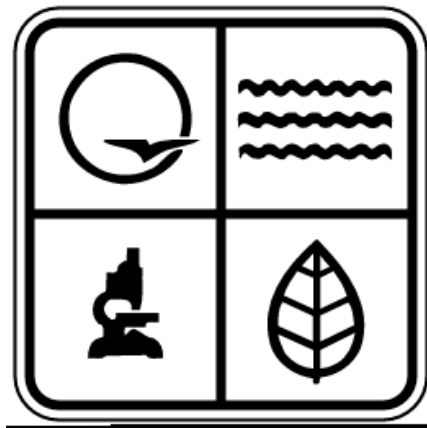


State of Missouri

RECREATIONAL TRAILS PROGRAM

FY2011 INTERPRETIVE/EDUCATIONAL APPLICATION



APPLICATION DEADLINE: POSTMARK BY JUNE 13, 2011

MAIL COMPLETED APPLICATIONS TO:

**MO DEPARTMENT OF NATURAL RESOURCES
DIVISION OF STATE PARKS
GRANTS MANAGEMENT SECTION
ATTN: BONNIE HIGDON
P.O. BOX 176 (or 1659 E. Elm St.)
JEFFERSON CITY, MO 65102-0176**

Recreational Trails Program Information and Application

Recreational Trails Program – Overview and Rules and Regulations

a) What is the Recreational Trails Program?..... 3
 b) Who administers the program?..... 3
 c) How much money is available?..... 3
 d) What projects are eligible?..... 3
 e) How does project funding work?..... 4
 f) How do I obtain Recreational Trails Program project funding?..... 4
 g) Grant Selection Process.....4
 h) Attendance Fees5
 i) Accessibility (Workshop Training)..... 5
 j) Regulatory Documents.....6

Recreational Trails Program Instructions and Application

Instructions7
 2011 Interpretive/Education Application Questions# (1 thru19) 8-14
 Sub-Recipient Informal Form15

Recreational Trails Program Overview and Rules and Regulations

a) **What is the Recreational Trails Program?**

The U.S. Congress first authorized the Recreational Trails Program in the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA). It was reauthorized in 1998 under the Transportation Equity Act for the 21st Century (TEA-21). Congress again authorized the program through the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) in 2005.

The Recreational Trails Program provides funds to the states to develop and maintain recreational trails and trail-related facilities for both non-motorized and motorized recreational trail uses. Examples of trail uses include hiking, bicycling, in-line skating, equestrian use, cross-country skiing, snowmobiling, off-road motorcycling, all-terrain vehicle riding, four-wheel driving, or using other off-road motorized vehicles.

b) **Who administers the program?**

The Recreational Trails Program is a funding assistance program of the U.S. Department of Transportation's Federal Highway Administration (FHWA). Each state receives funds from the FHWA to administer its own program. In Missouri, the Department of Natural Resources is the state administering agency. Each state develops its own procedures to solicit and select projects for funding and has a Recreational Trail Advisory Committee to assist with the program.

c) **How much money is available?**

Half of the national RTP funds are distributed equally among all states, and half are distributed in proportion to the estimated amount of off-road recreational fuel use in each state-fuel used for off-road recreation by snowmobiles, all-terrain vehicles, off-road motorcycles and off-road light trucks. The amount available for grants in Missouri is generally close to \$1 million.

d) **What projects are eligible?**

Recreational Trails Program funds may be used for:

- construction of new trails (with restrictions for new trails on federal lands);
- acquisition of easements or property for trails (must comply with federal land acquisition laws);
- preservation, renovation and/or restoration of existing trails;
- development, renovation and/or restoration of trailside and trailhead facilities and trail linkages;
- purchase and lease of trail construction, renovation and/or restoration equipment;
- production and or presentation of educational programs to promote safety and environmental protection related to trails (limited to 5% of a state's funds).

States must use 30 percent of their funds for motorized trail uses, 30 percent for non-motorized trail uses and 40 percent for diverse trail uses. Diverse motorized projects (such as ATV and motorcycle) or diverse non-motorized projects (such as pedestrian and equestrian) may satisfy two of these categories at the same time.

e) **How does project funding work?**

Recreational Trails Program grants require a match from the sponsor and are payable on a reimbursement basis. A matching grant means the project sponsor shares a certain percentage of the total cost of the project. The minimum allowable match is 20% (see page 13 of the RTP application – reimbursement request). Matching funds can include in-kind contributions and donations. The grant is reimbursed to the project sponsor once the project (or a phase of the project) is completed.

Note for Federal Agency project sponsors: federal funds must not exceed 95% of the total project costs (this includes grant and matching funds). A minimum of 5% of the total project costs must come from non-federal sources. Funds from any other federal programs may be used for the non-federal match if the project also is eligible under the other program.

f) **How do I obtain Recreational Trails Program project funding?**

In order to be considered for a Recreational Trails Program grant in Missouri, eligible project sponsors must fill out and submit nine copies of the FY2011 grant application by the postmark deadline (May 16, 2011). Applications are reviewed by the Missouri Trails Advisory Board, who makes funding recommendations to the Director of the Missouri Department of Natural Resources. Once the Department of Natural Resources' Director approves the projects, they are submitted to the Federal Highway Administration for federal approval. All applicants are notified of the results of the application review process.

Do not start your project before you find out the results. If you start your project before you receive a signed grant agreement, your costs incurred up to that point may not be able to count toward the cost of the project.

- Complete the project application. **Check and double-check your application** before submitting it to our office including any attached required documents or materials to support your application. **Incomplete applications will not be scored and those with errors may or may not be scored depending on the gravity of the errors.**

Grant writing Tips

- Answer the questions completely but succinctly. Don't get too wordy.
- Use a 10 font size. If you need to make your font really small in order to meet the response space constraints, your answer is too long.
- Try to make it as easy as possible for an evaluator to understand your project. This includes labeling attachments and writing clearly and descriptively.

g) **Grant Selection Process**

Upon arrival at the Department of Natural Resources, all project applications are reviewed for eligibility and then are sent to the members of the Missouri Trails Advisory Board. The board members evaluate the project proposals and make funding recommendations to the department. The board's recommendations are forwarded to the Director of the Department of Natural Resources for approval. Once approved at the state level, the applications are sent to the Federal Highway Administration for federal approval. This process, from beginning to end, may take from four to six months. Recipients will be notified by mail when the final determination is made. Sponsors of projects recommended for funding will be asked to provide additional information

regarding the National Environmental Policy Act (NEPA) and the National Historic Preservation Act.

h) Attendance Fees

Nothing in the Recreational Trails Program legislation prohibits project sponsors from charging fees for trail educational projects or the programs and materials derived there from. This issue will be determined on a case-by-case basis between the Department of Natural Resources and the applicant. The income from fees must be used to support the project.

Considerations for charging attendance fees include:

- The educational programs, materials and/or facilities must be available to the public during reasonable hours and locations (and advertised as such), not only to club members or local residents.
- The fee must be “reasonable” as determined by both the applicant and the Department of Natural Resources. A fee should not be so high as to restrict general public access or program participation.
- It may be appropriate for club members to receive a discount, since a portion of their membership dues may be counted toward use of the area or program development and implementation.
- Charging a fee to participate in a program or use a recreation area may eliminate liability protection offered under State Recreational Use Statutes and other laws.

i) Accessibility (Workshop Training)

Trail educational projects must be made accessible to and usable by persons with disabilities where and when possible. Accessibility is to be considered for persons with alternative auxiliary aid or service use such as (wheelchair, braille materials or telecommunication devices for the deaf).

If an element of your educational project involves a site that is not practically possible to be accessible, then a reasonable accommodation should be made in the program to make that site available via slides, video or other experiential means. Otherwise an educational program site’s surfaces must be firm, stable and slip resistant. Not all accessible sites have surfaces made of asphalt or concrete, some other surfaces also meet the requirements. Refer to the Access Board’s ADA Accessibility Guidelines (ADAAG) and to the Final Report from the Regulatory Negotiations Committee on Accessibility Guidelines for Outdoor Recreation Areas, issued September 30, 1999. Both are available on-line at: <http://www.access-board.gov>

j) Regulatory Documents

Below is a list of the federal regulations that pertain to Recreational Trails Program grants.

Code of Federal Regulations (CFR)

- Title 49 CFR Part 18 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- Title 49 CFR Part 19 – Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations
- Title 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs
- Title 23 CFR Part 710 - Right-of-Way and Real Estate
- Title 23 CFR Part 771 – Environmental Impact and Related Procedures

Office of Management and Budget (OMB) Circulars

- Circular A-87 - Cost Principles for State, Local and Indian Tribal Governments
- Circular A-122 – Cost Principles for Nonprofit Organizations
- Circular A-21 – Cost Principles for Educational Institutions

RECREATIONAL TRAILS INTERPRETIVE/EDUCATIONAL GRANT APPLICATION

Instructions:

- Step 1.** Complete the following application by answering each question as fully as you can without exceeding the response space limitations. **Incomplete Applications will not be scored!** Applications must be typewritten – handwritten applications will be returned to the sender.
- Step 2.** Proofread your application! Make sure all the pages are included and all information is correct. Our agency is not responsible for correcting any mistakes made in the application once it has been submitted.
- Step 3.** Submit NINE **duplex** copies of the application to the Grants Management Section office (address below). Application must be postmarked on or before **June 13, 2011**. Applications postmarked after **June 13, 2011** will be returned to the sender. If you are including photos, please include enough for all nine applications or else they will not be used in the evaluation. **You are encouraged to make double-sided copies to conserve paper and space.**

The checklist on the following page lists the supporting documentation required to accompany the application. If you have any questions about the application that are not answered in these materials, please feel free to contact Bonnie Higdon at (573) 751-3442 or bonnie.higdon@dnr.mo.gov

Send applications to: Missouri Department of Natural Resources
Division of State Parks
Grants Management Section
Attn: BONNIE HIGDON
P.O. Box 176 (or 1659 E. Elm St.)
Jefferson City, MO 65102-0176



**MISSOURI DEPARTMENT OF NATURAL RESOURCES
RECREATIONAL TRAILS PROGRAM
FY2011 INTERPRETIVE/EDUCATION APPLICATION**

GENERAL APPLICANT INFORMATION (QUESTIONS 1 THRU 7):

Please complete these questions with accurate information pertaining to the agency organization responsible for incurring costs and completing the project. If the person who prepared the application is different than the project contact person, please list both names. The application preparer will be contacted if there are any questions concerning the application. If the grant is awarded, the contact person will become the primary contact. The contact person is expected to be aware of all rules and regulations of the program, as well as be our primary source for information on the project at any time throughout the life of the project. Your state and federal legislators will be notified of your award. Please provide legislator information that relates to the physical location of the project.

1. _____
NAME OF AGENCY OR ORGANIZATION REQUESTING GRANT FUNDS

ADDRESS CITY STATE ZIP

2. _____
APPLICATION PREPARER PHONE NUMBER

APP PREPARER ADDRESS CITY STATE ZIP

EMAIL ADDRESS FAX NUMBER

3. _____
PROJECT CONTACT PERSON TITLE PHONE NUMBER

PROJECT CONTACT ADDRESS CITY STATE ZIP

EMAIL ADDRESS FAX NUMBER

4. U.S. CONGRESSPERSON _____ District _____

5. STATE REPRESENTATIVE _____ : _____ District _____

6. STATE SENATOR: _____ District _____

7. PROJECT APPLICANT (Check One) Federal State Local Government
 Not-for-profit For Profit Other (Explain) _____

QUESTIONS 8 and 9:

This information is used to track each project. We also use project titles and location information to refer the general public to your area.

8. NAME OF EDUCATIONAL PROJECT: _____

9. WORKSHOP LOCATIONS: _____

OPERATION OF EDUCATIONAL PROGRAMS TO PROMOTE SAFETY AND ENVIRONMENTAL PROTECTION ARE LIMITED TO 5% OF AN APPORTIONMENT OBLIGATED IN A RECREATIONAL TRAILS PROGRAM FISCAL YEAR.

10. TYPE OF PROJECT: (check all that apply)

- Develop & operate trail safety education programs
- Develop & operate trail-related environmental education programs
- Develop & deliver training that promotes safety and environmental protection
- Develop or support publications related to trail planning, design, construction & maintenance
- Provide training on trail accessibility and sustainability
- Produce trail related educational materials, displays, print, video or audio
- Other

11. PROJECT DESCRIPTION **(up to 60 points)**

On attached sheets of paper, address the following eight (8) questions or statements, in the order listed below, and include them with the grant application packet. This section is limited to five double-sided pages. Be specific and concise with your answers. You may use less than five pages; but, ***an application with more than five double-sided pages will be rejected.***

Project Demand

- 1) Summarize your educational/interpretive project and include its proposed life (not to exceed 3 years) and major phases of its life cycle.
- 2) How will this project benefit the general public? Identify how the project meets needs of trail users?
- 3) Describe how the project has received and will continue to receive local, state and national support. Attach a maximum of 3 letters of support.
- 4) Why is the project important and needed?
- 5) List the type of trail users you expect to benefit from this project and tell why you believe so.
- 6) How many trail users will your educational project serve in each year of the project's life?
- 7) Explain how the project aids in the restoration, enhancement, conservation, education and/or preservation of natural resources and/or use of trails.
- 8) Describe any innovative techniques that will be employed during the presentation.

APPLICANT'S BACKGROUND: (Question 12)

Provide a brief description of the sponsor organization. If your organization is a non-profit, please indicate if it is a 501c(3) organization.

The Recreational Trails Program is a reimbursement program, meaning that the project sponsor pays for the project first and then requests grant reimbursement. This question is asking you to provide assurances that your organization can financially complete the project if the grant would be awarded. In order to show that your organization or agency has the funding available for the entire project, please attach an assurance letter from your organization's chief financial officer.

If your organization is relying on other organizations or individuals for donations for the project, you must submit letters from those businesses/individuals stating what materials or services are to be donated and their estimated value (these donations should also be specified on the Project Budget in the application).

Also, this question is asking if your organization can complete the proposed project within a two to three year timeframe once the grant is awarded. Does your organization have the necessary staff to complete the project or will you use a contractor?

12. **PROVIDE SOME BACKGROUND INFORMATION ABOUT YOUR ORGANIZATION.** How long has your organization existed? What is the mission of your organization? Is it a 501(c)(3)? How many staff and/or members are affiliated with the organization? Please denote any experience working with this kind of educational project?
[Response limit = ½ page]

13. **PROJECT ASSURANCES.** Provide assurances that your organization can complete the project within two to three years of being awarded the grant. What funding is available to complete the project? (Note: grant funds are not distributed upfront, they are distributed on a reimbursement basis.) Attach an assurance letter from your organization's financial officer. Also attach letters of "Intent to Donate" as documentation for donations (land, labor, equipment or materials). Be sure to reference your attachments. *[Response limit = ½ page]*

PARTNERSHIPS: (QUESTION 14)

In addition to the federal funding that may be obtained through this grant program, other methods of funding may be found through other federal agencies, state funds, and in the private sector. With a higher level of involvement in the creation of an educational or interpretive project, more funding opportunities become available. Please provide documentation on partnerships, donations or contributions.

Partnerships that form during the project not only can provide funding, but also can support trail education in numerous ways, even making it a safe, active and fun part of the community or region. Many project sponsors take advantage of the services of local businesses, civic clubs and user organizations to conceptualize, develop, sustain, program and market their project. Local organizations can participate in a variety of ways, including donating cash, equipment, materials or services, giving rate reductions or volunteering time to work on the project. Soliciting volunteers to maintain and to create or monitor educational or interpretive activity is another way to get the public involved. Plaques that recognize donations allow individuals to

have a part in the process and fund-raisers that allow groups to “adopt” trail education programs, in whole or part, are popular as well.

Please remember that partners are truly committed to the project in some tangible way, and are not only offering their support. This section also requires that you attach your donors’ and / or partners’ Letter of Commitment.

14. PARTNERSHIPS

[up to 10 points]

Partners may be involved in the planning, development and programmatic facets of the project including but not limited to securing Continuing Educational Units (CEU’s), presentation setup, brochure/pamphlet design, registration and program instruction. Partners may include private citizens, organizations, businesses and/or governmental agencies. Describe the role of any active partners or donors involved with this project. What is their intended contribution? Documentation required. (Attach your partners’ letters of commitment) [Response limit = ½ page]

PROJECT BUDGET AND BUDGET DETAILS: (QUESTION 15)

In the Project Budget, several categories have been set up in which to enter information pertaining to your project. Most project costs will fall into these categories. If you anticipate costs that do not fall into one of these categories, please make sure it is eligible and then place it in an empty row. Keep in mind that any contract or purchase over \$10,000.00 must be formally advertised and sealed bids accepted. You may want to include the cost of formal bid advertisement in the project budget.

Separate the project costs into the specific categories. For example, don’t just say “\$80,000 for interpretation.” State how much is for materials, labor, equipment, etc. If information submitted in a proposal is unclear, the application may not be scored correctly. Funding requests may not exceed the maximum amount of \$100,000.00.

Break down the costs for each category in the appropriate columns according to who will pay for that portion – either the grant, the sponsor (as match), or a third party donation (as match). An example: You are developing an education program and you anticipate the total cost will be \$125,000, materials will cost \$80,000 and labor will cost \$45,000. A local group is donating \$5,000 worth of materials and your organization will provide \$20,000 worth of labor. Regard the following sample budget table for this example:

Budget Items	Grant	Matching Funds		Total Cost
		Applicant	Donation (by 3 rd party)	
Program Materials	\$ 75,000.00		\$5,000.00	\$ 80,000.00
Labor for Presentation	\$ 25,000.00	\$20,000.00		\$ 45,000.00
Totals	\$100,000.00	\$20,000.00	\$5,000.00	\$125,000.00

Grant Request

Match

Total Cost (Grant Request + Match)

In this example, the total project cost is anticipated to be \$125,000.00 and the grant will cover \$100,000.00 (80% of total cost). The match is \$25,000.00 (20% of total cost), with \$20,000.00 covered by the sponsor and \$5,000.00 donated by a third party.

The following table provides examples of the minimum match required at various cost levels.

<u>Maximum Grant Amount (80%)</u>	<u>Minimum Match Amount (20%)</u>	<u>Total Cost</u>
\$ 8,000.00	\$ 2,000.00	\$ 10,000.00
\$ 24,000.00	\$ 6,000.00	\$ 30,000.00
\$ 40,000.00	\$10,000.00	\$ 50,000.00
\$ 80,000.00	\$20,000.00	\$100,000.00
\$ 96,000.00	\$24,000.00	\$120,000.00
\$100,000.00	\$25,000.00	\$125,000.00

(2) Budget Details

Here is where you provide the details about your cost categories. List the materials you plan to use, equipment you propose to purchase, labor details, etc. For example:

Materials

Brochures	X cases @ \$X/case	= \$x.xx
Speaker Rental	X days @ \$X/day	= \$x.xx
Flyer Paper	X reams @ \$X/rm	= \$x.xx
Stamps	\$/per roll	= \$x.xx
Signage	\$/per sign	= \$x.xx

Labor

2 Instructors	X hours @ \$X/hr	= \$x.xx
Vehicle Use	X miles @ \$X/mi	= \$x.xx

Valuing donated labor:

- Use \$8.00/hour for unskilled labor working on the educational project. Request for a higher hourly rate for more skilled volunteers; approval must be received from the Grant Management Section.
- If someone is donating their professional skills (i.e., what they normally do for a living), you can use their normal hourly rate.
- For someone who is providing skilled labor that is not their normal profession, you can use a rate higher than \$8/hour, but less than the going rate for a professional in that area. For purposes of this grant program, skilled labor refers to labor that requires advanced skills like operating such machinery as chainsaws or bulldozers. You can also refer to Custom Rates prepared by University Extension (<http://muextension.missouri.edu/explore/agguides/agecon/g00302.htm>) for comparable rates for some types of labor. Call the Grants Management office at (573)751-0848 if you have any questions concerning what rate to use.

Costs NOT allowed through the program for educational projects include:

- 1) Feasibility Studies – Only actual on-the-ground educational projects are allowed through the program. Feasibility studies, if necessary, must be completed prior to submission of your application.

- 2) Planning and Engineering – Some planning and engineering is allowed, however, the line item cost may not exceed 10% of the total cost of the project as indicated on the Project Budget. It can be used as part of your cost/budget match not more than one year prior to the start of your project agreement.
- 3) Law Enforcement – Educational programs which may be deemed routine law enforcement are not allowable.

15. **COST ESTIMATE** **[2, 6 or 10 points]**

(1) Project Budget

Fill out the budget table on the next page. List the budget items in the left column, as shown below, and determine which items or portions of items will be paid by the grant and how much will be paid by matching funds. Not all items may be applicable to your project, change the item categories as needed. Grant funds can reimburse up to eighty percent of total project cost. (Refer to the reimbursement request points below with the asterisk) Matching funds can come from the applicant's resources or from a third-party donation to the applicant for cash, materials or labor. There is a grant funds reimbursement cap of **\$100,000**.

(Tip: Sum rows across and sum columns down. The total project cost goes in the very bottom right-hand corner of the grid.)

Points are awarded as follows based on the percentage of grant funds requested. Please make your request in whole dollar amounts only.

*** Reimbursement Request Points**

Up to 60%	10 points
61% - 70%	6 points
71% - 80%	2 points

Budget Items	Grant	Matching Funds		Total Cost
		Applicant	Donation (by 3 rd party)	
1. Labor	\$	\$	\$	\$
2. Materials	\$	\$	\$	\$
3. Equipment Purchase	\$	\$	\$	\$
4. Signage	\$	\$	\$	\$
5. Planning (limited to ≤ 10% of grant request)	\$	\$	\$	\$
6. Other	\$	\$	\$	\$
7. Other	\$	\$	\$	\$
Totals	\$ (not to exceed \$100,000)	\$	\$	\$

Total grant amount divided by total project cost = _____ percent of grant match

(2) Budget Details

Provide details for each cost category you list in the project budget. List the materials you plan to use, equipment you propose to purchase, labor details, etc. Include the assumptions used to determine the cost figures (e.g., wage rates, unit costs, etc.).

Please attach not more than one page of detailed budget data.

Did your Organization receive Recreational Trails Program grant last year (Fiscal Year 2010)? (QUESTION 16)

To help distribute the grant funding to a variety of organizations, this question assigns points to organizations that did not receive RTP grant funding the previous year.

16. **Did your organization receive a Recreational Trails Program grant last year (Fiscal Year 2010)?**

Yes _____ [0 points] No _____ [5 points]

Did your Organization participate in a Recreational Trails Grant workshop/webinar this year (Fiscal Year 2011)? (QUESTION 17)

This question assigns five points to those organizations participating in the Recreational Trails Grant Workshops.

17. **Did your organization participate in a Recreational Trails Grant Workshop/Webinar this year in (Fiscal Year 2011)?**

Yes _____ [5 points] No _____ [0 points]

Overall Application Project Merit (QUESTION 18)

Points are awarded to projects that are conceptually sound with applications that are well written, easy to understand, accurate, organized and complete.

18. **OVERALL APPLICATION PROJECT MERIT** [up to 10 points]

Your proposal may be given up to ten additional points based on the reviewer's overall impression of the proposed project and its presentation in the grant application.

Certification of Responsible Person (QUESTION 19)

A responsible official of the sponsor organization must sign, print and date this final section to complete the application. Examples of officials may include but are not limited to a director, president, or manager of an organization or agency or the mayor of a city. This person does not need to be the contact person, but a person who has read the application and understands what will be involved should a grant be awarded. The responsible official would **not** be an independent grantwriter who is not affiliated with the sponsor organization. Any organization that submits false data or a significant lack of required data will be ineligible for scoring by the Missouri Trails Advisory Board.

19. CERTIFICATION OF RESPONSIBLE PERSON:

"I hereby certify that the information contained in the attached application is true and correct to the best of my knowledge. I understand that this application will be rated solely on the basis of the information submitted. The submission of incorrect data or the lack of data submission can result in this application being withdrawn from consideration for funding."

Signature _____ Title _____

Printed Name _____

Date _____

SUB-RECIPIENT INFORMATIONAL FORM
Federal Funding Accountability and Transparency Act 2006

Sub-recipient Name: _____	
Address: _____	
City: _____ State: _____	
Zip + 4: _____ Congressional District: _____	
DUNS #: _____ CCR Expiration Date: _____	
Name of Parent Entity: _____	
Parent Entity DUNS #: _____	
Primary Location of Performance:	
Address: _____	
City: _____ State: _____	
Zip + 4: _____ Congressional District: _____	
Sub-recipients annual gross revenues exceed 80% or more in Federal funding	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sub-recipients annual gross revenues equal or exceed \$25,000,000	<input type="checkbox"/> Yes <input type="checkbox"/> No
Public does not have access to information about the compensation of the senior executive through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a) or section 6104 of the Internal Revenue Code of 1986	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If the answer to all the above was "Yes", provide the five most highly compensated officers' names and compensation for the calendar year in which this sub-agreement is being made. Compensation is defined as the cash and noncash dollar value earned by the executive during the sub-recipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):</p> <p>(1) salary and bonus (2) awards of stock, stock options, and stock appreciation rights (use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with FAS 123R) (3) earnings for services under non-equity incentive plans (this does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees) (4) change in pension value (this is the change in present value of defined benefit and actuarial pension plans) (5) above-market earnings on deferred compensation which are not tax-qualified (6) other compensation (examples: severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property if the aggregate value for the executive exceeds \$10,000)</p>	
Sub-recipient Highly Compensated Officers	Officer's Names
Officer's Compensation	
Comment:	
Prepared by:	
Name: _____	
Title: _____	
Email: _____	
Signature: _____	Date: _____