

Board of Crawford County Commissioners

Commission Meeting Agenda

CRAWFORD COUNTY COURTHOUSE, COMMISSIONERS' BOARD ROOM
Girard, KS, **Friday, April 26, 2019, 10:00AM.**

- I. Meeting called to order**
 - a. Pledge of Allegiance
- II. Business from a previous meeting**
 - a. Approval of consent agenda**
 - i. Consent agenda additions or deletions
 - 1. Approval of the **April 23, 2019** minutes of the Board of County Commissioners, and
 - 2. Authorizing the Chairman to sign the previous week's vouchers.
 - b. Signing of motions from the previous meeting**

Motion 19	119	That the consent agenda be approved including: Approval of the April 16, 2019 minutes
Motion 19	120	To approve the KDOC FY20 Comprehensive Plan Grant and the Reinvestment Renewal Summary Grant and authorize the Chairman to sign
Motion 19	121	To approve the purchase of extended warranties on the 3 Freightliner dump trucks purchased in 2017 from Joplin Freightliner Sales
Motion 19	122	To recess this open session and go into a closed executive session for a period of not more than 10 minutes to discuss Non-Elected Personnel and to include the Board of County Commissioners, County Counselor Jim Emerson and County Clerk Don Pyle and to reconvene by 11:10 AM

- III. New Business**
 - a. Scheduled public hearings and opening of announced bids**
 - i. Public Hearing on Vacating a Platted Alley in the Original Town of Chicopee.
 - b. Proclamations and orders of the Board
 - c. Messages from the Crawford County Local Board of Health
 - d. Messages from other governmental entities**
 - i. Ms. Rebecca Brubaker, Executive Director Safehouse Crisis Center, Inc. presenting Shelter Grant.
 - ii. Mr. Devin Gorman, CVB Executive Director addressing the Crawford County Museum Fund.
 - e. Messages from elected officials
 - f. Messages from appointed officials
 - g. Messages from the public

Board of Crawford County Commissioners

- h. **New Business**
 - i. Mr. Pyle, County Clerk
 - ii. **Mr. Emerson, County Counselor**
 - 1. Agreement with Earle's Engineering
 - iii. Chairman Moody, Commissioner
 - iv. Mr. Johnson, Commissioner
 - v. Mr. Blair, Commissioner
- IV. **Old Business**
 - a. **Old Business**
 - i. Mr. Pyle, County Clerk
 - ii. Mr. Emerson, County Counselor
 - iii. Chairman Moody, Commissioner
 - iv. Mr. Johnson, Commissioner
 - v. Mr. Blair, Commissioner
- V. **Future Business and Announcements**
 - a. **Future Business**
 - i. **April 30, 2019 – 10:00 AM** Public Hearing on Vacating a Platted Alley in the Original Town of Chicopee.
 - ii. **April 30, 2019** – Mr. Mac Young, Community Corrections Administrative Director presenting Community Corrections FY 2020 Comprehensive Plan and Budget and Behavioral Health Grant Budget.
 - iii. **April 30, 2019** – Ms. Julie Martin, regarding the Southeast High School USD 247 Technology Student Association National Championship.
 - iv. **April 30, 2019** – Mr. Bert Patrick regarding the SEK Recycling Center and the County Commission Meeting Schedule.
 - b. **Announcements**
- VI. **Motion for adjournment**

Individuals who wish to have their name listed on the official meeting agenda should please call the County Clerk's Office (620-724-6115) by 12:00 p.m. on the day preceding the meeting at which they wish to appear. Individuals are welcome to appear without their name on the agenda. Advance notification simply makes it easier for the County Clerk's Office to prepare the agenda. Thank you. If you are an individual with special needs, please contact the County Clerk's Office in advance of your attendance at the meeting so any necessary arrangements can be made.

BOARD OF COUNTY COMMISSIONERS
CRAWFORD COUNTY, KANSAS
GIRARD, KANSAS

RESOLUTION NO. 2019-011

A RESOLUTION CLOSING AND VACATING A PLATTED ALLEY IN THE TOWN OF CHICOPEE, CRAWFORD COUNTY, KANSAS, ACCORDING TO THE RECORDED PLAT THEREOF.

WHEREAS, there is laid out and established in Crawford County, Kansas a certain alley under the jurisdiction of the County, lying over and across the following described real estate:

A platted unnamed alley located adjacent to and south of Lots 1, 3, 5, 7, 9, 11, 13, 15, 17 and 19 in Block 15, Lots 1, 3, 5, 7, 9, 11, 13, 15, 17 and 19 in Block 16 and vacated Fifth Street all in the Town of Chicopee, Crawford County, Kansas, according to the recorded plat thereof.

WHEREAS, a public hearing concerning said alley closing was held on Friday, April 26, 2019 and all interested parties were given an opportunity to present arguments for and against said closing;

WHEREAS, notice of the public hearing was published one time in the official County newspaper.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Crawford County, Kansas:

Section 1: The Board of County Commissioners finds that notice has been given as required by K.S.A. § 58-2613 and that the public will suffer no loss or inconvenience by such vacation and that no private rights will be injured or endangered thereby.

Section 2: Pursuant to K.S.A. § 58-2614, the above-described platted alley is hereby formally closed and vacated and the land comprising said alley shall and does hereby revert to the adjoining landowners in the same proportion as it was originally taken, subject and reserving unto the County and any public utilities, however, any right-of-way and easements for public service facilities and utilities which are in existence and in use across said roadway and right-of-way.

Section 3: The County Clerk is hereby directed to enter a record of these proceedings, as reflected in this

Resolution, on the Journal of the Board of County Commissioners and to record a certified copy of this Resolution in the Register of Deeds office.

Section 4: The County Clerk is directed to send a copy of this Resolution to each owner of the adjoining real estate to whom the property is being transferred, at the address where the owner's tax statement is sent.

ADOPTED, APPROVED AND GIVEN under our hands at the Courthouse in Girard, Crawford County, Kansas, this 26th day of April, 2019.

Tom Moody, Chairman

Bruce Blair

Jeremy Johnson

ATTEST:

Donald P. Pyle, County Clerk

March 22, 2019

Dear Emergency Solutions Grant (ESG) Applicant,

Attached you will find the ESG Application for Program year 2019.

The amount of funding for the 2019 ESG is unknown. The expected amount is for the 2019 ESG is funding at 2018 levels of \$1.5 million.

Announcements of ESG awards will not be made until 2019 ESG funding is made available to KHRC.

This application requires that you certify that if awarded a 2019 ESG grant, your agency and your sub recipient agencies are in compliance with the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards at 2 CFR part 200.

All agencies must be using a Homeless Management Information System (HMIS) or HUD compliant, comparable database and able to meet all ESG and Continuum of Care reporting requirements.

One (1) original and three (3) copies of the application must be postmarked by; Friday, May 10, 2019. Applications submitted via mail or other delivery system should be sent using that company's return receipt process, as this will be your notice that the application has been received.

For 2019, The ESG grant period will be for twelve (12) months, July 01, 2019 through June 30, 2020. HMIS funds will be capped at 1.5% of the total amount of ESG funds awarded. All shelters must complete the ESG Shelter Habitability Checklist (att. 14).

Submit the application package to:

James Chiselom
Kansas Housing Resources Corporation
611 S. Kansas Avenue, Suite 300
Topeka, Kansas 66603-3803

If you have questions or need additional information, please feel free to contact me at (785) 217-2046.

Sincerely,

James Chiselom
Program Manager - ESG

Enclosure

Attachment Checklist

These items must be tabbed as attachments and submitted with application in the following order.

Applications submitted without tabbing and not in order will not be reviewed.

1. Program Partnerships
2. 501 (c) (3) Status (must be IRS Letter)
3. Certificate of Good Standing (must be current certificate from Kansas Secretary of State)
4. Certification of Local Unit of Government Approval Statement and Signature Form
5. Match Certification form
6. Documentation of membership to organizations
7. List of Board Members for Sub recipient
8. Organization Chart of Sub recipient
9. Most recent audit for Sub recipient
10. W-9 Form for Sub recipient
11. Copy of program rules and policies
12. Copy of program termination policy and procedures
13. Written Standards certification
14. Performance Outcomes certification
15. ESG Shelter Habitability Checklist (shelters only)

**2019
KANSAS EMERGENCY SOLUTIONS GRANT APPLICATION**

SECTION I: SUB RECIPIENT APPLICANT INFORMATION (City, County)

Sub Recipient is responsible for the administration of the ESG and coordination of the ESG programs in the geographical jurisdiction.

A. APPLICANT INFORMATION

Sub Recipient Crawford County

Authorized Representative _____ Title Chair, County Commissioners

Address PO Box 249 City Girard

State KS Zip 66743 Federal I.D. Number _____

Contact to whom questions about this application should be directed: Jim Emerson

Telephone 620-724-6390 Fax 620-724-2132

E-mail Address jime@ckt.net

B. TOTAL ESG REQUEST (all applying agencies)

ESG Agency	Street Outreach	Shelter	Homeless Prevention	Rapid Re-Housing	HMIS	Totals
Safehouse Crisis Center, Inc	\$ -	\$24,000	\$ -	\$ -	\$ -	\$ 24,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Totals	\$ -	\$24,000	\$ -	\$ -	\$ -	\$24,000

C. COUNTIES OF ESG SERVICES: 1. Crawford, 2. Bourbon, 3. Linn, 4. Cherokee, 5. Labette, 6. Montgomery
7. Wilson

D. PERFORMANCE OUTCOME MEASURES

The U. S. Department of Housing and Urban Development (HUD) is instituting performance measures to gather information to determine the effectiveness of programs funded with CDBG, ESG, HOME and HOPWA. Information obtained on the local level will be reported to HUD which will enable HUD to describe performance results at the National Level. HUD’s outcome performance measurement system has three objectives and three outcomes which are listed below.

1. Select one of the following that best fits your project objective:

- Suitable living environment
- Decent affordable housing
- Creating economic opportunity

2. Select at least one of the following that describes the outcome your project will achieve:

(NOTE: Outcomes show how programs benefit a community or people served.)

- Availability/Accessibility (Applies to activities that make services, infrastructure, housing, shelter, or employment opportunities available or accessible to low income persons by improving or providing new services, etc.)
- Affordability (This applies to making an activity more affordable for low income persons.)
- Sustainability (Using ESG resources in a targeted area to help make that area more viable or livable.)

3. Please describe the process to establish and select the above objectives and outcomes. (Must be included)

Safehouse provides emergency shelter services to victims of domestic violence, sexual assault and stalking. The families that come into our program are unable to stay in their current housing due to the violence thus making them homeless and in need of a suitable living environment.

Our shelter is available/accessible to provide for these needs at no cost to all victims regardless of ethnicity, education level, economic status, sexual orientation, immigration status, geographic location, spiritual beliefs, physical or mental ability or criminal status. We provide housing, meals, and personal care items for residents along with kitchen and laundry facilities and supplies to meet their day-to-day needs. While in shelter, advocate staff work with the residents on safety planning, employment needs, disability needs, permanent housing, and provide advocacy through systems such as health care, law enforcement, and court.

Certification: To the best of my knowledge and belief, the data in this application are true and correct. This document has been duly authorized by the governing body of the applicant. The applicant will ensure compliance with the ESG regulations of 24 CFR Part 576, the Uniform Administrative Requirements Cost Principles and Audit Requirements for Federal Awards at 2 CFR part 200, the ESG grant agreement and federal and state regulations if assistance is approved.

Signature of Authorized Official of Governing Body

Date

Chair, County Commissioners

Title

SECTION II: ESG PROGRAM DESCRIPTION**EMERGENCY SOLUTIONS GRANTS (ESG)****CFDA Number: 14.231****Agency: Department of Housing and Urban Development****Office: Office of Community Planning and Development
(24 CFR Part 576 – Emergency Solutions Grants Program)****Objectives:**

The Emergency Solutions Grants Program (ESG) program provides funding to: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents, (5) rapidly re-house homeless individuals and families, and (6) prevent families and individuals from becoming homeless.

Eligibility Requirements:**Applicant Eligibility:**

Kansas Housing Resources Corporation (KHRC) as a State Recipient must sub grant all of their ESG funds (except for funds for administrative costs and, under certain conditions, HMIS costs) to units of general-purpose local government and/or private nonprofit organizations. KHRC as recipient must consult with the Continuum(s) of Care operating within the jurisdiction in determining how to allocate ESG funds.

Beneficiary Eligibility:

The minimum eligibility criteria for ESG beneficiaries are as follows: For essential services related to street outreach, beneficiaries must meet the criteria under paragraph (1)(i) of the “homeless” definition under § 576.2. For emergency shelter, beneficiaries must meet the “homeless” definition in 24 CFR 576.2. For essential services related to emergency shelter, beneficiaries must be “homeless” and staying in an emergency shelter (which could include a day shelter). For homelessness prevention assistance, beneficiaries must meet the requirements described in 24 CFR 576.103. For rapid re-housing assistance, beneficiaries must meet requirements described in 24 CFR 576.104. Further eligibility criteria may be established at the local level in accordance with 24 CFR 576.400(e).

Credentials/Documentation:

Recipients must certify they will meet program requirements and applicable federal requirements. Government recipients and sub recipients must comply with Uniform Administrative Requirements Cost Principles and Audit Requirements for Federal Awards at 2 CFR part 200.

Regulations, Guidelines, and Literature:

The program regulations can be found at 24 CFR Part 576. Guidance on the program can be found at www.hudexchange.info/esg.

SECTION III: ESG PROGRAM COMPONENTS AND ELIGIBLE ACTIVITIES

Emergency Solution Grant Funding can be used for five program activities: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and HMIS; as well as administrative activities.

A) **Street Outreach** – Funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing or an appropriate health facility.

B) **Emergency Shelter** – Funds may be used for costs of providing essential services to families and individuals in emergency shelters, renovating buildings to be used as emergency shelter for homeless families and individuals, and operating emergency shelters.

Eligible Activities:

C) **Homeless Prevention** – Funds may be used to provide housing relocation and stabilization services and short- or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter and prevent incidences of homelessness.

D) **Rapid Re-Housing** – ESG funds may be used to provide housing relocation and stabilization services and short- or medium-term rental assistance necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.

E) **HMIS** – ESG funds may be used to pay the costs of contributing to the HMIS designated by the Continuum of Care for the area including the costs of purchasing hardware, software licenses or equipment, obtaining technical support, completing data entry and analysis, monitoring and reviewing data quality, training, reporting, and coordinating and integrating the system. The HMIS funds will be limited to 1.5% of the total funds awarded.

Assistance to Eligible Persons/Households funded through the Emergency Solutions Grant cannot exceed 24 months of rental assistance, 24 months of utility payment assistance or 6 months of arrears (utility/rent) during any three-year period. Evaluation and documentation of client eligibility for financial assistance shall be reassessed at least every three months for program participants receiving homelessness prevention assistance and not less than once annually for program participants receiving rapid re-housing assistance (576.401 (b)) to ensure they meet the eligibility criteria, review program and appropriateness standards and to re-evaluate the continuation of services.

F) **ADMINISTRATION** - KHRC as the recipient may use up to 7.5 percent of its ESG grant for the payment of administrative costs related to the planning and execution of ESG activities. This does not include staff and overhead costs directly related to carrying out activities eligible under ESG, because those costs are eligible as part of those activities. As such KHRC will provide 2.5% of ESG awarded funds as administrative costs to all ESG Sub recipients. (576.108. (4) (B))

SECTION IV: ESG APPLICATION (completed by each agency providing ESG services)

A) SUB RECIPIENT AGENCY

Sub recipient agency is required to be an existing Emergency Shelter, Homeless Services Provider or Other Program that provides services to homeless clients. It is also required to be a Local Government or nonprofit 501 (c) (3).

Agency’s Legal Name: Safehouse Crisis Center, Inc. Federal ID#: 48-0887160

Street/P.O. Box: 409 N Walnut Phone # 620-231-8692

City: Pittsburg State: KS Zip: 66762 County: Crawford

Chief Executive Officer: Rebecca Brubaker CEO Email: rebecca.safehouse@yahoo.com

Chief Financial Officer: David Huerter CFO Email: dhuerter@cox.net

ESG Contact Person: (name and title): Rebecca Brubaker, Executive Director Phone: 620-231-8692

Email of ESG Contact Person: rebecca.safehouse@yahoo.com Phone # 620-231-8692

Alt. ESG Contact Person (required): (Name and Title): Brooke Powell, Program Director

Email of Alt. ESG Contact Person (required): brooke.safehouse@gmail.com Phone # 620-231-8692

B. AGENCY TYPE:

- Day Shelter
- Emergency Shelter – 90 days or less
- Homeless Services Provider (Homeless Prevention or Rapid Re Housing)
- Street Outreach
- Other (Provide Description) _____

Please identify the **primary at risk** homeless category the program will serve. Please check the appropriate categories below:

- Chronically homeless Persons or families
- HIV/AIDS
- Elderly
- Veterans
- Mental Health
- Youth
- Domestic Violence Victims
- Substance abuse
- Other _____

C. PROGRAM PARTNERSHIPS

Please ***identify and describe*** all partnerships with other agencies related to service delivery to your identified program beneficiaries needs. Agency contact (name of person, email and phone) information *must* be included. **(att. 1)**

D. PROPOSED PROJECT ACCOMPLISHMENTS

Please list expected program accomplishment(s) if funding is awarded:
(*Accomplishments must be described in terms of households served, people served, etc.*)

PROPOSED ACCOMPLISHMENTS:

Total number of households to be served: 150
Total unduplicated individuals to be served: 300
Indicate the number of unduplicated adults to be served: 150
Indicate the number of unduplicated children to be served: 150

Prior ESG (if previous grantee) accomplishments: YES NO

Total number of households to be served: 130
Total unduplicated individuals to be served: 273
Indicate the number of unduplicated adults to be served: 130
Indicate the number of unduplicated children to be served: 143

E. Attach 501 (C) 3 status letter (must be IRS letter) (att. 2)

F. Attach Certificate of Good Standing (must be copy of current certificate from Kansas Secretary of State) (att. 3)

G. Attach Certification of Local Unit of Government Approval Statement and Signature Form. (att. 4)

Agency Certification: To the best of my knowledge and belief, the data in this agency’s portion of this ESG application are true and correct.

Signature

April 19, 2019
Date

Executive Director
Title

SECTION V: ESG ACTIVITY FUNDING

Please provide details on EACH activity your agency will provide if funded.

A. Street Outreach

Street Outreach	Amount Requested
Engagement Activities	
Case Management	
Emergency Health Services	
Emergency Mental Health Services	
Transportation	
TOTAL	\$0.00

Street Outreach: Please provide a *detailed description* of your program and service delivery.

n/a

B. Emergency Shelter

Emergency Shelter	Amount Requested
Essential Services	\$14,000.00
Renovation Activities	
Shelter Operations	\$10,000.00
Vouchers (Hotel or Motel where ES unavailable)	
TOTAL	\$24,000.00

Emergency Shelter: Please provide a detailed description of your program and service delivery

The Safehouse emergency shelter for victims of domestic and sexual violence is a modern, newly remodeled 71 bed facility that includes in-house advocacy and counseling, large bedrooms and bathrooms, two fully stocked kitchens, comfortable family rooms, outside fenced-in playgrounds, and a dog/cat kennel. Services include crisis intervention, safety planning, housing, food, case management, peer counseling, group counseling, financial assistance, clothing and personal care items, transportation to and from medical and mental health appointments, advocacy for law enforcement and legal processes, distribution of donations of furniture and household items, assistance with employment applications, budgeting and life skills.

Advocates assist residents in completing housing applications and transport them, when necessary, to view available residences. Advocates work with residents to locate financial resources through social service agencies and local employers. They assist residents with legal matters as they file Protection from Abuse or Protection from Stalking paperwork and custody documents and attend court with them during civil and criminal cases involving abuse. Residents are given information and referrals to local resources not provided directly by Safehouse Crisis Center and advocates will go with residents to these social service agencies upon request.

Agency staff are available to transport victims residing in all seven counties of our coverage area to the shelter facility in Pittsburg and transport them back for court appointments and emergency services when necessary.

C. Homeless Prevention

Homeless Prevention	Amount Requested
Rental Assistance (Short-Term / Medium-Term)	
Utility Assistance	
Rental Arrears (1-time payments of up to 6 months)	
Security Deposits (up to 2 months)	
Moving Costs	
Services Costs	
TOTAL	\$0.00

Homeless Prevention: Please provide a detailed description of your program and service delivery
n/a

D. Rapid Re-Housing

Rapid Re-Housing	Amount Requested
Rental Assistance (Short-Term / Medium-Term)	
Utility Assistance	
Rental Arrears (1-time payments of up to 6 months)	
Security Deposits (up to 2 months)	
Moving Costs	
Services Costs	
TOTAL	\$0.00

Rapid Re-Housing: Please provide a detailed description of your program and service delivery
n/a

HMIS – up to 1.5% of the total ESG funds requested	Amount Requested
Hardware / Software	
Equipment Costs	
Data Entry / Analysis	
Data Quality	
Training	
Reporting	
TOTAL	\$0.00

E. HMIS

HMIS: Please provide a detailed description of your program and service delivery
n/a

F. MATCH REQUIREMENTS

ESG requires a 100% match. The sub recipient must make matching contributions to supplement the ESG program in an amount that equals the amount of ESG funds provided by KHRC. The sub recipient must identify the source of match at the time of applying for ESG.

Matching contributions may be obtained from any source, including any federal source other than the ESG program, as well as state, local, and private sources. However, the following requirements apply to matching contributions from a federal source of funds:

- The sub recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match Emergency Solutions Grant (ESG) funds.
- If ESG funds are used to satisfy the matching requirements of another federal program, then funding from that program may not be used to satisfy the matching requirements under this section.

The sub recipient may count as match the value specified in 2 CFR 200.306(d) for any building the recipient or subrecipient donates for long-term use in the recipient's ESG program, provided that depreciation on the building is not counted as match or charged to any Federal award. If a third party donates a building to the recipient or subrecipient, the recipient may count as match either depreciation of the building and fair rental charges for the land for each year the building is used for the recipient's ESG program or, if the building is donated for long-term use in the recipient's ESG program, the fair market value of the capital assets, as specified in 2 CFR 200.306(h)(2), (i), and (j). To qualify as a donation for long-term use, the donation must be evidenced by a recorded deed or use restriction that is effective for at least 10 years after the donation date. If the donated building is renovated with ESG funds, the minimum period of use under §576.102(c) may increase the period for which the building must be used in the recipient's ESG program.

(d) *Eligible types of matching contributions.* The matching requirement may be met by one or both of the following:

(1) Cash contributions. Cash expended for allowable costs, as defined in OMB Circulars A-87 (2 CFR part 225) and A-122 (2 CFR part 230), of the recipient or subrecipient.

(2) Noncash contributions. The value of any real property, equipment, goods, or services contributed to the recipient's or subrecipient's ESG program, provided that if the recipient or subrecipient had to pay for them with grant funds, the costs would have been allowable. Noncash contributions may also include the purchase value of any donated building.

(e) *Calculating the amount of noncash contributions.* (1) To determine the value of any donated material or building, or of any lease, the recipient must use a method reasonably calculated to establish the fair market value.

(2) Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient's or subrecipient's organization. If the recipient or subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.

(3) Some noncash contributions are real property, equipment, goods, or services that, if the recipient or subrecipient had to pay for them with grant funds, the payments would have been indirect costs. Matching credit for these contributions must be given only if the recipient or subrecipient has established, along with its regular indirect cost rate, a special rate for allocating to individual projects or programs the value of those contributions.

(f) *Costs paid by program income.* Costs paid by program income shall count toward meeting the recipient's matching requirements, provided the costs are eligible ESG costs that supplement the recipient's ESG program.

Match Certification form (att. 5)

Sub Recipient Agency: Safehouse Crisis Center, Inc.	Sub Recipient Agency DUNS #: 928337427	
Address: 409 N Walnut	City/State/Zip: Pittsburg, KS 66762	
Executive Director: Rebecca Brubaker	Executive Director Email: rebecca.safehouse@yahoo.com	Executive Director Phone: 620-231-8692

MATCH CERTIFICATION:

- The ESG applicant completing this Match Certification has verified the eligibility of the match item(s) to which this certification relates;
- The ESG applicant has reviewed the Federal Guidelines regarding the match requirement **(24 CFR 576.201 and 2 CFR 200.306)**
- The ESG applicant has verified that the funds used to Match the ESG Program are not being used to match any other grant;
- The ESG applicant has / will collect valid documentation of Match for which this certification relates; and,
- The ESG applicant Executive Director has reviewed the Match documentation to which this Match Certification relates and has verified that all the representations made in this Match Certification are true and correct.

Requested Activity	Amount Requested	Amount of Match	Match Description
Street Outreach			
Emergency Shelter	\$24,000.00	\$24,000.00	\$10,000 United Way of SWMO and SEK; \$6,000 CR CO Alcohol Funds; \$2,000 CR CO Elderly Funds; \$5,000 Community Chest of Independence; \$1,000 UW of Bourbon County.
Homeless Prevention			
Rapid Re Housing			
HMIS			
Total	24,000.00	24,000.00	

Signature: _____

Date: April 19, 2019

Title: Executive Director

SECTION VI: AGENCY CAPACITY

A. How long has your organization served homeless populations?

- 10 or more years
 5-9 years
 Less than 5 years

B. Is your organization an active member of any of the following? Please check those that apply.

- Balance of State Continuum of Care:
 Regional/Local Planning Meetings
 State/Local Consolidated Plan Process
 Regional/Local Homeless Committees

1. Please provide documentation of membership to organizations (letter signed by organization chair). (att. 6)

C. How does sub recipient agency staff participate in these meetings/groups? Please describe level of involvement.

Brooke Powell, Program Director, participates in the Regional/Local Homeless Committee meetings through attendance and involvement in homelessness issues and activities that are conducted within the committee. She, also, attends training when presented through this committee.

Rebecca Brubaker, Executive Director, attends quarterly meetings and trainings through the Kansas Coalition against Sexual and Domestic Violence related to homelessness and victim services. These trainings revolve around current trends and needs within this homeless population.

D. Briefly describe the organization's board of director's fiscal oversight committee. How many members does it have, how often does it meet, and what are its responsibilities? Are there policies and procedures? If so, what entity is responsible for oversight?

The ten-member Board functions through guidance from the agency's By-laws and meets every other month. The agency has financial policies and procedures for the Executive Director and Fiscal Consultant to follow with oversight and policy writing by the Board of Directors.

1. Attach List of Board Members for sub recipient agency (att. 7)

2. Attach an Organization Chart of sub recipient agency (att. 8)

E. What type of financial management system does the organization have? Describe the organization's system of checks and balances in its fiscal management. What is the division of responsibilities to ensure good fiscal oversight? Explain who maintains the organization's accounting records and if there is a software system utilized, please be specific as to the type and capabilities of the software or accounting system.

The Executive Director is responsible for the day-to-day operations of the agency. The Fiscal Consultant maintains the agency fiscal records in Quickbooks with ED oversight and the Board reviews both functions and financial records at meetings every other month. The agency's annual audit is, also, a check and balance of proper fiscal oversight.

1. **Attach a copy of the agency's most recent audit. (att. 9)**
2. **Attach a completed W-9 Form for Sub recipient. (att. 10)**

F. Does your agency have pending civil or criminal proceedings filed or being processed currently or have been processed over the past three years? If the answer is "yes" an explanation must be provided with official documentation or court record that demonstrates the status of the issue:

No

G. Provide an address and physical description of the shelter and/or service delivery site.
Domestic Violence providers provide only physical description:

The shelter is a three-wing facility with 71 beds, two fully-stocked kitchens, three family rooms, two outside fenced-in playgrounds, outside smoking areas for adults, dog/cat kennel, garden area, security fence, camera and alarm systems, advocates that are housed in the facility and on-site therapy available.

This is a domestic violence facility.

H. Explain how your agency will identify and document homeless status of a client. Per 576.500 Recordkeeping and reporting requirements (b) Homeless Status:

During our crisis intervention intake process and prior to entry into shelter, applicants are asked if they are homeless and/or do they have a safe place to stay. Adult residents sign a Homeless Certification form verifying homelessness.

I. Are there any current HUD findings against the agency? If yes, please explain:

No

J. Attach a copy of all program rules and policies. (att. 11)

See attached

K. Attach agency termination / grievance policy and procedures - Per 576.402 Terminating assistance. (att. 12)

See attached

SECTION VII: PERFORMANCE OUTCOMES**A. Written Standards for Provision of ESG Assistance**

1. Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under Emergency Solutions Grant (ESG). The policies and procedures must be consistent with the recordkeeping requirements and definitions of "homeless" and "at-risk of homelessness" in the federal ESG regulations at: 24 CFR 576.2 and 24 CFR 576.500 (b-e).
2. Standards for targeting and providing essential services related to street outreach.
3. Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, (e.g., victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest).
4. Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter.
5. Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers; other homeless assistance providers; and mainstream service and housing providers. The required coordination may be done over an area covered by the Continuum of Care or a larger area.
6. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance. For homeless prevention, include the risk factors used to determine who would be most in need of this assistance to avoid becoming homeless.
7. Standards for determining what percentage or amount (if any) of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance. If the assistance will be based on a percentage of the participant's income, specify this percentage, and how income will be calculated.
8. Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time. One-year lease required for project-based assistance. Annual participant evaluations required with rapid re-housing assistance; three-month evaluations required with homeless prevention assistance. Individual assistance cannot exceed 24 months in a three-year period.
9. Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant may receive assistance, or the maximum number of times the program participant may receive assistance. Note: ESG regulations limit this assistance to no more than 24 months in a three-year period. Housing stability case management is limited as specified on pp. 75979-80 of the [federal regulations](#).
10. *Participation in HMIS*. The recipient must ensure that data on all persons served and all activities assisted under ESG are entered into the applicable community-wide HMIS in the area in which those persons and activities are located, or a comparable database, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS.

Please certify you have established applicable Written Standards for ESG.

(Do not attach at this time, agencies will be required to submit standards before receiving an award). (att.13)

Name Rebecca Brubaker

Title Executive Director

Signature _____ Date April 19, 2019

B. ANTICIPATED PROJECT OUTCOMES

The chart below describes two significant outcome(s) for each activity funded by ESG. These outcomes will apply to all projects funded for the 2019 ESG period.

Outcomes: An outcome represents a specific result a program is intended to achieve. An outcome can also be defined as the specific objective of a specific program.

Performance Measurement: Performance measurement is generally defined as regular measurement of outcomes and results, which generates reliable data on the effectiveness and efficiency of programs.

Please certify you understand the performance outcomes and measurements for your ESG activities. (att. 14)

ESG ACTIVITY	EXPECTED OUTCOME	PERFORMANCE MEASUREMENT
Shelter	75% of clients with more than 90 days in shelter exit to permanent destinations.	data quality report (submitted quarterly)
Shelter	75% of clients with less than 90 days in shelter exit to destination other than the streets.	data quality report (submitted quarterly)

Street Outreach	50% of clients will access housing (ES, TH, SH, PH or PSH)	data quality report (submitted quarterly)	
Street Outreach	75% of clients will access Essential Services	Service Summary (submitted quarterly)	
Homeless Prevention	75% of clients will maintain Permanent Housing for six (6) months.	Agency follow up procedure (submitted quarterly)	
Homeless Prevention	75% of clients will access permanent housing	data quality report (submitted quarterly)	
Rapid Re Housing	75% of clients will maintain Permanent Housing for six (6) months.	Agency Follow up procedure (submitted quarterly)	
Rapid Re Housing	75% of clients will access permanent housing	data quality report (submitted quarterly)	
1 st Quarter 7/01/18 – 9/30/18 Report due 10/20/ 18	2 nd Quarter 10/01/18 – 12/31/18 Report due 01/20/19	3 rd Quarter 01/01/19 – 3/31/19 Report due 4/20/19	4 th Quarter 4/01/19 – 6/30/19 Report due 7/20/19

Name Rebecca Brubaker **Title** Executive Director

Signature _____ **Date** April 19, 2019

MINIMUM HABITABILITY STANDARDS FOR EMERGENCY SHELTERS: CHECKLIST**2019 ESG: (att. 15)**

The Emergency Solutions Grants (ESG) Program Interim Rule establishes different habitability standards for emergency shelters and for permanent housing (the Rapid Re-housing and Homelessness Prevention components).

- **Emergency Shelter Standards.**
 - Emergency shelters that receive ESG funds for renovation or shelter operations must meet the minimum standards for safety, sanitation, and privacy provided in §576.403(b).
 - In addition, emergency shelters that receive ESG funds for renovation (conversion, major rehabilitation, or other renovation) also must meet state or local government safety and sanitation standards, as applicable.
- **Permanent Housing Standards.** The recipient or subrecipient cannot use ESG funds to help a program participant remain in or move into housing that does not meet the minimum habitability standards under §576.403(c). This restriction applies to all activities under the Homelessness Prevention and Rapid Re-housing components.

Recipients and subrecipients must document compliance with the applicable standards. Note that these checklists do not cover the requirements to comply with the Lead-Based Paint requirements at §576.403(a). For more discussion about how and when the standards apply, see *ESG Minimum Standards for Emergency Shelters and Permanent Housing*, located at <http://OneCPD.info/esg>.

The checklists below offer an optional format for documenting compliance with the appropriate standards. These are intended to:

1. Provide a clear summary of the requirements and an adaptable tool so recipients and subrecipients can formally assess their compliance with HUD requirements, identify and carry out corrective actions, and better prepare for monitoring visits by HUD staff.
2. Provide a tool for a recipient to monitor that its subrecipient is in compliance with HUD requirements. Where non-compliance is identified, the ESG recipient can use this information to require or assist the subrecipient to make necessary changes.

Prior to beginning the review, the subrecipient should organize relevant files and documents to help facilitate their review. For instance, this may include local or state inspection reports (fire-safety, food preparation, building/occupancy, etc.), or policy and procedure documents related to emergency shelter facility maintenance or renovations.

Carefully read each statement and indicate the shelter’s or unit’s status for each requirement (Approved or Deficient). Add any comments and corrective actions needed in the appropriate box. The reviewer should complete the information about the project, and sign and date the form. This template includes space for an “approving official,” if the recipient or subrecipient has designated another authority to approve the review. When the assessment is complete, review it with program staff and develop an action plan for addressing any areas requiring corrective action.

MINIMUM STANDARDS FOR EMERGENCY SHELTERS

Instructions: Place a check mark in the correct column to indicate whether the property is approved or deficient with respect to each standard. A copy of this checklist should be placed in the shelter’s files.

Approved	Deficient	Standard (24 CFR part 576.403(b))
X		1. <i>Structure and materials:</i> a. The shelter building is structurally sound to protect the residents from the elements and not pose any threat to the health and safety of the residents. b. Any renovation (including major rehabilitation and conversion) carried out with ESG assistance uses Energy Star and Water Sense products and appliances.
X		2. <i>Access.</i> Where applicable, the shelter is accessible in accordance with: a. Section 504 of the Rehabilitation Act (29 U.S.C. 794) and implementing regulations at 24 CFR part 8; b. The Fair Housing Act (42 U.S.C. 3601 et seq.) and implementing regulations at 24 CFR part 100; and c. Title II of the Americans with Disabilities Act (42 U.S.C. 12131 et seq.) and 28 CFR part 35.
X		3. <i>Space and security:</i> Except where the shelter is intended for day use only, the shelter provides each program participant in the shelter with an acceptable place to sleep and adequate space and security for themselves and their belongings.
X		4. <i>Interior air quality:</i> Each room or space within the shelter has a natural or mechanical means of ventilation. The interior air is free of pollutants at a level that might threaten or harm the health of residents.
X		5. <i>Water Supply:</i> The shelter’s water supply is free of contamination.
X		6. <i>Sanitary Facilities:</i> Each program participant in the shelter has access to sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.
X		7. <i>Thermal environment:</i> The shelter has any necessary heating/cooling facilities in proper operating condition.
X		8. <i>Illumination and electricity:</i> a. The shelter has adequate natural or artificial illumination to permit normal indoor activities and support health and safety. b. There are sufficient electrical sources to permit the safe use of electrical appliances in the shelter.
X		9. <i>Food preparation:</i> Food preparation areas, if any, contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.
		10. <i>Sanitary conditions:</i> The shelter is maintained in a sanitary condition.
X		11. <i>Fire safety:</i> a. There is at least one working smoke detector in each occupied unit of the shelter. Where possible, smoke detectors are located near sleeping areas. b. All public areas of the shelter have at least one working smoke detector. c. The fire alarm system is designed for hearing-impaired residents. d. There is a second means of exiting the building in the event of fire or other emergency.
n/a		12. If ESG funds were used for renovation or conversion, the shelter meets state or local government safety and sanitation standards, as applicable.
		13. Meets additional recipient/subrecipient standards (if any).

CERTIFICATION STATEMENT

I certify that I have evaluated the property located at the address below to the best of my ability and find the following:

- Property meets all of the above standards.
- Property does not meet all of the above standards.

COMMENTS:

ESG Recipient Name: Kansas Housing Resources Corporation

ESG Subrecipient Name (if applicable): Crawford County

Emergency Shelter Name: Safehouse Crisis Center, Inc.

Street Address: 409 N Walnut (office location to confidential domestic violence shelter location)

City: Pittsburg State: KS Zip: 66762

Evaluator Signature: _____ Date of review: April 17, 2019

Evaluator Name: Rebecca Brubaker

Approving Official Signature (if applicable): _____ Date: _____

Approving Official Name (if applicable): _____

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

- a. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any 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 of an cooperative agreement and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
- b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form III "Disclosure Form to Report Lobbying", in accordance with its instructions.
- c. 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 disclose 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 such failure.

Authorized Signature

Executive Director

Title

April 19, 2019

Date

STATEMENT REGARDING DISCRIMINATION

The applicant agrees and warrants that in the performance of an executed third party contract with the state that it will not discriminate or permit discrimination against religious creed, age, marital status, national origin, sex, mental retardation or physical disability including, but not limited to, blindness, unless it can be shown by the applicant that such disability prevents performance of work involved in any manner prohibited by the laws of the United States or of the State of Kansas, and the applicant further agrees to provide the Commission on Equal Opportunities with such information requested by the Commission concerning the employment as they relate to the provisions of this section.

I, Rebecca Brubaker (the duly authorized representative of the applicant) do hereby certify that all the facts, figures and representations made in this application are true and correct, to the best of my knowledge and belief.

Authorized Signature

Executive Director
Title

April 19, 2019
Date

STATEMENT ASSURING COMPLIANCE WITH APPLICABLE ENVIRONMENTAL REGULATIONS

The use of federal funds triggers the requirement of compliance with federal environmental regulations developed by the Department of Housing and Urban Development (HUD). These regulations, contained in 24 CFR Part 50 and Part 58 "Environmental Review Procedures for Recipients Assuming HUD Responsibilities", require compliance with the National Environmental Policy Act (NEPA), as well as several related federal laws, regulations and Executive Orders. In order to ensure compliance with these environmental regulations, the state shall require a complete description of all physical work to be undertaken, including specifications and drawings where applicable. This information is necessary to ensure that all environmental reviews and paperwork can be completed by the state in order to satisfy HUD requirements. No funds will be released, or vouchers paid for physical activities unless environmental clearance has been obtained from HUD. NO construction activities may occur without formal notification from the City that the release of environmental conditions has occurred.

All physical projects must comply, where applicable, with environmental requirements, guidelines and statutory obligations in the following areas, as outlined in 24 CFR Parts 50 and 58, Historic Properties Protection; Flood plain Management and Wetland Protection; Coastal Zone Management Requirements; Sole Source Aquifer Protection; Wildlife, Endangered Species, and Wild and Scenic River Protection; Water Quality Regulations; Air Quality; Solid Waste Management Regulations; Farmland Protection; and other HUD Environmental Standards.

All work plans will be reviewed to ensure compliance with applicable environmental standards. The following sections briefly outline the statutory compliance areas which will affect most physical activities undertaken with CDBG funds.

Historic Properties: All properties to be rehabilitated, renovated, demolished or physically changed in any manner will be reviewed to determine if they are contained on the State of Kansas Historic List. If a structure is contained on the Historic List, rehabilitation or renovation activities must adhere to the National Secretary of the Interior's Standards for Rehabilitation. Any proposed activity which does not adhere to the Secretary of the Interior's Standards must be reviewed by the Kansas State Historic Preservation Office (SHPO) prior to commencement of the activity. All requirements outlined by SHPO and, where necessary, the Advisory Council on Historic Preservation, must be met before funds can be released. These requirements also pertain to demolition activities.

Air Quality/Asbestos Abatement: Prior to any rehabilitation, demolition or heating and ventilation improvement activity, all areas to be disturbed must be inspected for the presence of asbestos containing materials (ACM's). If asbestos is found in areas to be disturbed, all asbestos-containing materials must be completely removed by a NESHAP certified asbestos removal contractor and disposed of in accordance with all local, state and federal laws and requirements prior to the commencement of any construction or demolition work. All records documenting compliance with local, state and federal laws and regulations must be presented to the state prior to the commencement of any construction activity to obtain the release of funds. If the inspection determines that no asbestos is present in the areas to be disturbed, a signed letter stating the date of inspection and the absence of asbestos must be presented to the state.

Lead-Based Paint Abatement: Prior to the rehabilitation of any residential structure or non-dwelling facility commonly used by children under seven years, all applicable surfaces of units constructed prior to 1978 shall be inspected to determine if lead-based paint surfaces exist. If defective lead-based painted surfaces are present, notification and abatement, in accordance with all local, state and federal laws and regulations must occur prior to the release of funds. If no lead-based paint is present, a signed letter, stating the date of inspection, the name of the inspector, and the absence of lead-based paint, must be presented to the state.

Other Applicable Statutory Requirements: If a property to be rehabilitated is located within a flood zone, wetland area or coastal zone, the proposed project must be reviewed to ensure consistency with applicable local, state and federal regulations. If the subject property is located in an airport clear zone or within an industrial/commercial area, the project must be reviewed to ensure that any potential site safety hazards are addressed.

To the best of your knowledge:

Does the proposed project area contain lead-based paint?

Yes No Unsure

Does the proposed project area contain asbestos containing materials?

Yes No Unsure

As the applicant, the undersigned assures the commitment to compliance with the environmental Regulations outlined by HUD.

Authorized Signature

Executive Director

Title

April 19, 2019

Date

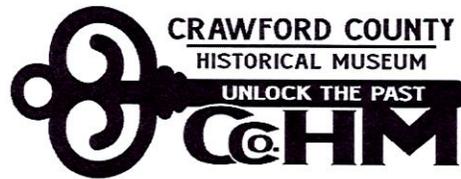
**CERTIFICATION OF LOCAL GOVERNMENT APPROVAL
FOR NONPROFIT ORGANIZATIONS RECEIVING
2019 EMERGENCY SOLUTIONS GRANT (ESG)**

I, _____ (*name and title*), duly authorized to act on behalf of
the _____ (*name of jurisdiction*), hereby approve the following emergency solutions
grant activities proposed by _____ (*name of nonprofit organization*), which are to
be located in _____ (*name(s) of jurisdiction(s)*):

By: _____
Signature and Date

Typed or Written Name of Signatory Local Official

Title



April 4, 2019

Dear Crawford County CVB and Commissioners:

We had an amazing 2018 with over 4,300 visitors to our museum. This would not be possible without you. We would like to thank for you past and continued support.

The mission of CCHM is to protect and preserve the collections of Crawford County. In 2018 we expanded the size of our education center so we could host larger groups. Our education pavilion was finished in 2018 and has been a great addition to the museum grounds. We have replaced 75% of the flooring in the museum and added new LED lights.

Thank you for the continued support!

CCHM Board of Directors:

Amanda Minton, President

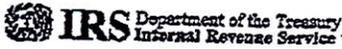
Anna Boler, VP/Secretary

Karen Cuendet, Treasurer

John Minton

Andy Smith

Bob Zagonel



OGDEN UT 84201-0038

In reply refer to: 0437874131

May 04, 2012 LTR 4168C 0

48-6131663 000000 00

00041395

BODC: TE

HISTORICAL SOCIETY OF CRAWFORD
COUNTY

651 S HIGHWAY 69
PITTSBURG KS 66762-8600



16746

Employer Identification Number: 48-6131663
Person to Contact: Sharon Davies
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Apr. 25, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(03) of the Internal Revenue Code in a determination letter issued in February 1968.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

Not For Profit Corporation Annual Report

1. Corporation Name: THE CRAWFORD COUNTY HISTORICAL SOCIETY
2. Business Entity ID No.: 0243188
3. Tax Closing Date: December 2015
4. State of Incorporation: KS
5. Official Mailing Address:
Amanda Minton, 651 SOUTH HIGHWAY 69, PITTSBURG KS 66762

6. Location of Principal Office:
651 South Highway 69, Pittsburg KS 66762

7. Officers:

- Mason Lovelace - Vice President (This officer is also a member of the governing body)
410 North Olive Pittsburg, KS 66762
Anna Boler - Secretary or equivalent (This officer is also a member of the governing body)
1717 College Terrace Pittsburg, KS 66762
Amanda Minton - President or equivalent (This officer is also a member of the governing body)
1513 Woodland Terrace Pittsburg, KS 66762

8. Governing Body:

- Andy Smith - 314 East Elm Apt D Girard, KS 66743
John Minton - 1513 Woodland Terrace Pittsburg, KS 66762
Robert Zagonel - 110 North 190th Street Girard, KS 66743
Jane Dreher - 1010 Twin Lakes Drive Pittsburg, KS 66762

9. Does this corporation/organization have the authority to issue stock? No
10. Total number of members: 0

11. Does this corporation hold more than 50% equity ownership in any other business entity on file with the Kansas Secretary of State? No

12. Does this corporation own or lease land in Kansas suitable for use in agriculture? No

Federal Employer Identification Number (FEIN): 000000000

"I declare under penalty of perjury pursuant to the laws of the state of Kansas that the foregoing is true and correct."

Executed on May 13 2016

Signature of authorized Officer: Amanda Minton

Title/Position of the signer: President



Electronic File Stamp
Information:

Filed

* Date: 05/13/2016
* Time: 03:51:22 PM

CRAWFORD COUNTY MUSEUM BOARD OF DIRECTORS

AMANDA MINTON, PRESIDENT,
1513 WOODLAND TERRACE, PITTSBURG, KS 66762 aminton@pittstate.edu

MASON LOVELACE, VICE-PRESIDENT,
410 NORTH OLIVE, PITTSBURG, KS 66762 masonlovelace@gus.pittstate.edu

ANNA BOLER, SECRETARY
1717 COLLEGE TERRACE, PITTSBURG, KS 66762 annaboler69@gmail.com

KAREN CUENDET, TREASURER,
4092 PARKVIEW DRIVE, FRONTENAC, KS 66763 kcuendet@wm-law.com

BOARD:

ANDY SMITH,
314 EAST ELM, APT D., GIRARD, KS 66743 a_smitty@hotmail.com

JOHN MINTON,
1513 WOODLAND TERRACE, Pittsburg, KS 66762 john@jocksnitch.com

ROBERT ZAGONEL,
110 NORTH 190TH STREET, GIRARD, KS 66743 razagone@ckt.net

CRAWFORD COUNTY HISTORICAL MUSEUM
Income Statement
For the Twelve Months Ending December 31, 2018

	Current Month		Year to Date	
Revenues				
MEETING ROOM	\$ 0.00	0.00	\$ 290.00	0.58
DONATIONS AT LARGE	50.00	23.40	457.00	0.91
EDU. EVENTS & PROGRAMS	0.00	0.00	200.00	0.40
JAR DONATIONS	163.72	76.60	1,539.05	3.08
FRIENDS OF THE MUSEUM	0.00	0.00	705.00	1.41
CR COUNTY QTRLY FUNDING	0.00	0.00	25,642.58	51.24
CR CTY HIST. GRANT FUNDING	0.00	0.00	16,982.66	33.93
MISC GRANTS	0.00	0.00	3,722.16	7.44
BOOKS, MAPS, RESEARCH ITEMS	0.00	0.00	90.00	0.18
CFSEK- INT/DIV	0.00	0.00	413.37	0.83
MISCELLANEOUS	0.00	0.00	5.00	0.01
Total Revenues	<u>213.72</u>	<u>100.00</u>	<u>50,046.82</u>	<u>100.00</u>
Cost of Sales				
Total Cost of Sales	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Gross Profit	<u>213.72</u>	<u>100.00</u>	<u>50,046.82</u>	<u>100.00</u>
Expenses				
FUND RAISING EVENTS	0.00	0.00	415.85	0.83
EDUCATIONAL PRESENTATIONS	0.00	0.00	1,338.86	2.68
GAS SERVICE	450.01	210.56	3,041.25	6.08
ELECTRIC SERVICE	61.94	28.98	5,803.52	11.60
TELEPHONE	73.62	34.45	656.28	1.31
INTERNET SERVICE	122.84	57.48	709.21	1.42
WATER SERVICE	0.00	0.00	321.81	0.64
ALARM SYSTEM	0.00	0.00	250.00	0.50
DISPLAYS & PROMOTION	833.72	390.10	3,387.88	6.77
MAINTENANCE	350.00	163.77	2,051.71	4.10
RENOVATION EXPENSE	0.00	0.00	49,659.72	99.23
OFFICE SUPPLIES	0.00	0.00	45.54	0.09
CFSEK ADM FEES	0.00	0.00	187.47	0.37
MISC SUPPLIES	0.00	0.00	273.36	0.55
JANITORIAL SUPPLIES	0.00	0.00	126.24	0.25
ADVERTISING	0.00	0.00	42.50	0.08
CONTRIBUTIONS	0.00	0.00	50.00	0.10
MISCELLANEOUS	115.00	53.81	125.50	0.25
DUES & SUBSCRIPTIONS	0.00	0.00	50.00	0.10
LEGAL AND ACCOUNTING	0.00	0.00	40.00	0.08
POSTAGE/BOX RENTAL	0.00	0.00	76.00	0.15
CONTRACT SERVICES	140.00	65.51	140.00	0.28
SUSPENSE	0.00	0.00	680.53	1.36
Total Expenses	<u>2,147.13</u>	<u>1,004.65</u>	<u>69,473.23</u>	<u>138.82</u>
Net Income	<u>\$ (1,933.41)</u>	<u>(904.65)</u>	<u>\$ (19,426.41)</u>	<u>(38.82)</u>

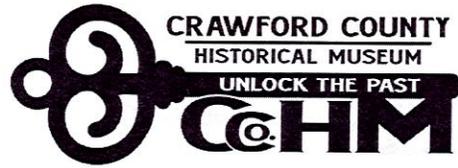
CRAWFORD COUNTY HISTORICAL MUSEUM
Balance Sheet
December 31, 2018

ASSETS

Current Assets		
CASH DUE FROM COUNTY	\$	507.59
COMMUNITY NAT'L BANK - 3077		48,381.01
RESERVE FOR BLDG REPAIRS		<u>24,170.00</u>
 Total Current Assets		 73,058.60
Property and Equipment		
FURNITURE & FIXTURES		6,007.40
EQUIPMENT		8,093.45
ACCUM DEPR - FURNITURE		(1,226.67)
ACCUM DEPR - EQUIPMENT		<u>(5,000.00)</u>
 Total Property and Equipment		 7,874.18
Other Assets		
GRANT AT COMM FOUND OF SEK		20,207.70
LONG TERM LEASE FROM COUNTY		<u>1.00</u>
 Total Other Assets		 <u>20,208.70</u>
 Total Assets	 \$	 <u><u>101,141.48</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
 Total Current Liabilities		 0.00
Long-Term Liabilities		
 Total Long-Term Liabilities		 <u>0.00</u>
 Total Liabilities		 0.00
Capital		
CFSEK-G.ELLIOTT GRANT	\$	9,981.80
CAPITAL		1,752.99
RETAINED EARNINGS		108,833.10
Net Income		<u>(19,426.41)</u>
 Total Capital		 <u>101,141.48</u>
 Total Liabilities & Capital	 \$	 <u><u>101,141.48</u></u>



2019 Visitor Data

4321 Visitors

Crawford County Museum
651 S. Hwy 69
Pittsburg, KS 66762

2019 Marketing Plan

For 2019 we plan on more aggressively marketing the Museum. We had a great year in 2018 and look forward to a better 2019.

In 2019 we had numerous articles in the Morning Sun Newspaper and had news stories on KSN, KOAM, KODE and Fox 14 television channels. Our museum director publishes bi-monthly articles in the Morning Sun highlighting local history with a tie in to the museum. This has brought us a great deal of attention and new visitors. We will continue and grow our local media presence in 2019.

We plan to further use our web site, Facebook, Twitter and Snapchat accounts to promote the Museum. These mediums were very successful for us and will continue to grow in our number of users and regional following.

We will continue to be involved with Little Balkans Days which gave us great exposure in their marketing materials. The Museum hosted a civil war encampment reenactment that brought in many visitors and will do so again in 2019. We will regional market this event to bring in more visitors

We have been focusing on getting the Museum repaired, painted, organized, cleaned and rearranged. We will continue to do this in 2019. This is not directly related to marketing, but we want to Museum to be functional and updated.

Staff Positions and Job Descriptions

Greeter- Welcomes visitors and has them sign-in.

The below job descriptions are all volunteer and lead by Amanda Minton

Event Planner- plans, recruits, advertises and host events.

Curator: In charge of Crawford County's collection of exhibits. I work on building up collections, and develop ways in which objects, archives and artworks can be interpreted, through our exhibitions, publications, events and audio-visual presentations. It also the involves buying artifacts for exhibits, organizing exhibitions, arranging restoration of artefacts, identifying and recording items, organizing loans and dealing with enquiries.

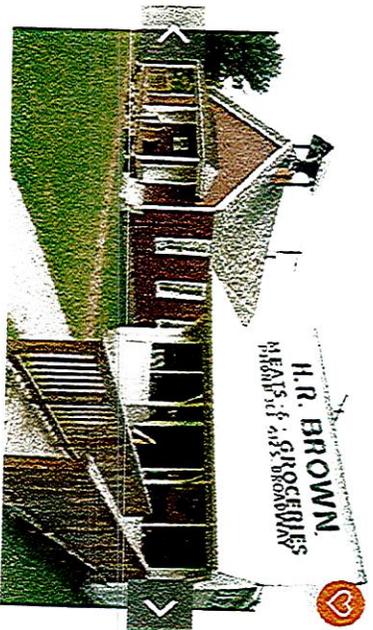
Director: I supervise all aspects of a museum's collection, including loans, authentication, and educational programs. This role also involves overseeing administrative tasks and fundraising for our museum.

Social Media Director: Post all events to our Website, Twitter, Facebook

Historian: Prints local historical stories in local paper- Our History

Landscaping: Mowing is volunteered by Tractor Club who meet once a month at museum and holds two shows a year on the grounds.

< BACK TO PREVIOUS PAGE



Crawford County Historical Museum

200 W. 9th St.

Lawrence, Kansas 66044

Visit Website



117 W. Fourth St., Pittsburg, KS 67501, (620) 231-1112

www.colonialboxtheatre.com 

Colonial Box Theatre

117 W. Fourth St., Pittsburg, KS 67501

Experience the magic of this historic theatre as you witness the restoration efforts of a magnificent palace theater. Tour tickets available online. 

Crawford County Historical Museum

651 US 69, (620) 231-1440

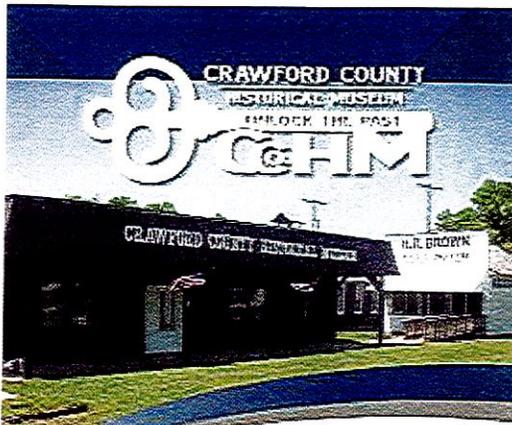
The Crawford County Historical Museum is the largest museum in the area. Thousands of artifacts fill our 15,000-square-foot museum. Come see the history of southeast Kansas! 

Pittsburg State University Veterans Memorial Amphitheater

1909 S. Rouse, (620) 235-4122,

psuvetmemorial.org

The PSU Veteran's Memorial Amphitheater features a half-size replica of the Vietnam Memorial Wall, a 250-seat amphitheater and thousands of other exhibits.



The Crawford County Historical Museum in Pittsburg, Kansas has one of the largest collections of artifacts, historical displays and educational material in Southeast Kansas. Unique items include a two headed calf, antique aerial fire truck, several replicas of old mining camps and mining operations, and several old buildings relocated to the museum for historical preservation. CCHM is the home of the SEK Old Time Gas Engine and Tractor Show each June and October each year.

Hours *Free Admission*
Wed-Sat 10am-4pm
Sunday Noon-4pm

651 S. Highway 69
Pittsburg, Kansas 66762
(620) 231-1440
www.crawfordcountymuseum.com

TAKE A TRIP THROUGH THE PAST!



The Mariott Steamshovel



No. America



Mining Operation Replica



USPS Mail Truck



BOOK ONLINE OR CALL US AT
620-231-1440
★ FREE ADMISSION ★

Find us online at:

www.crawfordcountymuseum.com



@CrawCoMuseum

Crawford County Historical Museum

Pennington



CRAWFORD COUNTY HISTORICAL MUSEUM

Home

Current Events

Volunteer

Donate

History

Contact Us



Civil War Encampment

September 3rd - 9am to 4pm

**Come see the live Civil War re-enactors create a Civil War camp.
See how soldiers lived and camped during the civil war.**

**Free event open to the public. Located on the grounds of
the Crawford County Historical Museum.**



**Elk's Lodge 412 & Crawford County
Historical Museum
Veteran's Dinner
November 11th, 2016
11 a.m.-2 p.m.
Located at: 651 South 69 HWY.
Veterans Free
Guest \$6.00 Per Person**



Wacky Wednesday

WACKY WEDNESDAY Join us at the CCHM for a fun, family friendly summer of free crafts and videos! Beginning on Wednesday June 15th – July 27th, a variety of themes for children's short videos, story time, interactive songs, science experiments, fine motor activities and crafts will take place in our Education Studio and lobby. Adventures will also be taken out on the grounds and special guests will show up- it's going to be Wacky! So come in, cool off, and experience our Wacky Wednesday Summer Series from 11am-12pm for ages 4-8 with snacks will be provided. Due to supplies, the first 30 children signed-up prior to each Wednesday will be enrolled. Each lesson planned and led by a licensed Early Childhood Teacher and Graduate of Pittsburg State. Sponsored by: Quality Floor Inc.

FREE. Reservations required. Sign up at Front Desk in the lobby, leave a message at the Museum (620) 231-1440, or [click here to sign up online](#)

WACKY WEDNESDAY THEMES

JUNE

Wednesday 15th – Dinosaurs

Wednesday 22nd – On the Farm with Tractors – SEK Gas Engine & Tractor Club

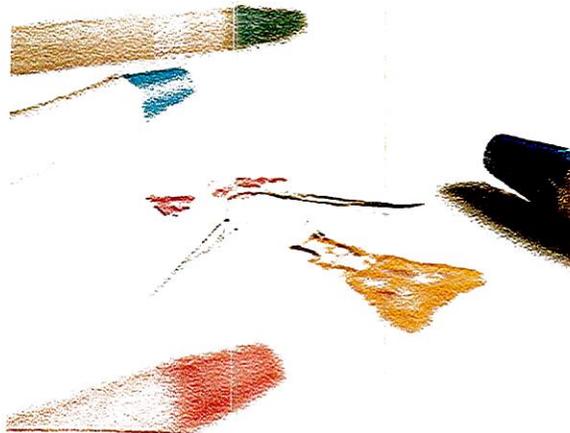
Wednesday 29th – Community Helpers – Pittsburg Firemen

JULY

Wednesday 6th - Oceans Wednesday 13th - Planets

Wednesday 20th – Summer Scavenger Hunt on the Museum Grounds

Wednesday 27th – Fun at the Fair – Crawford County 4-H



Paint, Sip and Laugh



at the
MUSEUM

Saturday, October 15 | 1 p.m.
in the Education Room

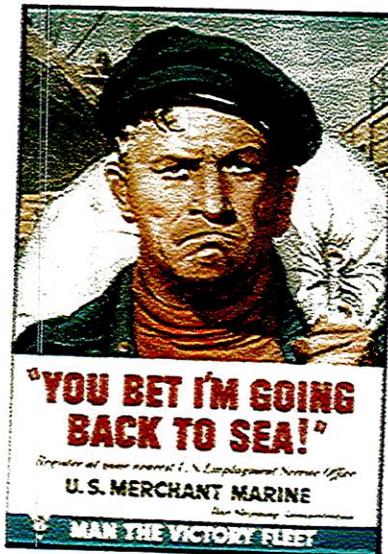
\$25
includes all supplies,
beverages and appetizers

Join local artist, Kenzie Curran, as she leads a two-hour painting class in a fun, friendly environment. With easy-to-follow instructions and assistance, you will create your own masterpiece in just one afternoon. No training, experience or equipment needed!

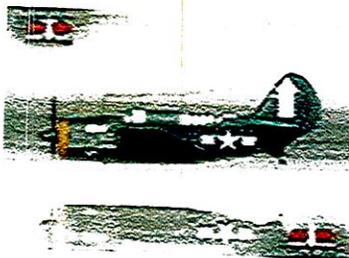


Thursday Talks: Merchant Marines & Dive Bombers w/ Bill Sollner

Thursday June 30th at 6pm



Often overlooked in history Bill Sollner Ret. USNR will discuss how important the Merchant Marines role was during WWII Mr Sollner will also discuss his experience as a dive bomber in WWII Remote control models of dive bombers made by Bill Sollner that he flew in will be on exhibit along other military memorabilia

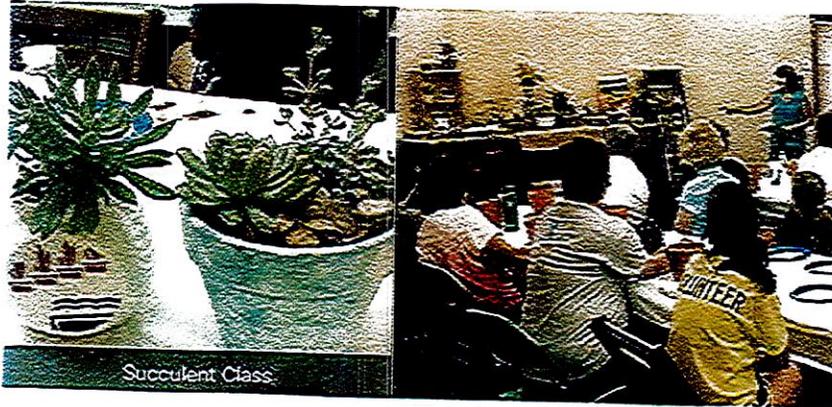


Back by Popular Demand – Trendy Succulents

Join us for our Summer Series at the Crawford County Historical Museum

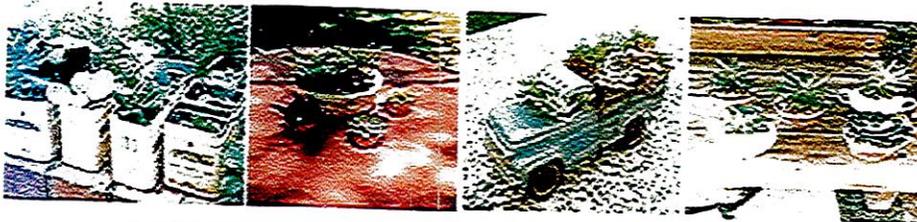
Tuesday, July 12 @ 6:30 p.m.

Book Online to Register



Succulent Class

The hot plants this summer are succulents. They are riding the tide of trendy and finding themselves not only potted on panes but elevated to indoor home decor status! Succulents have been planted in old shoes, tea cups, bricks, urns and even in carved out wine corks!



Carla Thompson, owner of **Carla's Country Gardens** will be in the Education Room to answer all your questions on caring for this trendy plant **and** will demonstrate how to put together your own trendy succulent creation.

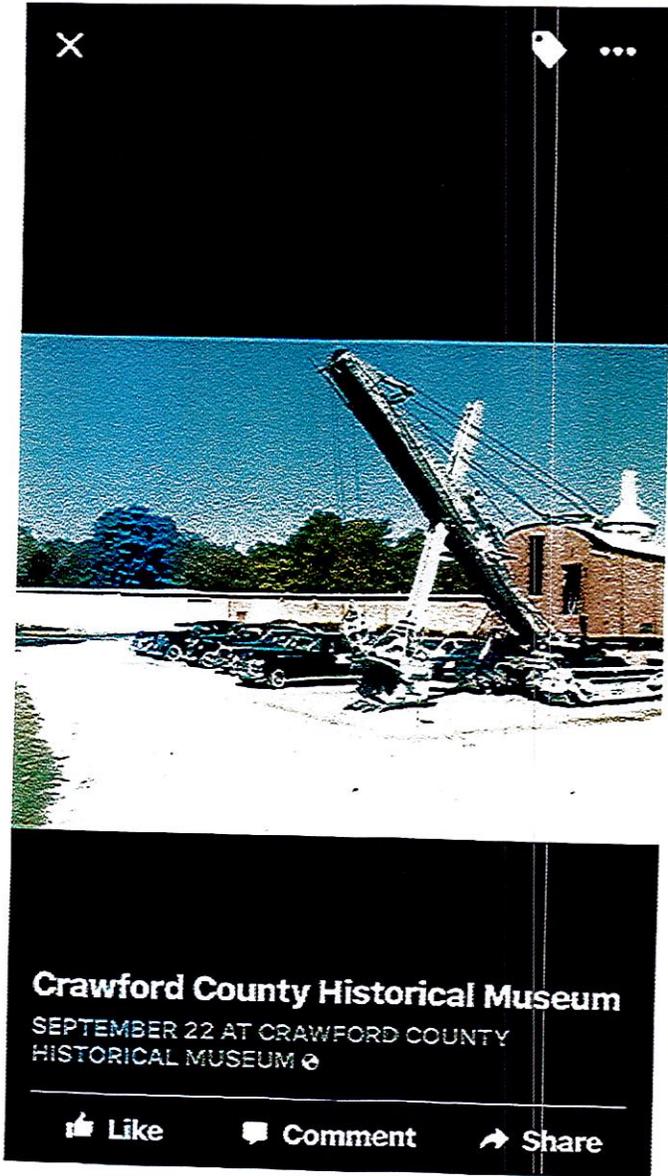
Tuesday, July 12 @ 6:30pm

Cost \$10 (includes class, 1 succulent, 1 sedum, rocks & potting soil)

Think outside the terra cotta pot and **BRING YOUR OWN** creative container to plant your succulents

First 18 will be enrolled in class







Appendix (I)

CRAWFORD COUNTY HISTORICAL MUSEUM







Crawford County

Convention & Visitors Bureau

Board Members,

Please accept this letter in support of the Crawford County Historical Museum (CCHM) and their application for the Crawford County Museum Fund. The CCHM continues to be a great asset to our community. Over the last year, the CCHM has created a number of new community events, such as living historical reenactments, workshops, open houses, paint and sip classes, and the addition of "Wacky Wednesdays" during the summer for area children. All of these events help build exposure for the museum and help attract guests who may not have otherwise visited the facility. The recent addition of the education pavilion and other improvements continue to showcase the CCHM team's dedication to improving the museum and preserving our area's history.

I'm confident the funding the CCHM receives through the Crawford County Museum Fund will be put to good use and will allow them to further promote the history of our area through new events and programs. Furthermore, I believe the CCHM is committed to exceeding all of the minimum specifications spelled out in the Museum Fund requirements.

On behalf of myself and the Crawford County Convention & Visitors Bureau Advisory Board, thank you again for the opportunity express our support for this application.

Sincerely,

A handwritten signature in blue ink, appearing to read "Devin Gorman".

Devin Gorman
Executive Director
Crawford County Convention & Visitors Bureau



701 S. Broadway
Franklin, KS 66735
Phone: (620) 347-4220
minershallmuseum@gmail.com



Hours:
Monday – Saturday: 10A-4P
Please check our website for
after-hour events!
www.minershallmuseum.com



Crawford County Museum Fund Application 2019

Applicant: Miners Hall Museum

Documents Enclosed:

Board Roster with Contact Information
2018 Financial Report & 2019 Proposed Operating Budget
2018 Visitor Data
2019 Marketing Analysis and Plan
Staff Positions and Job Descriptions
Description of 2018 Special Programming
Description of 2019 Proposed Special Programming
Letter of Support from Director of Crawford County Convention & Visitors Bureau

(For other documents, please refer to 2018 application.)

MHM Board of Trustees Contact List 2019

Name	Phone	Mailing Address	Email Address
Alan Roberts, Chair & Treasurer	620-347-8578 913-717-7190	PO Box 603, Arma, KS 66712	alan.roberts.arma@gmail.com
Chris Childers, Vice-Chair	620-757-0707	1406 S. College, Pittsburg, KS 66762	rchilders@pittstate.edu
Debby Close, Secretary	620-231-7419 620-249-9932	822B South Hugh, Frontenac, KS 66763	godfire@cpol.net
Linda Knoll	620-231-0499	401 W. Euclid, Pittsburg, KS 66762	lindaoknoll@swbell.net
Jerry Lomshek	620-232-1959	304 S. Chicopee Road, Pittsburg, KS 66762	jdlomshek@hotmail.com
Amanda Marney		414 W. Quincy, Pittsburg, KS 66762	amarney@ksu.edu
John Martel		2307 S. Homer, Pittsburg, KS 66762	jbmartel24@cox.net
Linda Roberts	620-347-8578 913-717-8455	PO Box 603, Arma, KS 66712	lindaanneroberts@gmail.com
Devin Gorman CC Visitors Bureau	620-231-1212	117 W. 4th, Pittsburg, KS 66762	dgorman@visitcrawfordcounty.com
Attorney:			
Kevin Mitchelson	620-231-4650	PO Box 610, Pittsburg, KS 66762	kmitchelson@wm-law.com

MINERS HALL MUSEUM			
2018 Budget & Financials, 2019 Budget			
Expenditures	2018 Budget	2018 Actual	2019 Budget
Accounting costs	\$ 1,000.00	\$ 900.00	\$ 1,000.00
Advertising		\$ 432.26	\$ 500.00
Artifacts/Displays			\$ 500.00
Electricity	\$ 4,600.00	\$ 4,054.21	\$ 4,600.00
Fire Inspection	\$ 200.00	\$ 183.50	\$ 200.00
Facebook	\$ 80.00	\$ 10.00	\$ 80.00
Gift shop	\$ 800.00	\$ 397.69	\$ 500.00
Kitchen supplies/cleaning	\$ 1,600.00	\$ 1,136.74	\$ 1,000.00
Lease Payments	\$ 120.00	\$ 120.00	\$ -
Maintenance	\$ 2,000.00	\$ 556.17	\$ 3,000.00
Mowing	\$ 1,200.00	\$ 885.00	\$ 900.00
Natural Gas	\$ 1,500.00	\$ 1,679.59	\$ 1,700.00
Office Expenses	\$ 1,800.00	\$ 735.09	\$ 900.00
Past Perfect	\$ 360.00	\$ 352.00	\$ 400.00
Payroll Costs	\$ 35,500.00	\$ 33,103.10	\$ 33,200.00
Professional Organization	\$ 650.00	\$ 798.00	\$ 800.00
Programming		\$ 1,256.78	\$ 1,300.00
Property Insurance	\$ 1,200.00	\$ 679.00	\$ 1,200.00
Telephone, Internet & Cable TV	\$ 2,000.00	\$ 2,037.33	\$ 2,100.00
Trash	\$ 800.00	\$ 585.82	\$ 600.00
Totals:	\$ 55,410.00	\$ 49,902.28	\$ 54,480.00
Incomes			
Amazon Smile	\$ 40.00	\$ 49.81	\$ 40.00
Coal Car	\$ 800.00	\$ 1,003.00	\$ 1,000.00
Crawford County Grant	\$ 13,750.00	\$ 13,750.00	\$ 13,750.00
CVB Grant	\$ 11,250.00	\$ 11,250.00	\$ 11,250.00
Crawford County - Historical	\$ 5,900.00	\$ 5,900.00	\$ 5,900.00
Crawford County - Elderly	\$ 6,900.00	\$ 6,900.00	\$ 6,900.00
Dillons	\$ 150.00	\$ 185.98	\$ 150.00
Donations	\$ 1,320.00	\$ 2,315.00	\$ 2,000.00
Gift Shop	\$ 2,200.00	\$ 1,072.44	\$ 1,500.00
Pancake Feast	\$ 1,400.00	\$ 1,089.56	\$ 1,100.00
Wine Walk/Camp Talk	\$ 2,000.00	\$ 1,180.08	\$ -
Membership (See below)	\$ 5,000.00	\$ 5,558.70	\$ 5,000.00
Dues - \$5,390.00			
Donations - \$2,265.00			
Newsletters/Postage -(\$1,180.08)			
Dinner - (\$916.22)			
Totals	\$ 45,710.00	\$ 50,254.57	\$ 48,590.00

Miners Hall Museum
2018 Attendance

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	yearly total
2018	256	156	233	252	183	286	367	360	308	132	117	176	2,826
male	101	57	84	104	61	131	173	178	130	56	46	61	1,182
female	155	99	149	148	122	155	194	182	178	76	71	115	1,644

States/Countries Represented (%)

Kansas	65.5%
Missouri	6.6%
Oklahoma	2.7%
Arkansas	1.2%
Other States	16.6%
Foreign Countries	1.4%
Australia	
Canada	
England	
Germany	

2019 Marketing Analysis and Plan

Education:

Primary: Provide in-depth knowledge on mining history in Crawford County.

Secondary: Provide in-depth knowledge on the Franklin community history.

Situational Analysis:

- Standard Tour – 30-45 minutes (FREE)
- Quarterly Exhibit – 30 minutes (FREE)
- *Traveling Trunk “Coal Camp Voyage”* – Telling the story of coal mining in Southeast Kansas, K-12 students will learn about working in a mine and the lifestyle of miners and their families. The coordinating materials in the trunk allow teachers to utilize this learning experience in their classroom. (FREE)
- *Mining Coal and Maiming Men* – Harsh and dangerous conditions leading to strong unions. Using illustrations, this presentation examines the trials, tribulations and the lasting impact of the coal industry on Southeast Kansas. (\$100)
- *The March of the Amazon Army* – In 1921, thousands of women in Southeast Kansas marched in protest of hazardous working conditions, poor pay, and discrimination that their husbands and male relatives were facing every day in the coal mines. Learn how their spirited act brought men and women together in one of the most dynamic pages of American labor history. (\$100)
- *Coal Mining the Kansas Balkans* – Spurred on by needed labor demands, coal mining in Southeast Kansas created a unique history, giving it the title of the “Kansas Balkans.” This talk gives a concise overview of the large numbers of foreign miners the industry brought into the area that forever flavored its story. (\$100)
- *The Spirit Remains in Franklin* – In 2003 the community of Franklin, Kansas, was devastated by an F4 tornado. This talk will encompass the passion and spirit of the residents who worked to ensure that the community would never be forgotten. While the buildings are gone, the spirit of the people remains. (\$100)

Markets:

- Crawford County Visitor
 - Crawford County Resident
 - Crawford County Student
 - Kansas Traveler
 - American Tourists
 - International Tourists
- 48% of visitors are over the age of 61 and 48% between 51 and 60.

Promotion:

- Quarterly Special Exhibit Advertising
- Monthly Special Program Advertising
- Direct Promotion to Students for Traveling Trunk Educational Resources
- Fundraising Promotions: Camp Franklin, Wine Walk, Bootleggers’ Bash, Pancake “Madness” Feast, Coal gifts
- Media Relations: Facebook and Twitter daily, programming made available on Youtube

Competitors:

Other area museums

SWOT Analysis:

Strengths:

- Staff Supported
- StoryTelling Process
- Programs for All Ages
- Outside Exhibits
- Child Activities

Weaknesses:

- Minimal Paid Advertising
- Distance from Pittsburg

Opportunities:

- Promote Children's Programs at School
- Promote Visitors Programs
- Promote Free
- Internships/volunteering

Threats:

- Funding
- Aging Constituency

Objectives:

- Increase Visitor Traffic
- Promote Crawford County
- Increase Publicity and Awareness
- Promote Educational Opportunities

Strategies:

- Increase Tour Group Size
- Dedicated Public Relations Campaign
- Seek Sponsorships
- Increase Grant Applications
- Increase Fund Raising Efforts
- Modify and Update Website
- Enable Online Purchasing

Public Relations Strategy:

- Redesign Flyers/Pamphlets
- Increase Social Media Outreach
- Targeted Email Blasts
- Streamline Website Information

Miners Hall Museum Staff Positions

Museum Operations Manager

Oversee day-to-day operation of the museum, including but not limited to: maintain a presence in the museum when it is open to the public; make decisions pertaining to museum operations, emergencies, and personnel issues; assist in museum administration, building security, and daily cash handling and records. Serve as the spokesperson for the museum for promotions, publicity; develop marketing publications. Serve as the building coordinator and primary contact for facilities issues; supervise museum staff and volunteers; attend meetings and events as necessary; and perform other related duties as assigned.

Museum Collections Manager

Implements and directs collections management activities for the museum while ensuring the proper care and preservation of museum artifacts. Responsible for establishing and maintaining high standards of collections care, from acquisition to conservation to display. Directly manages and oversees the collections, their acquisition, documentation, housing, use, preservation, disposition, and maintenance. Receives, prepares and catalogs new materials.

Museum Development Coordinator

Grants & Funding: Research available grants and funding opportunities; develop, write and submit all proposals, letters of inquiry and grant applications; coordinate implementation of grants awarded with Operations Manager; write reports required for grants and funding.

Statistics & Audit: Develop forms to obtain needed information; compile and maintain statistical information including visitors, program attendance, volunteer hours; submit monthly statistical reports to the Board of Trustees.

Newsletter: Develop and monitor deadlines for quarterly newsletter; prepare layout and design; request information as needed and write articles; maintain newsletter mailing lists; oversee printing and mailing of newsletter.

Miners Hall Museum 2018 Programming:

The Board of Trustees remains dedicated to preserving our history and providing educational and entertaining programs for residents and tourists of Crawford County as well as tourists. We hold a minimum of one historical program a month that touches on the extensive knowledge and value of our heritage. The average attendance for these events is 50, reaching over 100 at times.

The following were programs for the 2018 year:

Quarter 1 – From Garden to Table

January 28 at 2:00 p.m. – Gardening Tips, Ideas and Q&A w/Jacob Weber

February 11 at 2:00 p.m. – The Not So Secret Life of Bees w/Dan Mosier

March 11 at 2:00 p.m. – Home Canning, History and safety w/Barbara Ames

Quarter 2 – Little Balkans Coal Camp: Scammon, the First Coal Camp

April 22 at 2:00 p.m. – The History of Scammon w/Ella Buzzard

May 9 at 2:00 p.m. – Making Pasties w/Mary Jo Johnson

June 10 at 2:00 p.m. – Mining for the Central Coal & Coke Company w/Mary Jo Johnson

Quarter 3 – Railroads: Backbone of the Mining Industry

July 15 at 2:00 p.m. – Moving a Behemoth w/John Chambers

August 12 at 2:00 p.m. – Railroads & Mining w/Dick Rauniker

September 16 at 2:00 p.m. – A Talk with Railroaders w/Bob Jones & Jonie Engle

Quarter 4 – Blacks in the Balkans

October 7 at 2:00 p.m. – Black Miners of the Balkans w/John Robb

November 11 at 2:00 p.m. – African Culture & Ethnicity w/Rev. K.O. Noonoo & Ahmed Barro

December 9 at 2:00 p.m. – Melodies of the Soul w/Lemuel Shepard

Miners Hall Museum 2019 Programming:

The Board of Trustees remains dedicated to preserving our history and providing educational and entertaining programs for residents and tourists of Crawford County as well as tourists. We hold a minimum of one historical program a month that touches on the extensive knowledge and value of our heritage. The average attendance for these events is 50, reaching over 100 at times.

The following are proposed programs for the 2019 year:

Quarter 1 – Celebrate Frontenac

January 20 at 2:00 p.m. – Frontenac: A Town of Immigrants w/Seth Nutt

February 24 at 2:00 p.m. – Celebrate Frontenac: Americanization through Education w/Debbie Restivo

March 10 at 2:00 p.m. – The Taste of Frontenac w/Seth Nutt

Quarter 2 – Spinning a Yarn, Weaving a Tale

April 28 at 2:00 p.m. – Weaving on Portable Looms w/Sue Horner & Jean Jack

May 19 at 2:00 p.m. – Basket Weaving w/Jean Jack

June 9 at 2:00 p.m. – Spinning w/Colleen Brooks

Quarter 3 – World War I: The Treaty of Versailles

July - TBA

August - TBA

September - TBA

Quarter 4 – Lebanese Heritage

October – TBA

November -TBA

December - TBA



April 3, 2019

Commissioners and CVB Advisory Board Members,

Please accept this letter in support of the Miners Hall Museum and their application for the Crawford County Museum Fund. The Miners Hall Museum has proven to be a great asset to our community, and members of their board have built a positive relationship with the Crawford County CVB. Over the last year, the Miners Hall Museum has created a number of new community events, along with offering programming for their quarterly displays and monthly programs, which are offered free of charge.

I'm confident the funding the Miners Hall Museum receives through the Crawford County Museum Fund will be put to good use and will allow them to further promote the history and heritage of our area. Furthermore, I believe the Miners Hall Museum is committed to the continued fulfillment of all minimum requirements required through this grant.

On behalf of myself and the Crawford County Convention & Visitors Bureau Advisory Board, thank you again for the opportunity express our support for this application.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Devin Gorman', is written over a light blue horizontal line.

Devin Gorman
Executive Director
Crawford County Convention & Visitors Bureau

Crawford County Museum Fund Proposal

The Crawford County Museum Fund is being established to provide a sustainable funding model for museums in Crawford County. Contributions will come from county general funds and funds derived from the counties 6% transient guest tax. The Crawford County Museum Fund is separate from disbursements from the “Historic Fund” or “Elderly Fund.” The Crawford County Museum Fund will provide up to \$25,000 annually for no more than three (3) museums as defined below at any given time. Use of funds are at the discretion of each entity, i.e. personnel, construction, renovations, maintenance, operations, etc. so long as they meet the below criteria.

Applicants shall provide written proposal outlining their plan to meet the following requirements. Applicants must meet the requirements and be open for business, a minimum of six (6) hours, five (5) days a week, within 6 months of approval, to continue to receive funding.

- Must be located in Crawford County, Kansas
- Primary function must be to serve the community as a “museum” - an institution devoted to the procurement, care, study, and display of objects of lasting interest or value; a place where objects are exhibited
- Shall maintain 501(c)3 status with the Federal Internal Revenue Service
- Shall maintain non-profit corporation status with the Kansas Secretary of State
- Shall provide Crawford County with complete board roster and contact information
- Shall provide Crawford County with annual budget and an annual financial report
- Shall have a minimum annual attendance of at least 2,000 visitors
- Shall be of significance to tourists and derive a major portion of income or visitors from motorists not residing in the area of the facility during the normal business season.
- Shall provide sufficient staff to allow for a significant experience for the traveling tourist
- Shall be in operation for a continuous twelve (12) months, a minimum of six (6) hours, five (5) days a week of which one day should be a Saturday or Sunday, excluding certain holidays.
- Shall be listed on the www.TravelKS.com website, in the Kansas Travel Guide, and have promotional literature distributed at Kansas Travel Information Centers
- Shall submit an annual attendance report to Crawford County
- Shall submit a letter of support by the local Destination Management Organization (DMO), i.e. Convention & Visitors Bureau, Chamber of Commerce, or Economic Development Office annually to receive continued funding
- Shall have the name of the business prominently displayed on the premises in such a manner that it is readily visible to motorists from the public highway on which the facility is located
- Shall display a sign stating “Funded in Part by Board of Crawford County Commissioners.”
- Shall provide modern restroom facilities, drinking water and public access to a telephone for emergency purposes
- Shall provide for parking on site or have available parking for 10 vehicles or whatever is suitable for the specific attraction within two (2) blocks of the attraction. Bus parking must also be available
- Shall provide clearly for display any general admission charges at the place of entry to the attraction.
- Shall be licensed and approved by the appropriate state and/or local agencies regulating the particular type of business or activity
- Shall comply with all applicable laws concerning the provision of public accommodations without regard to age, race, religion, color, sex, national origin, or accessibility by the physically handicapped

Crawford County Museum Fund contribution split:

	Crawford County	Crawford County CVB
Museum #1	\$12,500 (50%)	\$12,500 (50%)
Museum #2	\$15,000 (60%)	\$10,000 (40%)
Museum #3	\$17,500 (70%)	\$7,500 (30%)
Total	\$45,000 (60%)	\$30,000 (40%)

* Funds distributed at the discretion of the Board of Crawford County Commissioners

*Entities will no longer be available for Crawford County Museum Fund once their reserve fund has exceeded \$100,000.

Earles Engineering & Inspection, Inc

Civil & Structural Engineers – Construction Inspectors – Surveyors

115 W Iron; Salina, Kansas 67401

Phone: (785) 309-1060

Fax: (785) 309-1061

211 N Kansas Ave.; Liberal, Kansas 67901

Phone: (620) 626-8912

Fax: (620) 626-5408

105 W 7th St; Pittsburg, Kansas 66762

Phone: (620) 308-5577

114 NE 4th St; Guymon, Oklahoma 73942

Phone: (598) 651-9812

WOMAN OWNED MINORITY FIRM -

email: earlesinc@earleseng.com

web: earlesengineering.com

17 April 2019

Crawford County

111 East Forest

Girard, KS 66743

Attn: The Board of Crawford County Commissioners

RE: Engineering Plans for Crawford County Sewer District #3 (CCSD 3) –
Force Main Relocation

Gentlemen,

This letter is written to serve as a working agreement between The Board of County Commissioners, Crawford County, Kansas, hereinafter referred to as the “**CLIENT**”, and Earles & Engineering & Inspection, Inc., hereinafter referred to as the “**CONSULTANT**”.

Scope of Work

This project involves relocating an existing sanitary sewer force main owned by Crawford County as a part of CCSD 3 that is currently located with the right of way of U.S. Highway 69 to accommodate a planned upgrade project to the highway. Consultant is to coordinate work and document preparation with KDOT officials to allow for the force main relocation project to be included in the bid package for the highway project that is managed by KDOT or bid stand alone and managed by KDOT.

Our Scope of Services to the county are as follows:

- Engineering Designs (excluding existing force main hydraulic designs).
- Provide standalone relocation design drawings, itemized summary of quantities and general specifications on the drawings (Consultant to be provided electronic base drawings of new highway plans for the areas where the force main is located are to be provided by KDOT in AutoCAD Civil3D format for our use).
- Coordinate schedules for preparation of drawings and submittals with KDOT related to the CCSD3 Force Main Relocation so as to not hinder the highway scheduled bidding and construction.
- Assist with preparation of KDHE permit.
- Provide project updates as required.

Timing and Scheduling

Earles Engineering & Inspection, Inc. can initiate work on the project within two weeks of official notice-to-proceed. The proposal presented herein is oriented toward meeting the CLIENT needs and KDOT schedules.

Fee Proposal

Based on the scope of professional services described above, the overall Lump Sum Fee for the project will be **\$ 36,000.00**.

The CLIENT will be billed on a monthly basis, based on work completed to date.

Meetings

During the course of the project, the CONSULTANT will remain in contact with the CLIENT as necessary to complete the project and as defined above.

Printing

As part of the service contract, 3 sets of the final drawings and associated documents will be provided for review purposes. Additional sets of documents will be supplied as necessary, at CLIENT'S expense.

Final materials to be delivered to the CLIENT at the conclusion of the project will include any maps, drawings, or other items assembled during the course of the project.

Other Considerations

This agreement may be extended through fee negotiation to include any additional services performed by the following reasons at any time in the future:

- When directed by people from your organization to perform services either by verbal or by written instructions, which may or may not relate to the originally performed services, and for which no other specific contractual arrangements between our two organizations exist.
- When subpoenaed by a litigant to make depositions or testify in any matter in which we have performed services for you. These services include preparation and research, travel, court appearances, and waiting at or in court at the request of any party to the proceedings or intended proceedings.

The right is reserved by the CLIENT to terminate this Agreement at any time, upon written notice, in the event that the project is abandoned or indefinitely postponed, or because the services of the firm are unsatisfactory or the firm fails to prosecute work with due diligence; provided, however, that in any such case the firm shall be paid the reasonable value of the services rendered up to the time of termination as mutually agreed.

The CONSULTANT reserves the right to terminate this agreement by written notice for any specific assignment whenever we believe that we cannot effectively serve you,

when we have a conflict of interest, or when we cannot, for other ethical reasons, act on your behalf.

In recognition of the relative risks and benefits of the project to both the CLIENT and the CONSULTANT, the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of the CONSULTANT to the CLIENT for any claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that the total aggregate liability of the CONSULTANT shall not exceed the CONSULTANT'S total fee for services rendered on this project. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

If the terms herein are satisfactory to you, would you please so indicate with the appropriate signature in the space provided at the end of this letter. Please retain one copy for your files and return the other to us.

EARLES ENGINEERING & INSPECTION, INC.

Peter W Earles

Peter W. Earles, P.E.
CEO

Aurelia Patricia Earles

Aurelia Patricia Earles
President

APPROVED BY
CRAWFORD COUNTY, KANSAS

By: _____

Title: _____

Date: _____