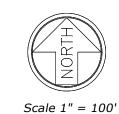
BM - Benchmark POB - Point of Beginning

POC - Point of Commencing //// - No Vehicle Entrance Access

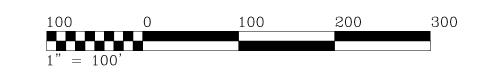
N 88°34'31" E 2635.58' *₩ 658.89'* N. Line SE 1/4 NE Cor SE 1/4 Sec. 22-10-21 1/2" Rebar 5/8" Bar Cap 655 PID NO. 145-22...001.04 PID NO. 145-22...001.02 S 87°11'31" E 380.92' N 88°53'36" E 750.25' N 89°35'58" E 518.58' S 88°35'24" E 329.97' _______ LOT 1 23.86 Acres _ — — — — — ·S 87°50'27" E 710.84' more or less Incl. R/W LOT 2 5.25 Acres more or less Incl. R/W Special Flood Special Flood Hazard Area Hazard Area Special Flood 709.18 <u> Hazard Area</u> _ S 88°31'47" W 1978.97' Cap 1296 PID NO. 145-22...012 PID NO. 145-22...010 Southeast Corner Sec. 22-10-21 1/2" Bar

REGISTER OF DEED CERTIFICATE: Filed for Record as Document No. $_{\scriptscriptstyle \perp}$ on this $_{\scriptscriptstyle \perp}$ __, 2025 at ______ o'clock ___M in the Office of the Register of Deeds of Leavenworth County, Kansas,

Register of Deeds - TerriLois G. Mashburn

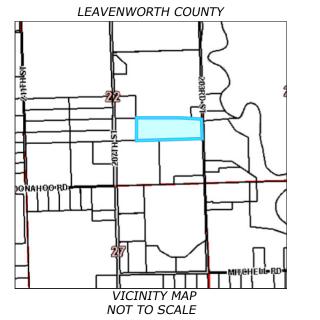


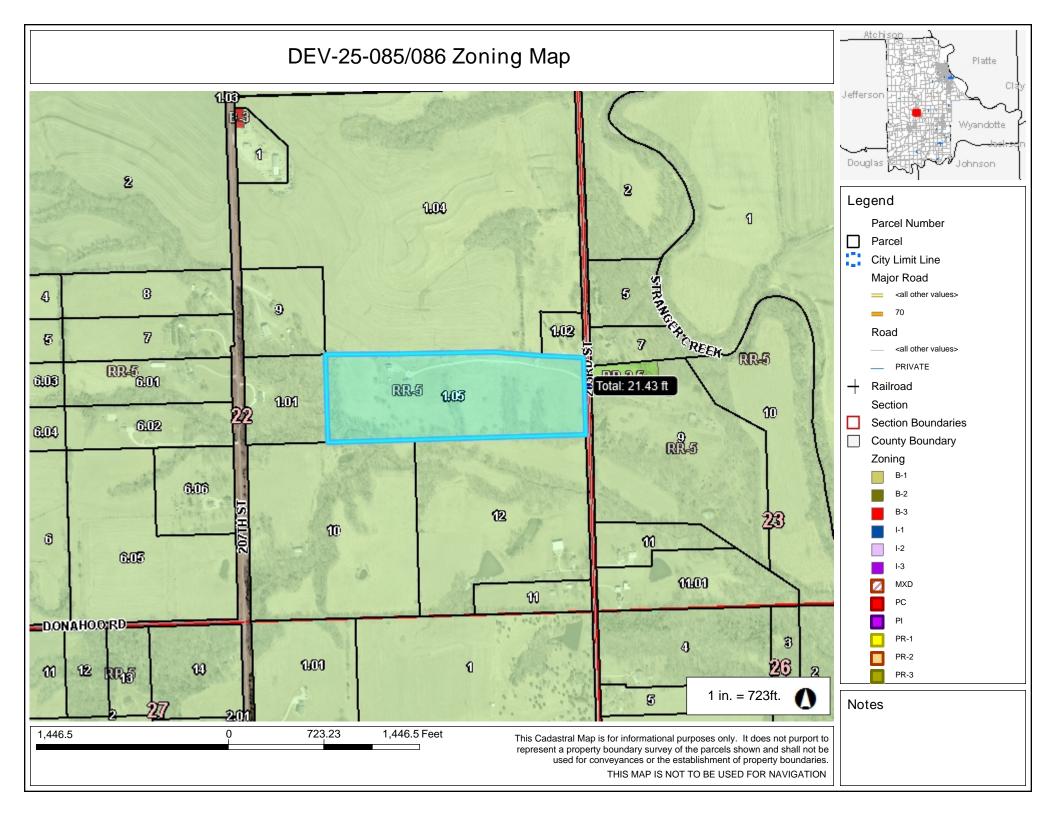




I hereby certify that this survey plat meets the requirements of K.S.A. 58-2005. The face of this survey plat was reviewed for compliance with Kansas Minimum Standards for Boundary Surveys. No field verification is implied. This review is for survey information only.

Daniel Baumchen, PS#1363





Allison, Amy

From: Anderson, Kyle

Sent: Tuesday, August 5, 2025 1:26 PM

To: Allison, Amy

Subject: RE: RE: DEV-25-085/086 Preliminary and Final Plat – Maples Meadows

We have not received any complaints on this property, and the septic system currently installed appears to remain on the same property as the home it services.

Kyle Anderson Environmental Technician/Code Enforcement Leavenworth County Planning & Zoning 300 Walnut St. Ste. 212 Leavenworth, KS 66048 913-684-1084

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From: Allison, Amy <AAllison@leavenworthcounty.gov>

Sent: Thursday, July 31, 2025 10:51 AM

To: 'Magaha, Chuck' <cmagaha@lvsheriff.org>; Miller, Jamie <JMiller@leavenworthcounty.gov>; 'Dedeke, Andrew'; Brown, Misty <MBrown@leavenworthcounty.gov>; Khalil, Jon <jkhalil@leavenworthcounty.gov>; San, Soma <SSan@leavenworthcounty.gov>; 'linedepartment@freestate.coop' 'lorwd9@gmail.com' <lorwd9@gmail.com' <lorwd9@gmail.com' <stfdchief1760@gmail.com' <stfdchief1760@gmail.com'

Cc: PZ <PZ@leavenworthcounty.gov>

Subject: RE: DEV-25-085/086 Preliminary and Final Plat – Maples Meadows

Good Morning,

The Leavenworth County Department of Planning and Zoning has received a request for a Preliminary and Final Plat for 2-lot subdivision located at 21453 203rd Street.

The Planning Staff would appreciate your written input in consideration of the above request. Please review the attached information and forward any comments to us by Thursday, August 14, 2025.

If you have any questions or need additional information, please contact me at (913) 684-0465 or at pz@leavenworthcounty.gov.

Thank you,

Amy Allison, AICP Deputy Director Planning & Zoning Leavenworth County 913.364.5757

Disclaimer

A Minor Subdivision in the Southeast Quarter of Section 22, Township 10 South, Range 21 East of the 6th P.M., Leavenworth County, Kansas.

FINAL PLAT

PREPARED FOR:

MAPLES,CHARLES L & MICHELLE L
21453 203RD ST
TONGANOXIE, KS 66086
PID NO. 145-22-0-00-00-001.05

CERTIFICATION AND DEDICATION

The undersigned proprietors state that all taxes of the above described tract of land have been paid and that they have caused the same to be subdivided in the manner shown on the accompanying plat, which subdivision shall be known as: MAPLES MEADOWS

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beginning.
Together with and subject to covenants, easements, and restrictions of record.
Said property contains 29.11 acres, more or less, including road right of way.
Error of Closure - 1: 90272

4) Lots are subject to the current Access Management Policy

I hereby certify that this survey plat meets the requirements of K.S.A. 58-2005. The face of this

information only.

Daniel Baumchen, PS#1363

survey plat was reviewed for compliance with Kansas Minimum Standards for Boundary Surveys. No field verification is implied. This review is for survey

RESTRICTIONS:

All proposed structures within this plat shall comply with the Leavenworth
 County Zoning and Subdivision Regulations or zoning regulation jurisdiction.
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ZONING:

RR-5 - Rural Residential 5

NOTES:

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unless otherwise noted.
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6) Monument Origin Unknown, unless otherwise noted.
7) Existing and Proposed Lots for Agriculture and Residential Use.

7) Existing and Proposed Lots for Agriculture and Residential Use. 8) Road Record - See Survey 9) Benchmark - NAVD88

Project Benchmark (BM) - SE COR SE 1/4 Section 22 - Elev - 865.5'
10) Easements, if any, are created hereon or listed in referenced title commitment.

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12) Utility Companies -

- Water - RWD 9 - Electric - Freestate

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LINCOLN FARMS ESTATES - Doc #2013P00004

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R/W - Permanent Dedicated Roadway Eas

Q - Centerline

₹ - Section Line BM - Benchmark

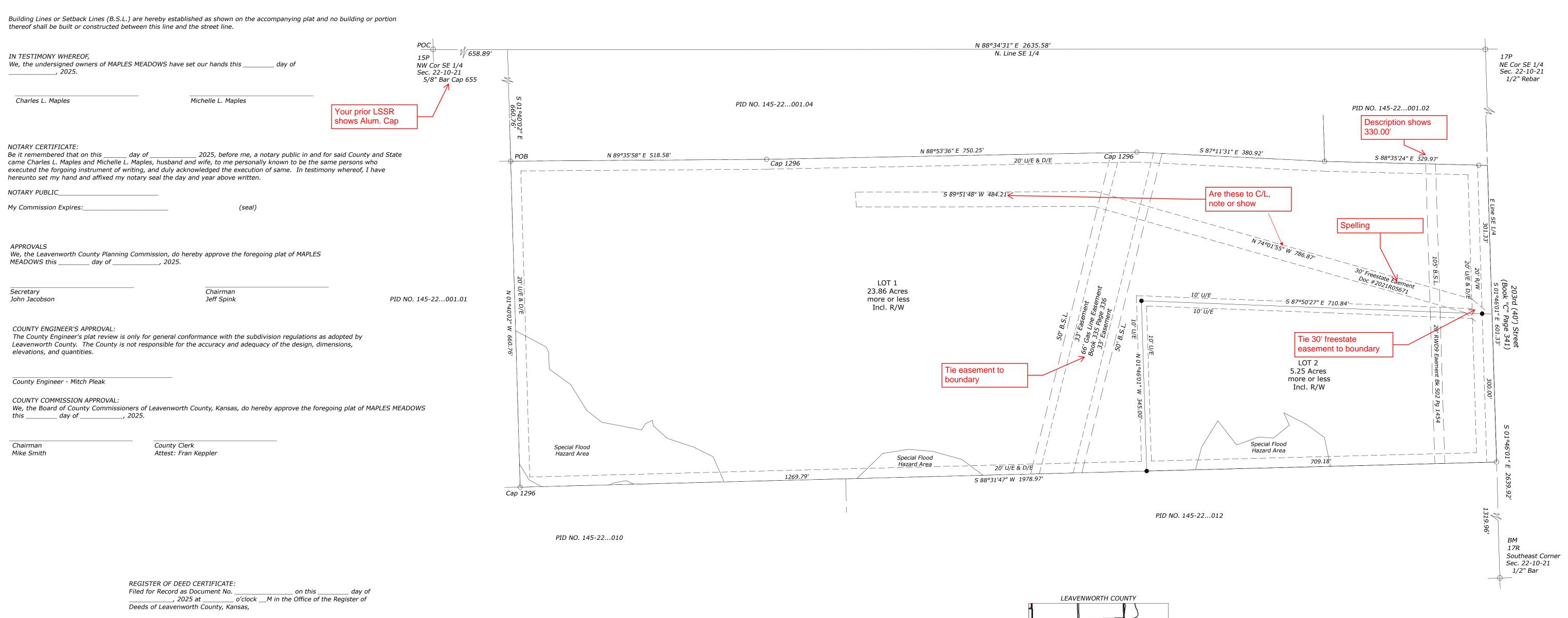
NOT TO SCALE

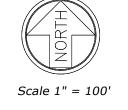
LEGEND:

POB - Point of Beginning
POC - Point of Commencing
//// - No Vehicle Entrance Access

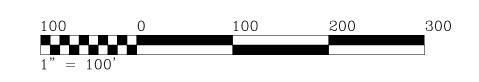
//// - No Vehicle Entrance Access

Provide LSRR for 17P & 17R









Register of Deeds - TerriLois G. Mashburn

A Minor Subdivision in the Southeast Quarter of Section 22, Township 10 South, Range 21 East of the 6th P.M., Leavenworth County, Kansas.

FINAL PLAT

PREPARED FOR:

MAPLES,CHARLES L & MICHELLE L
21453 203RD ST
TONGANOXIE, KS 66086
PID NO. 145-22-0-00-00-001.05

CERTIFICATION AND DEDICATION

The undersigned proprietors state that all taxes of the above described tract of land have been paid and that they have caused the same to be subdivided in the manner shown on the accompanying plat, which subdivision shall be known as: MAPLES MEADOWS

Easements shown on this plat are hereby dedicated for public use, the rights of way which are shown with dashed lines on the accompanying plat, and said easements may be employed to locate and maintain sewers, water lines, gas lines, poles and wires and any other form of public utility now and hereafter used by the public over, under and along the strips marked "Utility Easement" (U/E).

"Drainage Easements" or "D/E" shown on this plat are hereby dedicated for the purpose of constructing, using, replacing and maintaining a culvert, storm sewer, drainage ditch, or other drainage facility or tributary connections, including similar facilities, and appurtenances thereto, including the right to maintain, repair and replace the drainage facility and for any reconstruction and future expansion of such facility, together with the right of access for the same, is hereby dedicated for public use. Drainage Easements shall be kept clear of obstructions that impair the strength or interfere with the use and/or maintenance of storm drainage facilities. The maintenance and upkeep of said Easements shall be the responsibility of the individual owners of the lots whereupon said Easements are dedicated. Leavenworth County shall bear no responsibility for any maintenance and upkeep of said Easements.

Building Lines or Setback Lines (B.S.L.) are hereby established as shown on the accompanying plat and no building or portion thereof shall be built or constructed between this line and the street line.

IN TESTIMONY WHEREOF,
We, the undersigned owners of MAPLES MEADOWS have set our hands this _____ day of _____, 2025.

Charles L. Maples Michelle L. Maples

NOTARY CERTIFICATE:

Be it remembered that on this _____ day of _____ 2025, before me, a notary public in and for said County and State came Charles L. Maples and Michelle L. Maples, husband and wife, to me personally known to be the same persons who executed the forgoing instrument of writing, and duly acknowledged the execution of same. In testimony whereof, I have

hereunto set my hand and affixed my notary seal the day and year above written.

My Commission Expires:______ (s

APPROVALS

Secretary

John Jacobson

NOTARY PUBLIC_

We, the Leavenworth County Planning Commission, do hereby approve the foregoing plat of MAPLES MEADOWS this ______ day of ______, 2025.

elevations, and quantities.

COUNTY ENGINEER'S APPROVAL:
The County Engineer's plat review is only for general conformance with the subdivision regulations as adopted by Leavenworth County. The County is not responsible for the accuracy and adequacy of the design, dimensions,

County Engineer - Mitch Pleak

COUNTY COMMISSION APPROVAL:

We, the Board of County Commissioners of Leavenworth County, Kansas, do hereby approve the foregoing plat of MAPLES MEADOWS this ______ day of ______, 2025.

Jeff Spink

Chairman Mike Smith County Clerk Attest: Fran Keppler

REGISTER OF DEED CERTIFICATE: Filed for Record as Document No.

Deeds of Leavenworth County, Kansas,

Register of Deeds - TerriLois G. Mashburn

RECORD DESCRIPTION:

A tract of land in the Southeast Quarter of Section 22, Township 10 South, Range 21 East of the 6th P.M., Leavenworth County, Kansas, more fully described as follows: Commencing at the Northwest corner of the Southeast Quarter; thence North 88 degrees 34'31" East for a distance of 658.89 feet along the North line of said Southeast Quarter; thence South 01 degrees 40'02" East for a distance of 660.76 feet to the TRUE POINT OF BEGINNING; thence North 89 degrees 35'58" East for a distance of 518.58 feet; thence North 88 degrees 53'36" East for a distance of 750.25 feet; thence South 87 degrees 11'31" East for a distance of 380.92 feet; thence South 88 degrees 35'24" East for a distance of 330.00 feet to the East line of said Southeast Quarter; thence South 01 degrees 46'01" East for a distance of 601.33 feet along said East line; thence South 88 degrees 31'47" West for a distance of 1978.97 feet; thence North 01 degrees 40'02" West for a distance of 660.76 feet to the point of

beginning.
Together with and subject to covenants, easements, and restrictions of record.
Said property contains 29.11 acres, more or less, including road right of way.
Error of Closure - 1: 90272

RESTRICTIONS:

8) No off-plat restrictions.

₩ 658.89'

NW Cor SE 1/4

Sec. 22-10-21

PID NO. 145-22...001.01

5/8" Bar Cap 655

completed within 45 days after final grading.

All proposed structures within this plat shall comply with the Leavenworth
 County Zoning and Subdivision Regulations or zoning regulation jurisdiction.
 An Engineered Waste Disposal System may be required due to poor soil conditions.
 Erosion and sediment control measures shall be used when designing and constructing driveways and other structures. Re-vegetation of all disturbed areas shall be

4) Lots are subject to the current Access Management Policy
5) All structures built within the subdivision shall comply with Resolution 2020-39, or as amended.
6) An exception to Article 50, Section 40.3.i. Lot-Depth to Lot-Width has been granted for Lot 1
7) Any building to be constructed in or near the special flood hazard shall provide an elevation certificate to be approved by Leavenworth County prior to the issuance of a building permit along with any other applicable Federal, State or Local permit.

ZONING:

RR-5 - Rural Residential 5

NOTES:

1) This survey does not show ownership.
2) All distances are calculated from measurements or measured this survey,

unless otherwise noted.

3) All recorded and measured distances are the same,

unless otherwise noted.
4) Error of Closure - See Record Description
5) Basis of Bearing - KS SPC North Zone 1501

6) Monument Origin Unknown, unless otherwise noted.7) Existing and Proposed Lots for Agriculture and Residential Use.8) Road Record - See Survey

9) Benchmark - NAVD88 Project Benchmark (BM) - SE COR SE 1/4 Section 22 - Elev - 865.5' 10) Easements, if any, are created hereon or listed in referenced title commitment.

11) Reference Recorded Deed Doc # 2020R04861 12) Utility Companies -- Water - RWD 9

- Electric - Freestate - Sewer - Septic / Lagoon

- Gas - Propane / Natural Gas 13) Reference Continental Title File Number C25006795 dated June 18, 2025.

14) Property is in a Special Flood Hazard Area Zone A per FEMA FIRM Map 20103C0225G dated July 16, 201515) Building Setback Lines as shown hereon or noted below

- All side yard setbacks - 15' (Accessory - 15') - All rear yard setbacks - 40' (Accessory - 15')

16) Existing Structures, if any, shown in approximate location.17) Fence Lines do not necessarily denote the boundary line for the property.18) Reference Surveys:

DGW - D.G.White - S-12 #60, 1988 NKA 1988S060 S-14 #87, 1992 NKA 1992S087

JAH - J.A.Herring - Doc # 20185067

Doc # 2019S007, 019, & 025 LINCOLN FARMS ESTATES - Doc #2013P00004 • - 1/2" Bar Set with Cap No.1296
 ○ - 1/2" Bar Found, unless otherwise noted.
 () - Record / Deeded Distance
 U/E - Utility Easement
 D/E - Drainage Easement
 B.S.L. - Building Setback Line
 R/W - Permanent Dedicated Roadway Easement
 ♀ - Centerline
 ♀ - Section Line
 BM - Benchmark
 POB - Point of Beginning

POC - Point of Commencing

//// - No Vehicle Entrance Access

LEGEND:

N 88°34'31" E 2635.58' N. Line SE 1/4 NE Cor SE 1/4 Sec. 22-10-21 1/2" Rebar PID NO. 145-22...001.04 PID NO. 145-22...001.02 S 87°11'31" E 380.92' N 88°53'36" E 750.25' N 89°35'58" E 518.58' S 88°35'24" E 329.97' ______ LOT 1 23.86 Acres _ — — — — — ·S 87°50'27" E 710.84' more or less Incl. R/W LOT 2 5.25 Acres more or less Incl. R/W Special Flood Special Flood Hazard Area Hazard Area Special Flood 709.18 <u> Hazard Area</u> _ S 88°31'47" W 1978.97' Cap 1296 PID NO. 145-22...012 PID NO. 145-22...010 Southeast Corner Sec. 22-10-21 1/2" Bar



Scale 1" = 100'

Job # K-25-1912
July 24, 2025 Rev. 8-27-25

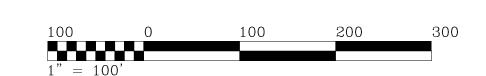
J.Herring, Inc. (dba)

ERRING

URVEYING

OMPANY

315 North 5th Street, Leav., KS 66048
Ph. 913.651.3858 Fax 913.674.5381
Email – survey@teamcash.com



 $_{\scriptscriptstyle \perp}$ on this $_{\scriptscriptstyle \perp}$

__, 2025 at ______ o'clock ___M in the Office of the Register of

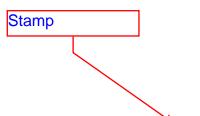
I hereby certify that this survey plat meets the requirements of K.S.A. 58-2005. The face of this survey plat was reviewed for compliance with Kansas Minimum Standards for Boundary Surveys. No field verification is implied. This review is for survey information only.

Daniel Baumchen, PS#1363



LEAVENWORTH COUNTY

NOT TO SCALE



A Minor Subdivision in the Southeast Quarter of Section 22, Township 10 South, Range 21 East of the 6th P.M., Leavenworth County, Kansas.

PRELIMINARY PLAT

PREPARED FOR:

MAPLES,CHARLES L & MICHELLE L
21453 203RD ST
TONGANOXIE, KS 66086
PID NO. 145-22-0-00-00-001.05

RECORD DESCRIPTION:

A tract of land in the Southeast Quarter of Section 22, Township 10 South, Range 21 East of the 6th P.M.,
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BEGINNING; thence North 89 degrees 35'58" East for a distance of 518.58 feet; thence North 88 degrees 53'36"
East for a distance of 750.25 feet; thence South 87 degrees 11'31" East for a distance of 380.92 feet; thence
South 88 degrees 35'24" East for a distance of 330.00 feet to the East line of said Southeast Quarter; thence South
01 degrees 46'01" East for a distance of 601.33 feet along said East line; thence South 88 degrees 31'47" West for
a distance of 1978.97 feet; thence North 01 degrees 40'02" West for a distance of 660.76 feet to the point of

beginning.
Together with and subject to covenants, easements, and restrictions of record.
Said property contains 29.11 acres, more or less, including road right of way.
Error of Closure - 1: 90272

1) All proposed structures within this plat shall comply with the Leavenworth

RESTRICTIONS:

8) No off-plat restrictions.

HUDE,NATHAN E & MARILYN PID NO. 145-22...001.01

other applicable Federal, State or Local permit.

County Zoning and Subdivision Regulations or zoning regulation jurisdiction.

2) An Engineered Waste Disposal System may be required due to poor soil conditions.

3) Erosion and sediment control measures shall be used when designing and constructing driveways and other structures. Re-vegetation of all disturbed areas shall be completed within 45 days after final grading.

4) Lots are subject to the current Access Management Policy

5) All structures built within the subdivision shall comply with Resolution 2020-39, or as amended.

6) An exception to Article 50, Section 40.3.i. Lot-Depth to Lot-Width has been granted for Lot 1

7) Any building to be constructed in or near the special flood hazard shall provide an elevation certificate to be approved by Leavenworth County prior to the issuance of a building permit along with any

ZONING:

RR-5 - Rural Residential 5

NOTES:

1) This survey does not show ownership.
2) All distances are calculated from measurements or measured this survey,

unless otherwise noted.

3) All recorded and measured distances are the same,

unless otherwise noted.
4) Error of Closure - See Record Description
5) Basis of Bearing - KS SPC North Zone 1501

6) Monument Origin Unknown, unless otherwise noted.7) Existing and Proposed Lots for Agriculture and Residential Use.

8) Road Record - See Survey 9) Benchmark - NAVD88

Project Benchmark (BM) - SE COR SE 1/4 Section 22 - Elev - 865.5'
10) Easements, if any, are created hereon or listed in referenced title commitment.

10) Easements, if any, are created hereon or listed in referer 11) Reference Recorded Deed Doc # 2020R04861

11) Reference Recorded I12) Utility Companies -

- Water - RWD 9 - Electric - Freestate

- Sewer - Septic / Lagoon

- Gas - Propane / Natural Gas 13) Reference Continental Title File Number C25006795 dated June 18, 2025.

14) Property is in a Special Flood Hazard Area Zone A per FEMA FIRM Map 20103C0225G dated July 16, 2015 15) Building Setback Lines as shown hereon or noted below

- All side yard setbacks - 15' (Accessory - 15')

- All rear yard setbacks - 40' (Accessory - 15') 16) Existing Structures, if any, shown in approximate location.

17) Fence Lines do not necessarily denote the boundary line for the property.
18) Reference Surveys:

DGW - D.G.White - S-12 #60, 1988 NKA 1988S060 S-14 #87, 1992 NKA 1992S087

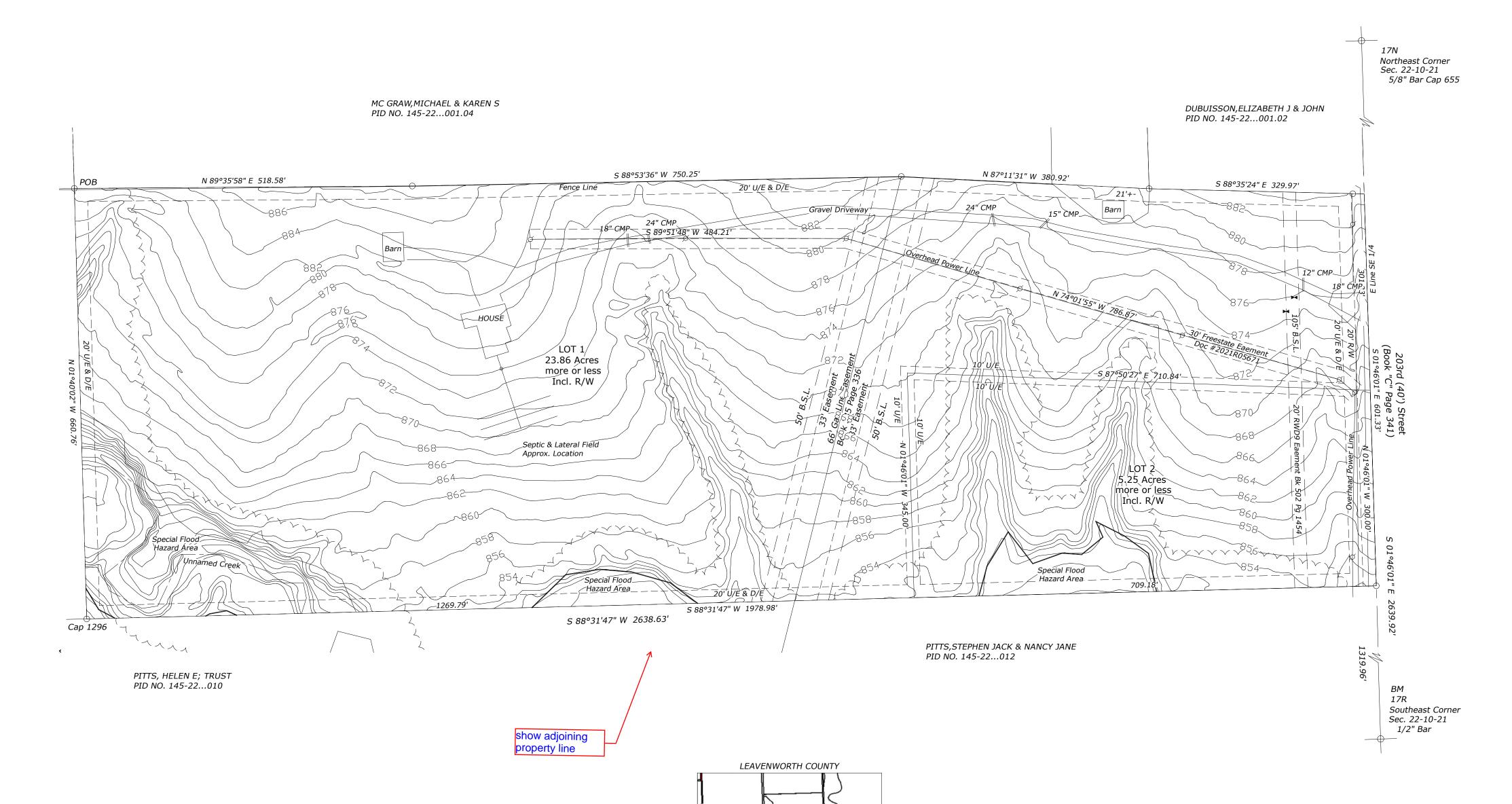
JAH - J.A.Herring - Doc # 2018S069 Doc # 2019S007, 019, & 025

LINCOLN FARMS ESTATES - Doc #2013P00004

aallison , 8/29/2025, 2:46:

 - 1/2" Bar Set with Cap No.1296 ○ - 1/2" Bar Found, unless otherwise noted. () - Record / Deeded Distance U/E - Utility Easement D/E - Drainage Easement B.S.L. - Building Setback Line R/W - Permanent Dedicated Roadway Easement dedicated this plat $\mathfrak L$ - Centerline ₹ - Section Line BM - Benchmark POB - Point of Beginning POC - Point of Commencing //// - No Vehicle Entrance Access NS - Not Set this survey per agreement with client - DIRECTION OF WATER FLOW 🧭 - Power Pole X—— - Fence Line OHP—— - Overhead Power Lines T ---- - Underground Telephone/Fiber Optic Line \otimes - Gas Valve - Water Meter/Valve oxplus - Telephone Pedestal W—— - 6" Water Line - location as per district ~~~ Tree/Brush Line

LEGEND:



NOT TO SCALE



Scale 1" = 100'

Job # K-25-1912
July 24, 2025 Rev. 8-27-25

J.Herring, Inc. (dba)

URVEYING

OMPANY

315 North 5th Street, Leav., KS 66048
Ph. 913.651.3858 Fax 913.674.5381
Email — survey@teamcash.com



09-03-25

PW Combined No Further Comment

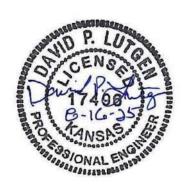
Maples Meadows

Leavenworth County Kansas

Drainage Report

July 26, 2025

Revised August 16, 2025



MAPLES MEADOWS A Minor Subdivision in the Southeast Quarter of Section 22, Township 10 South, Range 21 East of the 6th P.M., Leavenworth County, Kansas. FINAL PLAT PREPARED FOR: MAPLES,CHARLES L & MICHELLE L 21453 203RD ST TONGANOXIE, KS 66086 PID NO. 145-22-0-00-00-001.05

thereof shall be built or constructed between this line and the street line.

We, the undersigned owners of MAPLES MEADOWS have set our hands this _

hereunto set my hand and affixed my notary seal the day and year above written.

We, the Leavenworth County Planning Commission, do hereby approve the foregoing plat of MAPLES

County Clerk

Attest: Fran Keppler

REGISTER OF DEED CERTIFICATE: Filed for Record as Document No.

Deeds of Leavenworth County, Kansas,

Register of Deeds - TerriLois G. Mashburn

Michelle L. Maples

Jeff Spink

CERTIFICATION AND DEDICATION

Easement" (U/E).

Easements.

IN TESTIMONY WHEREOF,

Charles L. Maples

NOTARY CERTIFICATE:

NOTARY PUBLIC_

APPROVALS

Secretary

Chairman

Mike Smith

John Jacobson

COUNTY ENGINEER'S APPROVAL:

elevations, and quantities.

County Engineer - Mitch Pleak

COUNTY COMMISSION APPROVAL:

this _____, 2025.

My Commission Expires:_

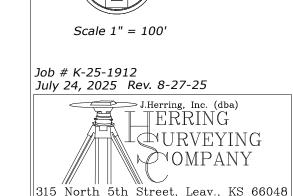
_, 2025.

Be it remembered that on this _____ day of __

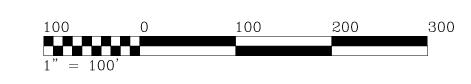
MEADOWS this ______ day of ______, 2025.

ZONING: RR-5 - Rural Residential 5 LEGEND: NOTES: - 1/2" Bar Set with Cap No.1296 RECORD DESCRIPTION: 1) This survey does not show ownership. - 1/2" Bar Found, unless otherwise noted. A tract of land in the Southeast Quarter of Section 22, Township 10 South, Range 21 East of the 6th P.M., 2) All distances are calculated from measurements or measured this survey, unless otherwise noted. () - Record / Deeded Distance Leavenworth County, Kansas, more fully described as follows: Commencing at the Northwest corner of the 3) All recorded and measured distances are the same, U/E - Utility Easement Southeast Quarter; thence North 88 degrees 34'31" East for a distance of 658.89 feet along the North line of said unless otherwise noted.
4) Error of Closure - See Record Description Southeast Quarter; thence South 01 degrees 40'02" East for a distance of 660.76 feet to the TRUE POINT OF D/E - Drainage Easement BEGINNING; thence North 89 degrees 35'58" East for a distance of 518.58 feet; thence North 88 degrees 53'36" 5) Basis of Bearing - KS SPC North Zone 1501 B.S.L. - Building Setback Line East for a distance of 750.25 feet; thence South 87 degrees 11'31" East for a distance of 380.92 feet; thence 6) Monument Origin Unknown, unless otherwise noted. R/W - Permanent Dedicated Roadway Easement South 88 degrees 35'24" East for a distance of 330.00 feet to the East line of said Southeast Quarter; thence South 7) Existing and Proposed Lots for Agriculture and Residential Use. 01 degrees 46'01" East for a distance of 601.33 feet along said East line; thence South 88 degrees 31'47" West for 8) Road Record - See Survey a distance of 1978.97 feet; thence North 01 degrees 40'02" West for a distance of 660.76 feet to the point of 9) Benchmark - NAVD88 BM - Benchmark beginning. Together with and subject to covenants, easements, and restrictions of record. Project Benchmark (BM) - SE COR SE 1/4 Section 22 - Elev - 865.5' POB - Point of Beginning 10) Easements, if any, are created hereon or listed in referenced title commitment. POC - Point of Commencing 11) Reference Recorded Deed Doc # 2020R04861 Said property contains 29.11 acres, more or less, including road right of way. //// - No Vehicle Entrance Access 12) Utility Companies -Error of Closure - 1: 90272 - Water - RWD 9 - Electric - Freestate - Sewer - Septic / Lagoon - Gas - Propane / Natural Gas 13) Reference Continental Title File Number C25006795 dated June 18, 2025. **RESTRICTIONS:** 14) Property is in a Special Flood Hazard Area Zone A per The undersigned proprietors state that all taxes of the above described tract of land have been paid and that they have caused the FEMA FIRM Map 20103C0225G dated July 16, 2015 1) All proposed structures within this plat shall comply with the Leavenworth same to be subdivided in the manner shown on the accompanying plat, which subdivision shall be known as: MAPLES MEADOWS 15) Building Setback Lines as shown hereon or noted below County Zoning and Subdivision Regulations or zoning regulation jurisdiction. - All side yard setbacks - 15' (Accessory - 15') 2) An Engineered Waste Disposal System may be required due to poor soil conditions. Easements shown on this plat are hereby dedicated for public use, the rights of way which are shown with dashed lines on the - All rear yard setbacks - 40' (Accessory - 15') 3) Erosion and sediment control measures shall be used when designing and constructing 16) Existing Structures, if any, shown in approximate location. accompanying plat, and said easements may be employed to locate and maintain sewers, water lines, gas lines, poles and wires driveways and other structures. Re-vegetation of all disturbed areas shall be and any other form of public utility now and hereafter used by the public over, under and along the strips marked "Utility 17) Fence Lines do not necessarily denote the boundary line for the property. completed within 45 days after final grading. 4) Lots are subject to the current Access Management Policy 18) Reference Surveys: 5) All structures built within the subdivision shall comply with Resolution 2020-39, or as amended. DGW - D.G.White - S-12 #60, 1988 NKA 1988S060 "Drainage Easements" or "D/E" shown on this plat are hereby dedicated for the purpose of constructing, using, replacing and 6) An exception to Article 50, Section 40.3.i. Lot-Depth to Lot-Width has been granted for Lot 1 S-14 #87, 1992 NKA 1992S087 maintaining a culvert, storm sewer, drainage ditch, or other drainage facility or tributary connections, including similar facilities, 7) Any building to be constructed in or near the special flood hazard shall provide an elevation JAH - J.A.Herring - Doc # 2018S069 certificate to be approved by Leavenworth County prior to the issuance of a building permit along with any and appurtenances thereto, including the right to maintain, repair and replace the drainage facility and for any reconstruction and Doc # 2019S007, 019, & 025 other applicable Federal, State or Local permit. future expansion of such facility, together with the right of access for the same, is hereby dedicated for public use. 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Maples and Michelle L. Maples, husband and wife, to me personally known to be the same persons who executed the forgoing instrument of writing, and duly acknowledged the execution of same. In testimony whereof, I have _______ LOT 1 23.86 Acres — — — — — -- ·S 87°50'27" E 710.84'— PID NO. 145-22...001.01 more or less Incl. R/W The County Engineer's plat review is only for general conformance with the subdivision regulations as adopted by Leavenworth County. The County is not responsible for the accuracy and adequacy of the design, dimensions, LOT 2 5.25 Acres more or less Incl. R/W We, the Board of County Commissioners of Leavenworth County, Kansas, do hereby approve the foregoing plat of MAPLES MEADOWS Special Flood Special Flood Hazard Area Hazard Area Special Flood 709.18 <u> Hazard Area</u> _ S 88°31'47" W 1978.97' Cap 1296 PID NO. 145-22...012 PID NO. 145-22...010 Southeast Corner Sec. 22-10-21 1/2" Bar LEAVENWORTH COUNTY __, 2025 at ______ o'clock ___M in the Office of the Register of I hereby certify that this survey plat meets the requirements of K.S.A. 58-2005. The face of this survey plat was reviewed for compliance with Kansas Minimum Standards for Boundary Surveys. No field

NOT TO SCALE

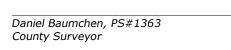


Ph. 913.651.3858 Fax 913.674.5381 Email — survey@teamcash.com



 $_{\scriptscriptstyle \perp}$ on this $_{\scriptscriptstyle \perp}$

verification is implied. This review is for survey information only.



A Minor Subdivision in the Southeast Quarter of Section 22, Township 10 South, Range 21 East of the 6th P.M., Leavenworth County, Kansas.

PRELIMINARY PLAT

PREPARED FOR: MAPLES,CHARLES L & MICHELLE L 21453 203RD ST TONGANOXIE, KS 66086 PID NO. 145-22-0-00-00-001.05

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15) Building Setback Lines as shown hereon or noted below - All side yard setbacks - 15' (Accessory - 15') - Water Meter/Valve - All rear yard setbacks - 40' (Accessory - 15') oxplus - Telephone Pedestal 16) Existing Structures, if any, shown in approximate location. W—— - 6" Water Line - location as per district

JAH - J.A.Herring - Doc # 2018S069 Doc # 2019S007, 019, & 025 LINCOLN FARMS ESTATES - Doc #2013P00004

LEGEND: - 1/2" Bar Set with Cap No.1296 ○ - 1/2" Bar Found, unless otherwise noted. () - Record / Deeded Distance U/E - Utility Easement D/E - Drainage Easement B.S.L. - Building Setback Line R/W - Permanent Dedicated Roadway Easement dedicated this plat $\mathfrak L$ - Centerline ₹ - Section Line BM - Benchmark POB - Point of Beginning POC - Point of Commencing //// - No Vehicle Entrance Access NS - Not Set this survey per agreement with client - DIRECTION OF WATER FLOW arphi - Power Pole X—— - Fence Line OHP—— - Overhead Power Lines T ---- - Underground Telephone/Fiber Optic Line \otimes - Gas Valve

~~~ Tree/Brush Line

18) Reference Surveys: DGW - D.G.White - S-12 #60, 1988 NKA 1988S060 S-14 #87, 1992 NKA 1992S087

State which lots are impacted by the special flood zone.

Northeast Corner Sec. 22-10-21 5/8" Bar Cap 655 MC GRAW,MICHAEL & KAREN S DUBUISSON,ELIZABETH J & JOHN PID NO. 145-22...001.04 PID NO. 145-22...001.02 N 87°11'31" W 380.92' S 88°53'36" W 750.25' N 89°35'58" E 518.58' S 88°35'24" E 329.97' 20' U/E & D/E 21'+-Define linetype 15" CMP 18" CMP 5 89°51'48" W 484.21' Text conflict (typ) —HOUSÉ \ Text conflicts 23.86 Acres more or less -S 87°50'27" E 710.84'-Incl. R/W Septic & Lateral Field Approx. Location //5,25 Acres more or less Incl. R/W Special flood hazard line to have consistent linetype throughout document. Special Flood Hazard Area \_ Hazard Area — Special Flood\_ \_H<u>azard\_Area</u>\_ \_1269.79' S 88°31'47" W 1978.98' Depict existing water line. S 88°31'47" W 2638.63' Cap 1296 PITTS, STEPHEN JACK & NANCY JANE PID NO. 145-22...012 PITTS, HELEN E; TRUST Depict property line. PID NO. 145-22...010 17R Southeast Corner Sec. 22-10-21 1/2" Bar

LEAVENWORTH COUNTY

NOT TO SCALE

HUDE, NATHAN E & MARILYN PID NO. 145-22...001.01





