CITY OF EXCELSIOR SPRINGS – REQUEST FOR PROPOSALS

Professional Consulting Services

AmeriCorps / ServMO Community Capacity Planning Grant

Posted: 11/4/2026

Bid Opening: 12/3/2026

CITY OF EXCELSIOR SPRINGS REQUEST FOR PROPOSALS

AmeriCorps / ServMO Community Capacity Planning Grant

PUBLIC NOTICE

The City of Excelsior Springs, Missouri is seeking a qualified consultant with experience in AmeriCorps Planning and Intermediary Grants to perform a Community Capacity Initiative Assessment for an AmeriCorps Service Program for the City of Excelsior Springs, and to advise regarding application for an operational grant from AmeriCorps. This project is funded with a Planning and Intermediary Grant from AmeriCorps/ServMo under the Department of Higher Education and Workforce Development. Applicants shall provide a complete bid packet and all the necessary attachments in a sealed bid.

Sealed bids for the AmeriCorps/ServMo Community Capacity Initiative Project will be received by the City Manager's Executive Secretary at Excelsior Springs City Hall, 201 E. Broadway, Excelsior Springs, Missouri 64024 until 2:00 p.m., on December 3, 2026, and then publicly opened and read aloud.

Bid and Contract Documents may be obtained at Excelsior Springs City Hall, or on the City of Excelsior Springs' website, www.cityofesmo.com. The City reserves the right to waive any informality or to reject any or all bids.

All questions should be submitted in writing to Laura Mize, Neighborhood Specialist at Neighborhoods@ExcelsiorSprings.gov by 2:00 p.m. on December 3, 2026.

Objective and Purpose

The City of Excelsior Springs, Missouri (City), invites proposals from qualified consultants or consulting teams to lead and complete the planning work associated with its AmeriCorps/ServMO Planning Grant. The consultant will be the primary professional responsible for all planning analyses, stakeholder facilitation, program feasibility assessment, strategic recommendations, and final planning deliverables described in this RFP. City staff will provide project oversight, administrative assistance, and local coordination.

The resulting work should provide a practical, evidence-based assessment of whether and how the City and its partners could establish a sustainable national service initiative. This procurement is for planning services, not for the operation of an AmeriCorps program or a guarantee of future funding.

Submission and Proposal

Sealed bids for the AmeriCorps/ServMo Community Capacity Initiative Project will be received by the City Manager's Executive Secretary at Excelsior Springs City Hall, 201 E. Broadway, Excelsior Springs, Missouri 64024 until 2:00 p.m., on December 3, 2026, and then publicly opened and read aloud.

All questions should be submitted in writing to Laura Mize, Neighborhood Specialist, at Neighborhoods@ExcelsiorSprings.gov.

Project Background

Excelsior Springs is located in Clay and Ray Counties, Missouri. The City seeks to strengthen community partnerships, understand service gaps, assess volunteer infrastructure and organizational readiness, and identify feasible AmeriCorps service opportunities. The consultant should review existing City materials, including the Community Rising Comprehensive Plan, and the approved grant application and work plan provided after selection.

- Assess documented community needs and service gaps.
- Identify and engage existing and potential community partners and host sites.
- Assess volunteer infrastructure and organizational readiness.
- Evaluate potential AmeriCorps member roles, program structure, staffing, costs, risks, and feasibility.
- Develop a five-year community capacity strategy and phased implementation roadmap.
- Develop financial feasibility and sustainability recommendations.
- Deliver a final report, executive summary, presentation, and documentation supporting City grant reporting.

Funding

This project is funded with a grant from the Missouri Department of Higher Education and Workforce Development. The chosen consultant must be able to comply with the requirements of the grant when creating the Community Capacity Initiative plan.

As a recipient of a federal subaward, City of Excelsior Springs is subject to the requirements of 2 CFR 200.1 “Subaward”, 200.101 “Applicability”, and 200.331 “Requirements for pass-through entities.”

The procedures and requirements of the grant are subject to applicable laws and regulations, and any changes made to these laws and regulations. The provisions included as part of the City’s grant agreement shall also be applied by the State to subgrantees and contractors performing work under this program.

The full grant agreement is attached to the RFP in Attachment A.

Scope of Services and Required Deliverables

Task 1 — Initiation and project management

Review approved grant materials and relevant plans; conduct kickoff; establish methodology, roles, work plan, schedule, and monthly status reporting.

Required deliverable: Approved work plan, milestone schedule, monthly progress updates.

Task 2 — Community needs assessment

Analyze available demographic and socioeconomic data, existing plans and service information; gather stakeholder input; prioritize needs and identify where national service could add value.

Required deliverable: Written Community Needs Assessment, methods and source documentation.

Task 3 — Stakeholder engagement and partnerships

Develop partner inventory; conduct interviews and facilitate approximately three to five stakeholder meetings or workshops; assess interest, capacity, and potential host-site arrangements. City assists with introductions and logistics.

Required deliverable: Partner inventory, engagement summary, attendance/meeting documentation, partnership recommendations.

Task 4 — Volunteer infrastructure and readiness

Assess recruitment, onboarding, training, supervision, retention, data/reporting, and organizational capacity; identify gaps and actionable improvements.

Required deliverable: Volunteer Infrastructure and Organizational Readiness Assessment.

Task 5 — AmeriCorps program feasibility

Identify plausible member activities and host sites; assess eligibility and operational considerations against applicable program guidance; evaluate administrative structure, staffing, supervision, training, costs, benefits, and risks.

Required deliverable: AmeriCorps Program Feasibility Assessment with recommended model and preliminary cost scenarios.

Task 6 — Five-year community capacity strategy

Develop prioritized goals, service initiatives, partnership roles, performance measures, phased actions, responsible parties, resource needs, and milestones.

Required deliverable: Five-Year Community Capacity Strategy and Implementation Roadmap.

Task 7 — Financial feasibility and sustainability

Prepare operating and implementation scenarios, potential match/resource needs, funding opportunities, risks, and strategies for long-term continuation.

Required deliverable: Financial Feasibility and Sustainability Plan.

Task 8 — Final reporting and presentation

Consolidate findings; provide draft for City review; revise; present results; provide accessible PDF and editable originals plus supporting data and engagement materials.

Required deliverable: Final comprehensive report, executive summary, presentation, editable files, and supporting grant documentation.

Consultant and City Responsibilities

Consultant: lead and complete the professional planning work; supply qualified staff; coordinate and document engagement; maintain schedule; flag risks promptly; produce complete, accurate, usable deliverables; and provide documentation reasonably needed for grant reporting. The consultant shall not represent that it has authority to bind the City or submit official grant reports without written City authorization.

City: designate a project manager; provide existing documents and reasonably available data; assist with stakeholder introductions, invitations, and meeting logistics; review drafts and provide consolidated feedback; retain responsibility for grant administration, financial oversight, official ServMO submissions, approvals, and final acceptance.

Schedule and Milestones

Proposers shall provide a detailed work plan demonstrating completion within the approved grant performance period. The City targets final deliverables no later than July 9, 2027. Draft final materials should be submitted at least 20 calendar days before final acceptance to allow City review and revision. The selected consultant must verify schedule alignment with the approved grant documents at kickoff.

Milestone	Target
Kickoff and approved work plan	Within 15 calendar days after notice to proceed
Needs assessment and engagement plan	As proposed, early in contract, by January 15, 2027

Partnership and readiness assessments	As proposed, mid-project
Feasibility study	Before drafting final strategy
Draft five-year strategy and sustainability plan	At least 30 days before final deadline
Draft consolidated final report	At least 20 days before final deadline
Final accepted documents and presentation	By July 9, 2027, subject to grant conditions

Proposed Cost, Itemized Budget, and Payment Terms

Each proposer shall independently determine and propose the total cost to complete the full scope of services. Submit a detailed project budget showing proposed costs by task and deliverable, personnel classification, estimated hours and hourly rates, subcontractor fees (if any), travel, materials, other direct expenses, and any indirect or administrative costs. Identify all assumptions and exclusions, and show a clear grand total inclusive of all costs. Proposers shall also submit a proposed deliverable-based payment schedule showing the amount payable upon City acceptance of each milestone. Any final contract price and payment schedule will be negotiated and documented in the professional services agreement.

Minimum Qualifications

The City seeks relevant experience in community needs assessments, municipal/nonprofit strategic planning, national service or volunteer program design, stakeholder engagement, organizational capacity assessment, program evaluation, and grant-funded projects. Familiarity with AmeriCorps/ServMO is preferred.

Selection Criteria

The primary criteria for selection shall be price and qualifications. However, the City shall also consider other factors such as estimated time of completion, experience, and other characteristics of or facts about the contractor that the City determines is relevant. All submissions shall be reviewed by City staff, which will recommend a submission to the City Council for consideration.

The City reserves the right to award the contract by sections, to accept or reject any and all bids, to waive any technicalities or irregularities therein, to negotiate further with the selected bidder, to determine in its sole discretion the lowest and best bidder, and to award the contract on such basis. Any bid may be withdrawn at the request of the bidder for return of the bid packet submitted by filing a written request with the Executive Secretary prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within 90 days after the actual date of the opening thereof without forfeiture of the Bid Security, if applicable.

If the City rejects all Bids, the City may: (1) re-advertise or re-solicit Bids following the City's normal bidding procedure; or (2) use an expedited Bid submission schedule when the City determines that the delay would not be in the best interest of the project or the City.

Contract

The contract used by the City of Excelsior Springs is included in Attachment B of this RFP document.

Signature Page

I, the undersigned, hereby certify that this bid was submitted in good faith and that the information above reflects a true and accurate estimate of the cost of the work to be performed.

Signature _____Date _____

Name _____ Title _____

Firm _____ Phone _____

Address _____ Federal ID _____

Reference #1 (Name, Phone,
Email):_____

_____

Reference #2:_____

_____

Reference #3:_____

_____

ATTACHMENT A

SERVmo

AMERICORPS IN MISSOURI

2026-2027 SUBGRANTEE AGREEMENT – PLANNING GRANT

State of Missouri
Department of Economic Development
Missouri Community Service Commission dba ServMO

This Grant Agreement is made by and between the Missouri Department of Economic Development, Missouri Community Service Commission ("COMMISSION") and **City of Excelsior Springs**("SUBGRANTEE") (collectively, the "PARTIES"). The Corporation for National and Community Service, which operates under the name "AmeriCorps" ("CORPORATION"), awards funds for the grant described in this Grant Agreement. The purpose of this award is to assist the SUBGRANTEE in carrying out a National Service program as authorized by the National and Community Service Trust Act of 1993, as amended (*see* 42 U.S.C. §§ 12511 *et seq.*).

I. General Guidelines

This award is subject to the uniform administrative requirements, cost principles, and audit requirements for federal awards located at 2 CFR Part 200 and the CORPORATION's implementing regulations at 2 CFR Part 2205. The SUBGRANTEE agrees to comply with all other applicable statutes, executive orders, regulations, and policies governing the award including, but not limited to, the FY 2026 General Grant and Cooperative Agreement Terms and Conditions and the 2026 Terms and Conditions for AmeriCorps State and National Grants (collectively the "CNCS Terms and Conditions"), the grant assurances and certifications, and the COMMISSION's policies and procedures. The CNCS Terms and Conditions are attached to this Grant Agreement and incorporated herein.[1]

Any inconsistencies in the Grant Agreement shall be resolved by giving precedence in the following order: (a) applicable federal statutes, (b) applicable federal regulations, (c) Notice of Grant Award and Signature Page, (d) CORPORATION program specific terms and conditions, (e) CORPORATION general terms and conditions, (f) the Notice of Funding Opportunity, (g) COMMISSION–specific policies, and (h) the approved grant application including all assurances, certifications, and attachments.

[1] The AmeriCorps Terms and Conditions also are available as follows:

- FY 2026 General Grant and Cooperative Agreement Terms and Conditions: AmeriCorps General Grant and Cooperative Agreement Terms and Conditions
- FY 2026 Terms and Conditions for AmeriCorps State and National Grants: 2026 Terms and Conditions for AmeriCorps State and National Grants

II. Project and Budget Period

The project and budget period of the Grant Agreement will be from **August 15, 2026** to **July 31, 2027** or until the last Member is exited, whichever comes first. The SUBGRANTEE may not spend grant funds prior or subsequent to the specified project and budget period.

This Grant Agreement covers a one-year grant period. The SUBGRANTEE may choose to submit an operational application to be consider for 2027-2028 funding, but it not required. Approval of future funding shall be contingent upon fiscal and programmatic compliance, satisfactory performance, satisfactory execution of special conditions outlined in this Grant Agreement, submission of the appropriate grant application, and the availability of funds.

III. Subgrant Award

Subject to all terms and conditions of this Subgrantee Agreement, the COMMISSION agrees to award a maximum of **$100,000** to the SUBGRANTEE (the "Grant" or the "award").

IV. Use of Funds

The purpose of the Grant is to research and develop an AmeriCorps program that utilizes evidence-based or evidence-informed interventions to strengthen communities. No AmeriCorps members will be enrolled as part of this grant award. Funds shall only be expended for this purpose and as set forth in the SUBGRANTEE's approved grant application; executive summary included below:

The City of Excelsior Springs seeks to utilize the ServMO Planning & Intermediary Grant to develop a comprehensive Community Capacity Initiative that strengthens collaboration among local government, nonprofit organizations, educational institutions, businesses, and volunteers. This one-year planning process will assess community needs, identify service gaps, and develop a sustainable five-year strategy for expanding community capacity through coordinated partnerships and volunteer engagement.

V. SUBGRANTEE Match for the Grant Award

The Grant is not intended to fully cover all program operating costs. The SUBGRANTEE must provide a budget required match of **24%** of the Grant. The SUBGRANTEE may provide its share of program operating costs in cash or in-kind, and may use non-CORPORATION federal funds as SUBGRANTEE's match if permitted by the rules governing those federal funds. All financial support for the AmeriCorps program must be accounted for and documented by the SUBGRANTEE.

VI. SUBGRANTEE Responsibilities Under Award Administration

Accountability of the Grant Recipient: The SUBGRANTEE has full fiscal and programmatic responsibility for managing all aspects of the award and award-supported activities, subject to the oversight of the COMMISSION. The SUBGRANTEE is accountable to the COMMISSION for expending the Grant in a judicious and reasonable manner, and the SUBGRANTEE must accurately record the service activities and outcomes achieved under the awards outlined by the grant application. Although the SUBGRANTEE is encouraged to seek the advice and opinion of the COMMISSION for special problems as they arise, such advice does not diminish the SUBGRANTEE's responsibility for making sound judgments and does not shift the responsibility for operating decisions to the COMMISSION.

Assignments and Subcontracts: The SUBGRANTEE agrees not to assign responsibility of this Grant Agreement to another party or to subcontract any portion of the service activities or work contemplated under this Grant Agreement without prior written approval of the COMMISSION. If assignments or subcontracts are approved, the SUBGRANTEE must have and implement a plan for oversight and monitoring that complies with 2 CFR §200.331 to ensure that each sub-recipient and/or service site has agreed to comply, and is complying, with the award requirements, including the General Guidelines in Section I of this Grant Agreement. The COMMISSION, regardless of any previous approvals, is not obligated for any amounts greater than the Grant Award in Section III of this Grant Agreement.

Notice to the Commission: The SUBGRANTEE will notify the COMMISSION immediately of any anticipated or actual: developments or delays that have a significant impact on funded activities; significant problems relating to the administrative or financial aspects of the award; or misconduct or malfeasance, or suspected misconduct or malfeasance, related to the award or SUBGRANTEE. The SUBGRANTEE will inform the COMMISSION about the corrective action taken or contemplated by the SUBGRANTEE and any assistance needed to resolve the situation.

VII. Financial Management Standards

General: The SUBGRANTEE must maintain financial management systems that comply with 2 CFR §200.302(b). The SUBGRANTEE's financial management systems must be capable of distinguishing expenditures attributable to this award from expenditures not attributable to this award. The systems must be able to identify costs by program year and by budget category, and to differentiate between direct and indirect costs. For all SUBGRANTEE's financial management requirements and responsibilities, refer to Subparts D and E of 2 CFR Part 200.

Allowability of Costs: To be allowable under an award, costs must meet the criteria of 2 CFR §200.403, which provides that costs must be necessary and reasonable for the performance of the award; must conform to limitations in the award or 2 CFR Part 200 as to types or amounts of cost items; must be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the SUBGRANTEE; must be adequately documented; and must not be included as a cost or used to meet cost share or matching requirements of any other federally-financed program. Furthermore, the costs must be accorded consistent treatment in like circumstances as either direct or indirect costs in order to avoid double-charging of federal awards (see 2 CFR §200.403(d) and §200.412).

Audits: If the SUBGRANTEE expends $1,000,000 or more in total federal awards in a fiscal year, it shall have a single or program-specific audit conducted for that year in accordance with the Single Audit Act, as amended, 31 U.S.C. §§7501–7506, and 2 CFR Part 200, Subpart F. If the SUBGRANTEE expends federal awards under only one federal program, it may elect to have a program-specific audit, if it is otherwise eligible. If the SUBGRANTEE does not expend $1,000,000 in federal awards in a fiscal year, it is exempt from the single audit requirements for that year. However, the SUBGRANTEE must continue to conduct financial management reviews, and its records must be available for review and audit. The SUBGRANTEE must forward copies of all audit reports, including management letters, to the COMMISSION. Audit reports must be made available to the COMMISSION upon request. The COMMISSION may terminate or modify the award in response to the SUBGRANTEE's failure to comply with the applicable audit requirements. The COMMISSION may, in its sole discretion, determine whether the SUBGRANTEE is in compliance with the terms of this Grant Agreement.

If the SUBGRANTEE does not comply with the applicable audit requirements, the COMMISSION may disallow costs that have been charged to the Grant. If the CORPORATION or the COMMISSION finds that the SUBGRANTEE's financial management system is seriously inadequate, the COMMISSION or the CORPORATION may take the following actions relating to the Grant: stop making payments, suspend funds, terminate the Grant, or recover funds, pursuant to 2 CFR §§200.338–.339 and 45 CFR §2540.400.

Budget Revisions: The SUBGRANTEE must notify the COMMISSION in advance and in writing to obtain written COMMISSION approval for any revisions to the SUBGRANTEE's budget over 5% of the total grant award including match. The COMMISSION reserves the right to disallow any proposed revisions.

VIII. Program Name

It is strongly recommended that the SUBGRANTEE include the word "AmeriCorps" in its official program name. If the word "AmeriCorps" is not in the official program name, the SUBGRANTEE must identify as an AmeriCorps program as described in Section IX of this Grant Agreement. The SUBGRANTEE may not change the program name stated in its grant application without the prior written approval of the COMMISSION.

IX. Commitment to AmeriCorps Identification

The SUBGRANTEE must identify the program as an AmeriCorps program. The SUBGRANTEE must use the AmeriCorps name and prominently display the AmeriCorps logo on public materials such as stationery, application forms, recruitment materials, online position postings or other recruitment materials, orientation materials, Member curricula, signs/banners, websites, social media, press releases, and publications related to the SUBGRANTEE's AmeriCorps program. To publicize the relationship between the program and AmeriCorps, the SUBGRANTEE shall describe its program as "an AmeriCorps program."

Publications created by volunteers or SUBGRANTEE staff must be consistent with the purpose of the award. The SUBGRANTEE is responsible for ensuring that the following acknowledgement and disclaimer appears in any external report or publication of material based upon services supported by this award:

"This material is based upon work supported by AmeriCorps and the Missouri Community Service Commission under Grant No. **26AFEMO001**. *Opinions or points of view expressed in this document are those of the authors and do not necessarily reflect the official position of, or a position that is endorsed by, AmeriCorps or the Commission."*

The SUBGRANTEE may not alter the AmeriCorps logo and must obtain written permission from the CORPORATION before using the AmeriCorps name and logo on materials that will be sold or before permitting donors to use the AmeriCorps name or logo in promotional materials. The SUBGRANTEE may not use or display the AmeriCorps name or logo in connection with any activity prohibited by statute, regulation, CORPORATION Terms and Conditions, or program-specific terms and conditions.

Branding of any type of public facing which includes websites, Facebook, Instagram, Twitter, and any social media outlets must include the ServMO and AmeriCorps logos as funding partners. It must also state that their AmeriCorps programming is funded in part by the COMMISSION and the CORPORATION.

X. Taxes and Insurance

Liability Insurance Coverage

The SUBGRANTEE is responsible for ensuring adequate general liability coverage for the organization, employees, and AmeriCorps Members, including coverage of AmeriCorps Members engaged in on- and off-site project activities.

XI. Reasonable Accommodation for People with Disabilities

Programs and activities must be accessible to persons with disabilities, and the SUBGRANTEE must provide reasonable accommodation to the known mental or physical disabilities of otherwise qualified Members, service recipients, applicants, and staff. All selections and project assignments must be made without regard to the need to provide reasonable accommodation.

XII. Reporting Requirements

The SUBGRANTEE shall submit all reports required by the COMMISSION in a timely manner. Current reports and their due dates are as follows.

Performance Measures Progress Reports are due as follows, unless otherwise noted in the special conditions section:

- Mid-program Year (August – December) – due January 15th
- End of Program Year (January – July) – due August 15th
- Extension Report, as needed (if program extends past July, this report is due within fifteen days of the end of the program year).

Periodic Expense Reports (PERs) are due monthly as follows:

- By the 15th day of the month following the month in which expenses are incurred (e.g., September expenses are due by October 15).
- PERs are used as the basis for reimbursement requests.
- The SUBGRANTEE is required to submit supporting documentation as requested for grant-related expenditures. Expenses shown in the SUBGRANTEE's general ledgers and payroll registers must match what is reported on the PER. The SUBGRANTEE's financial management system must adhere to the requirements outlined in Section VII of this Grant Agreement.
- The COMMISSION may deny reimbursement requests that are not received by the deadline set forth herein and reserves the right to immediately terminate this Grant Agreement if the SUBGRANTEE's request for reimbursement is more than two months delinquent.

The COMMISSION may notify the SUBGRANTEE at the beginning or during the program year of any revisions or additions to deadlines and/or reporting requirements. The SUBGRANTEE agrees to provide other reports as requested by the COMMISSION.

The COMMISSION may cease all disbursal of grant funds if the SUBGRANTEE is more than two weeks delinquent with a programmatic or financial report. Consistent tardiness in reporting will be a consideration by the COMMISSION in determining the SUBGRANTEE's future requests for funding. In the event of continued or unreasonable tardiness or inaccuracy, the COMMISSION may suspend and/or terminate the grant award as outlined in federal regulations.

XIII. Program-specific Trainings and Meetings

The SUBGRANTEE's Program Directors are required to attend regularly scheduled Program Directors trainings and meetings sponsored by the COMMISSION. Additionally, the SUBGRANTEE's designated fiscal officer is required to attend the Financial Management trainings sponsored by the COMMISSION. In cases (when applicable) SUBGRANTEE staff cannot attend due to other priorities, SUBGRANTEE staff is expected to notify the COMMISSION in writing as soon as SUBGRANTEE staff becomes aware of the impending absence. It is required that an alternate staff member who is involved in the day-to-day AmeriCorps operations attend in the primary staff member's absence. In the event of continued or unreasonable absences, the COMMISSION may suspend and/or terminate this Grant Agreement.

XIV. Close Out Procedures & Monitoring

Closeout is the process by which grantees complete all necessary financial, program, and administrative actions required under this grant. The SUBGRANTEE is required to complete the requirements of 2 CFR § 200.344 to ensure the proper closeout of their federal grant awards.

Commission Oversight and Monitoring

The SUBGRANTEE has full fiscal and programmatic responsibility related to the AmeriCorps program, but the COMMISSION has overall responsibility to ensure the program is operating in accordance to applicable federal and state rules and regulations. In order to fulfill this responsibility, the COMMISSION conducts regular desk monitoring to review and assess financial and Member timekeeping compliance. The COMMISSION also conducts regular site visits to review and evaluate SUBGRANTEE records, accomplishments, organizational procedures and financial control systems, to conduct interviews, and to provide technical assistance as necessary. Site visits may also include follow-up on previously noted compliance or continuous improvement issues.

If compliance issues are identified during oversight and monitoring activities, the SUBGRANTEE will rectify all compliance issues within a time period specified by the COMMISSION. The SUBGRANTEE must provide a written response on its letterhead to the COMMISSION to document the resolution of issues. Written documentation must include a description of how all noted deficiencies were corrected or an acceptable corrective action plan (including a justification and timeline for compliance) for any unresolved deficiencies.

Consistent instances of noncompliance and/or significant noncompliance findings will be a consideration by the COMMISSION in determining the SUBGRANTEE's future requests for funding. In the event of continued or unreasonable noncompliance with the terms and conditions of this grant award, the COMMISSION may suspend and/or terminate the grant award as outlined in federal regulations.

XV. Breaches of Protected Personally Identifiable Information (PPII)

The SUBGRANTEE needs to be prepared for potential breaches of Protected Personally Identifiable Information ("PPII"). The U.S. Office of Management and Budget defines PPII as any information about an individual, including but not limited to, education, financial transactions, medical history, and criminal or employment history, and information which can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including any other personal information which is linked or linkable to an individual. The SUBGRANTEE must ensure that it has procedures in place to protect against, prepare for,

and respond to breaches of PPII, and notify the CORPORATION and COMMISSION in the event of a breach.

If the program or project supported under this award creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of PPII within the scope of the grant award or uses or operates a federal information system, the SUBGRANTEE must establish procedures to prepare for and respond to a potential breach of PPII, including notice of a breach of PPII to the CORPORATION. A program that experiences a breach should immediately notify the COMMISSION (which will notify the designated CORPORATION Program Officer), the CORPORATION's Office of Information Technology, and the CORPORATION Office of Inspector General.

If the program or project supported under this award creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of PPII within the scope of the Grant or uses or operates a federal information system, the SUBGRANTEE must establish procedures to prepare for and respond to a potential breach of PPII, including notice of a breach of PPII to the CORPORATION. A program that experiences a breach should immediately notify the COMMISSION (which will notify the designated CORPORATION Program Officer), the CORPORATION's Office of Information Technology, and the CORPORATION Office of Inspector General.

XVI. Records Retention Policy

The SUBGRANTEE shall maintain at its principal office or place of business all fiscal and programmatic records, including background checks, for a period of three years or more from the date of submission of the appropriate final financial status report for the grant. If an audit or other review is in progress prior to the expiration of the three-year period, the records must be retained until the audit or review findings involving the records have been resolved and final action taken as required by 2 CFR § 200.333.

XVII. Standard Terms and Conditions

Subgrantee Status

SUBGRANTEE and its employees are not employees of the COMMISSION or the State, and shall not represent themselves to be employees of the COMMISSION or the State.

Obligations of Subgrantee not Obligations of the State

SUBGRANTEE hereby agrees that any obligations entered into by SUBGRANTEE or its agents in performing this Agreement, including but not limited to a subaward, contract, subcontract, or material or service order, shall not be an obligation of the COMMISSION or

the State, and neither the COMMISSION nor the State will be responsible for fulfillment of SUBGRANTEE's obligations.

Amendments

This Agreement may be amended, supplemented, reduced, or superseded only by a writing executed by the PARTIES.

Governing Law

The validity, interpretation, construction and performance of this Agreement shall be governed by the laws of the State of Missouri.

Consent to Jurisdiction

Any legal action or proceeding with respect to this Agreement shall be brought in the courts of the State of Missouri in Cole County, Missouri, and by signing and delivering this Agreement to the COMMISSION, SUBGRANTEE hereby voluntarily and irrevocably accepts, generally and unconditionally, to the personal jurisdiction of the aforesaid courts.

Binding Effect

This Agreement shall be binding upon and inure to the benefit of the PARTIES and their respective authorized successors and assigns.

No Third-Party Beneficiaries

This Agreement does not contemplate any third-party beneficiaries, nor shall it be construed to create any legal right nor authorize a cause of action by any person who is not a PARTY.

Severability

If any provision of this Agreement is found to be invalid or unenforceable, the validity and enforceability of the remaining provisions shall not be affected.

Legal Capacity

The signatories to this Agreement on behalf of the PARTIES represent that they have full capacity and authorization to sign this Agreement and bind their respective PARTY.

Electronic Documents

Any document generated by the PARTIES with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither PARTY will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

XVIII. Certification

This Agreement constitutes the entire understanding between the PARTIES with respect to the subject matter of this Agreement and supersedes all other agreements, whether written or oral, between the PARTIES.

SERVmo

AMERICORPS IN MISSOURI

2026-2027 SUBGRANTEE AGREEMENT SIGNATURE PAGE

Melinda g Mehaffy — 8/7/2026

Signature of Authorized Representative of Subgrantee — Date

Melinda J. Mehaffy

Printed Name

City Manager

Title

City of Excelsior Springs, Missouri

Subgrantee Legal Name

Address: 201 E Broadway
Excelsior Springs, MO 64024

Phone: 816.630.0752

E-Mail: mmehaffy@excelsiorsprings.gov

Federal Award ID / Grant Number: 26AFEMO001

Date of Federal Award: 8/6/26

BSC — 8/14/26

Brittany Crabtree — Date

ServMO Executive Director

Missouri Community Service Commission dba ServMO

Missouri Department of Economic Development, State of Missouri

SERVmo

AMERICORPS IN MISSOURI

Missouri Community Service Commission dba ServMO

E-Verify Affidavit

I certify the following:

1. I am at least 18 years old.
2. I have authority to make the representations in this statement on behalf of the subgrantee named below ("Subgrantee").
3. Subgrantee understands that the receipt of funds from the State is covered by § 285.530 of the Revised Statutes of Missouri ("RSMo"), which requires, as a condition for the award of any grant in excess of $5,000 by DED to a business subgrantee (as defined in § 285.525(1) RSMo), that the subgrantee provide a sworn affidavit regarding employment of unauthorized aliens (§ 285.525(10) RSMo) and participation in a federal work authorization program (§ 285.525(6) RSMo), which currently is the E-Verify program.
4. Subgrantee does not and will not knowingly employ an unauthorized alien in connection with the grant, and activities conducted under it, for the duration of the grant.
5. Subgrantee is enrolled in and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment who are proposed to work in connection with activities to be conducted under the project for which the grant was made, for the duration of the project.
6. Subgrantee is providing a copy of its E-Verify Memorandum of Understanding with the U.S. Department of Homeland Security as an attachment to this Affidavit.

Melinda J Mehaffy
Signature of Authorized Representative of Subgrantee

Melinda J. Mehaffy
Type or Legibly Print Name of Authorized Representative of Subgrantee

City Manager
Type or Legibly Print Title of Authorized Representative of Subgrantee

City of Excelsior Springs
Type or Legibly Print Subgrantee's Name

State of Missouri)
) ss.
County (or City) of Ray)

On this 7th day of August, 2026, before me, the undersigned notary public, personally appeared Melinda Mehaffy [Name of Subgrantee's Authorized Representative], City Manager [Authorized Representative's Title or Office] of City of Excelsior Springs [Name Of Subgrantee], proved to me through identification documents or personally known to me to be the person who signed this document in my presence, and acknowledged to me that such person signed it voluntarily for its stated purpose on behalf of the subgrantee.

VIRGINIA KER... My Commission Expires 01-27-2030 NOTARY SEAL Ray County Commission # 14572107 NOTARY PUBLIC - STATE OF MISSOURI

Notary Public

ATTACHMENT B

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is between _____ (the "Consultant") and the City of Excelsior Springs, Missouri (the "City"), effective as of the date last signed by the parties.

WHEREAS, the City desires to engage the Consultant to provide services to the City as described herein.

NOW, THEREFORE, in consideration of the promises and mutual covenants between the parties and for other good and valuable consideration the receipt of which is acknowledged by the parties, they agree as follows.

1. **Term of Agreement**. This Agreement shall commence on the Effective Date and shall remain in effect until terminated by either party upon thirty (30) days' prior written notice. In the event of termination, the City shall pay the Consultant for all services performed and costs incurred through the effective date of termination.

2. **Scope of Services**.

    a. *General*. The Consultant shall provide the Project Services described in Exhibit A. The Consultant is solely responsible for payment of wages, salaries, fringe benefits and other compensation of, or claimed by, the Consultant's personnel in the performance of the Project Services, including, without limitation, contributions to any employee benefit plans and all payroll taxes.

    b. *Time of Performance of Services*. The Consultant shall perform the Project Services diligently, consistent with the orderly progress of the work. If no schedule is set forth, services shall be completed within a reasonable time. If a schedule is established and the City requests changes to the scope or character of the Project Services, the schedule shall be adjusted equitably.

    c. *Third Party Information*. The Consultant is not responsible, and liability is waived by City as against the Consultant, for use by City or any other person of any data, reports, plans or other deliverables not prepared by the Consultant.

    d. *Delay*. The Consultant shall perform the Project Services in accordance with the agreed schedule or, if none is established, within a reasonable time. Consultant shall promptly notify the City in writing upon becoming aware of any event or circumstance that may delay performance. Consultant shall not be liable for delays caused by events beyond its reasonable control, including strikes, lockouts, accidents, acts of God, labor shortages, or delays caused by the City, its agents, or other contractors. In such cases, the time for performance shall be equitably extended, provided that Consultant has given timely written notice to the City.

3. **Compensation and Invoices**. The City agrees to compensate the Consultant in accordance with the Compensation Schedule contained in Exhibit B. The City will pay all proper invoices within thirty (30) days of receipt. All invoices should contain a narrative entry sufficient to describe the work or task performed and an indication of the person and job classification who performed the work.

4. **The City's Responsibilities**. The City shall give prompt notice to the Consultant of any matters of which the City becomes aware that may affect the Project Services of the Consultant. The City shall cooperate with the Consultant in performing the Project Services by making available at reasonable times and places relevant City documents and pertinent City officers and employees to advise, assist, consult and direct the Consultant.

5. **Insurance**. Consultant shall file (by the Effective Date) with the City evidence of liability insurance that is consistent with the amounts set forth below.

    a. A policy of insurance for Commercial General Liability Coverage and Automobile Liability Coverage shall be provided in the aggregate amount of not less than $2,000,000 for all claims arising out of a single accident or occurrence and $1,000,000 for any one person in a single accident of occurrence. The City shall be listed as an additional insured. The policy shall not be cancelled, or materially modified so as to be out of compliance with the requirements of this section, or not renewed without thirty (30) days advance written notice of such event being given to the City.

    b. The Consultant shall obtain and maintain Professional Liability (Errors and Omissions) Insurance covering claims arising out of the performance of professional services under this Agreement, with limits of not less than Thirty-thousand Dollars ($30,000) in the aggregate. Such coverage shall be maintained in full force and effect during the term of this Agreement and for a period of not less than two (2) years following its termination. Consultant shall provide the City with a certificate of insurance evidencing such coverage prior to the Effective Date.

6. **Consultant Employees**. Pursuant to RSMo 285.530(1), by its sworn affidavit in substantially the form attached hereto, Consultant hereby affirms its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Furthermore, Consultant affirms that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

7. **Relationship of Parties**. It is the intent of the parties that the Consultant shall be an independent contractor in its capacity hereunder. Nothing herein shall be construed to create an employer-employee relationship. All services performed pursuant to this Agreement shall be performed by the Consultant as an independent contractor. The

Consultant shall not have the power to bind or obligate the City except as set forth in this Agreement or as otherwise approved by the City in writing.

8. **Notices**. All notices, requests, consents, claims, demands, waivers and other communications hereunder shall be in writing and shall be deemed to have been given (a) when delivered by hand (with written confirmation of receipt); (b) when received by the addressee if sent by a nationally recognized overnight courier (receipt requested); (c) on the date sent by facsimile or e-mail of a PDF document (with confirmation of transmission) if sent during normal business hours of the recipient, and on the next Business Day if sent after normal business hours of the recipient; or (d) on the third day after the date mailed, by certified or registered mail (in each case, return receipt requested, postage pre-paid). Such communications must be sent to the respective parties at the following addresses (or at such other address for a party as shall be specified in a notice given in accordance with this Section):

City of Excelsior Springs, Missouri Attn: City Manager 201 East Broadway Excelsior Springs, Missouri 64024 mbrown@excelsiorsprings.gov	_____ _____ _____ _____ _____

Nothing contained in this section shall be construed to restrict the transmission of routine communications between representatives of the City and the Consultant.

9. **Disputes**. In the event of a dispute between the City and the Consultant arising out of or related to this Agreement, the aggrieved party shall notify the other parties of the dispute within a reasonable time after such dispute arises in an effort to resolve the dispute by direct negotiation or mediation. During the pending of any dispute, the parties shall continue diligently to fulfill their respective obligations hereunder.

10. **Waiver**. A waiver by any party of any breach of this Agreement by any other party shall only be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach or the same kind of breach on another occasion.

11. **Severability**. The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any invalid, illegal or unenforceable provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if it did not contain the particular portion or provision held to be invalid, illegal or unenforceable. The parties further agree to amend this Agreement to replace any stricken provision with a valid, legal and enforceable provision that comes as

close as possible to the intent of the stricken provision. The provisions of this Section shall not prevent this entire Agreement from being invalidated should a provision which is of the essence of this Agreement be determined to be invalid, illegal or unenforceable.

12. **Entire Agreement; Governing Law**. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements and negotiations with respect thereto. This Agreement may be amended only by a written instrument signed by all parties. This Agreement shall be governed by the laws of the State of Missouri. In the event this Agreement is litigated, venue shall be proper only in the Circuit Court of Clay County, Missouri.

13. **Assignment**. Neither the City nor the Consultant shall assign any rights or duties under this Agreement without the prior written consent of the other party, which consent may be granted or withheld in such other party's absolute discretion. Nothing contained in this Section shall prevent the Consultant from engaging independent consultants, associates, and subcontractors to assist in performance of the Project Services subject to prior approval by the City.

14. **No Third-Party Rights**. The provisions of this Agreement shall not be deemed to create any third-party benefit hereunder for any member of the public or to authorize any one, not a party hereto, to maintain suit pursuant to the terms of this Agreement.

15. **Counterparts**. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Signatures delivered by facsimile, email (PDF), or other electronic means shall be deemed to be original signatures for all purposes.

16. **Good Faith Efforts and Cooperation**. The parties agree to use good faith efforts in a professional manner in the performance of their services and covenants in this Agreement and to cooperate at all times and coordinate their activities as necessary during the Term of this Agreement to assist in performance of the Project Services and to ensure performance of the Project Services in an efficient and timely manner.

17. **Authority**. Each party represents to the other parties that it has the power and authority to enter into this Agreement and that the person(s) executing it on its behalf has the power to do so and to bind it to the terms of this Agreement. The City represents that it has taken all action necessary or appropriate to authorize the City to execute, deliver and perform this Agreement and to cause it to be binding upon the City. The Consultant represents that it has taken all action necessary or appropriate to authorize it to execute, deliver and perform this Agreement and to cause it to be binding upon the Consultant.

18. **Covenant Against Contingent Fees**. The Consultant warrants that the Consultant has not employed or retained any company or person, other than a bona fide employee working for the Consultant, to solicit or secure this Agreement, and that Consultant has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or

resulting from the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right to annul this Agreement without liability or, at its discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

19. **Ownership of Documents**. Payment by City to Consultant as provided herein shall vest in City title to all studies, analyses, reports, models, and other deliverables ("Documents") produced by Consultant exclusively for the Project Services performed pursuant to this Agreement up to the time of such payments, and the right to use the same without other or further compensation, provided that any use for another purpose shall be without liability to the Consultant. Consultant will provide the City with the Documents within five (5) business days of receiving a request by City for the same, subject to reasonable reproduction costs but not search time costs.

20. **Compliance with Laws**. Consultant shall comply with all federal, state, and local laws, ordinances, and regulations applicable to the Project Services. Consultant shall secure all licenses, permits, etc. from public and private sources necessary for the fulfillment of its obligations under this Agreement.

21. **Consultant's Endorsement**. Consultant shall sign or certify reports, analyses, or other deliverables it furnishes, where customary or legally required.

22. **Inspection of Documents**. Consultant shall maintain all records pertaining to the Project Services for inspection, upon reasonable advance notice and during normal business hours at Consultant's place of business, by a City representative during the contract period and for five (5) years from the date of final payment for each individual project performed pursuant to this Agreement.

23. **Indemnification and Hold Harmless**. The Consultant shall indemnify, defend, and hold harmless the City and its officers, agents, employees, elected or appointed officials, and attorneys, in both their official and individual capacities, from and against any and all claims, demands, actions, liabilities, judgments, damages, losses, and expenses (including reasonable attorneys' fees and costs of defense) arising out of or resulting from the negligent acts, errors, omissions, or willful misconduct of the Consultant, its employees, agents, or subcontractors in the performance of this Agreement or any amendment hereto. This obligation shall not extend to any liability caused by the negligence or willful misconduct of the City or its officers, agents, or employees.

24. **Professional Responsibility**. The Consultant shall exercise reasonable skill, care, and diligence in the performance of its services in accordance with generally accepted professional practices in its field. If the Consultant fails to meet this standard, the Consultant shall, at its expense and without additional cost to the City, promptly re-perform or correct its services as necessary to remedy any errors, omissions, or deficiencies caused by such failure.

25. **Tax Exempt**. City and its agencies are exempt from State and local sales taxes. Sites of all transactions derived from this Agreement shall be deemed to have been accomplished within the State of Missouri.

26. **Safety**. In performing the Project Services, the Consultant shall comply with all applicable federal, state, and local workplace safety and health laws, rules, and regulations. If Consultant's work involves access to City facilities or worksites, Consultant shall adhere to all applicable City safety policies and procedures while on such premises.

27. **Anti-Discrimination Clause**. Consultant and its agents, employees, or subcontractors shall not in any way, directly or indirectly, discriminate against any person because of age, race, color, handicap, sex, national origin, or religious creed.

28. **Review Afforded**. Each party acknowledges it has had an opportunity to consult legal counsel, and no provision shall be construed against the drafter.

IN WITNESS WHEREOF, the Consultant and the City have executed this Agreement as of the Effective Date.

_____:

CITY OF EXCELSIOR SPRINGS, MISSOURI:

By: _____

Name:_____

Title:_____

Dated:_____

By: _____

Name:_____

Title: _____

Dated: _____

EXHIBIT A
Project Services

Exhibit B
Compensation Schedule

WORK AUTHORIZATION AFFIDAVIT
PURSUANT TO 285.530, RSMo

STATE OF)
) ss.
COUNTY OF _____)

BEFORE ME, the undersigned authority, personally appeared _____, who, being duly sworn, states on his oath or affirmation as follows:

1. My name is _____ and I am currently the _____ of _____ (hereinafter "Consultant"), and I am authorized to make this Affidavit.

2. I am of sound mind and capable of making this Affidavit and am personally acquainted with the facts stated herein.

3. Contractor is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the Agreement with the City.

4. Consultant does not knowingly employ any person who is an unauthorized alien (as defined in 8 U.S.C. 1324a(h)(3)) in connection with the contracted services set forth above.

_____
Affiant

_____
Printed Name

Subscribed and sworn to before me this _____ day of _____, 2026.

_____
Notary Public

SEAL