North Dakota Parks and Recreation Department
Recreation Division – 701-328-5357 – parkrec@nd.gov

Recreational Trails Program(RTP) Grant Application

Recreational Trail Program (RTP) grants are available to the State of North Dakota, political subdivisions, and nonprofit organizations in order to assist in the development, maintenance, or rehabilitation of recreational trails. The RTP is an assistance program of the U.S. Department of Transportation's Federal Highway Administration (FHWA). The program is administered by the Recreation Division of the North Dakota Parks and Recreation Department (NDPRD).

Project proposals must be approved at the state and federal levels. A Recreational Trails Program Advisory Committee (RTPAC) made up of private, state, and federal individuals evaluates and ranks the projects. Projects selected at the state level are submitted to the FHWA for final review and approval.

RTP grants reimburse up to 80 percent of the cost for development, maintenance, or rehabilitation of recreational trails. Engineering fees exceeding more than 20% of total project cost are not eligible for reimbursement. Project sponsors cannot be reimbursed for funds that are incurred before an application is approved and a local grant agreement is signed.

The application cycle is open from December 1, 2015 to January 29, 2016 at 1:00 P.M. CST.

Date: 1/29/2016

CONTACT INFORMATION

Project Sponsor: City of Mapleton, North Dakota
(Must be political subdivision)
Project Name: First Street Shared-Use Path Improvements

Primary Contact

Name:	Eric Hillman
Title:	Mayor
Address:	PO Box 9
City, State, Zip:	Mapleton, ND 58059
E-Mail:	eric.hillman@midco.net
Phone:	(701) 282-6992
County:	Cass

Alternate Contact

Name:	Brandon Oye
Title:	City Engineer
Address:	925 10th Ave E
City, State, Zip:	West Fargo, ND 58078
E-Mail:	boye@mooreengineeringinc.com
Phone:	701-282-4692
County:	Cass

REIMBURSEMENT CONTACT INFORMATION

Name and address for where reimbursement payments should be sent to.
If same as Primary/Alternate Contact, please state "Same as Primary OR Same as Alternate Contact"

If not, please fill out below.

Reimbursement Contact

Name:	Mary Hinschberger
Title:	City Auditor
Address:	PO Box 9; 651 2nd St
City, State, Zip:	Mapleton, ND 58059
E-Mail:	city.mapleton@midconetwork.com
Phone:	(701) 282-6992
County:	Cass

Estimated Start Date: May 1, 2017 Estimated Completion Date: Oct 30, 2017

(Grant recipients have 18 months to complete projects)

*All RTP projects must meet accessibility guidelines in compliance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973 and the Architectural Barriers Act. For more information refer to the U.S. Access Board at www.access-board.gov. Look for the Reg Neg Committee 1999 Report: Accessibility Guidelines for Outdoor Developed Areas.

Does the proposed project meet requirements of the American with Disabilities Act and Architectural Barriers Act? Yes

Briefly Explain.

The City of Mapleton's proposed shared-use path improvements will meet all American with Disabilities Act (ADA) requirements. The project will be designed to ensure all slopes on the shared-use path are in compliance with ADA requirements. ADA accessible ramps, detectable warning panels, pedestrian signage and stripping will be installed at all street crossings along the new shared-use paths.

Do you have an established Title VI program? ☐ Yes ☑ No

"http://www.fhwa.dot.gov/civilrights/programs/tvichecklist.cfm"

PROJECT LOCATION

Property Name:

Existing First Street right-of-way

Physical Address: The shared-use path is located as shown on the attached maps.

County: Cass

Legal Description: Existing First Street right-of-way

Township: 139N Range: 50W Section: 6

Latitude (in decimal degrees): example: 46.785690 46.887647222

Longitude (in decimal degrees): example: -100.622172 -97.052747222

*Please use **Google Maps** to find your latitude and longitude.*

PROJECT INFORMATION

1. Based on the State Comprehensive Outdoor Recreation Plan (SCORP), please identify the following: "http://www.parkrec.nd.gov/information/department/attachments/scorp-2013-2017.pdf"

Region 5

☑ Primary: ☐ Secondary: ☐ Tertiary:

2. Is the scope of the project:

☐ Construction of New Recreation Trails *Number of miles
☐ Restoration of Existing Trails *Number of miles
☑ Trail Extension *Number of miles 0.5
☐ Purchase and Lease of Recreational Trail Construction and Maintenance Equipment
☐ Development and Rehabilitation Trailhead Facilities and Trail Linkages
☐ Land Acquisition/Easements
☐ Trail Accessibility Assesment

*Based on the above checked box, the total mileage of your trail is now: 1.15

3. Check all uses the project impacts:

☑ Walking/Hiking ☐ Cross-Country Skiing ☐ ATV Riding
☑ Bicycling ☐ In-Line Skating ☐ Off-Road Motorcycling
☐ Horseback Riding ☐ Snowmobiling ☑ Other

4. Classification of Land:

☐ State
☐ Federal
☑ Local
☐ Private

Who holds the title to the project land?

City of Mapleton

5. Does any of the project fall within a federal highway right-of-way? ☐ Yes ☑ No

"http://www.parkrec.nd.gov/recreation/grants/rtp/rtpprojectselection.html", click on North Dakota National Highway System Map.

6. Does your project take place within the jurisdiction of one of the three Metropolitan Planning Organizations (MPO): Bismarck-Mandan, Fargo, or Grand Forks? If yes, which one?

☐ Bismarck-Mandan
☑ Fargo
☐ Grand Forks
☐ No, this project is not within an MPO

Has your project received approval from the MPO? Yes ☑ No ☐

BUDGET INFORMATION

Total project cost: $268,000.00

Total grant amount requested: $200,000.00

Would partial funding affect the completion of the grant? Yes ☑ No ☐

If yes, briefly explain.

The City of Mapleton's rapid growth is exciting, but brings with it many challenges, that include a financial burden that many existing residents are unable to handle. This grant will help the City keep up with many of the needs that a growing community experiences. The City is extremely proactive when it comes to maintaining and improving infrastructure to build a stronger community. The proposed shared-use path improvements are a crucial part to the City's overall improvement plan. If only partial funding was provided, it would not be economically feasible to complete the proposed improvements.

BUDGET INFORMATION WORKSHEET

Total Project Cost	$268,000.00	
Total Grant Amount Requested	$200,000.00	
Cost Category	**Amount**	
Land, structures, rights-of-ways, etc.	$0.00	
Relocation expenses and payments	$0.00	
Architectural and engineering fees	$0.00	
Demolition and removal	$0.00	
Construction	$268,000.00	
Equipment	$0.00	
Materials	$0.00	
Miscellaneous	$0.00	
TOTAL	$268,000.00	
Matching Funds		
Source	**Amount**	**Description**
Cash Match	$68,000.00	Improvement Bond/Special Assessment
Documentation of Donated Equipment Value, SFN 59169	$0.00	
Documentation of Donated Labor, SFN 59170	$0.00	
Documentation of Force Account Labor, SFN 59171	$0.00	
Documentation of Donated Material, SFN 59172	$0.00	
	$0.00	
	$0.00	
	$0.00	
TOTAL MATCHING FUNDS	$68,000.00	

*** Total project cost will need to be submitted upon completion of project.**

Requirement and Evaluation Criterion:

Each application must address each of the following requirements in the order they appear below:

1. A project description sufficient to understand the project. Indicate prominently whether this is primarily construction of new recreation trails; restoration of existing trails; development and rehabilitation of trailside and trailhead facilities and trail linkages; purchase and lease of recreational trail construction and maintenance equipment; land acquisition/ easements; or trail accessibility assessment. Please explain if the application is for one or more phases of a multi-phase project.

Due to space limitations, please see Attachment A for the project background, project description and maps attached to this application.

2. Clearly defined goals for the project (with a delineation of which user groups would benefit from the project).

The shared-use path is designed to function in two capacities. One would be to the benefit of the community to have a shared-use path connecting to the existing paths along Hwy 11 and extending the path to serve the City's parks, baseball fields, cemetery, residential areas and newly proposed elementary school.

The second goal of this project is to increase the safety for the pedestrians that are currently using the streets to walk or bike and crossing streets. The traffic on First Street is increasing as the City is developing additional single and multi-family homes in the surrounding areas, including a new elementary school.

By completing the proposed project, which includes expanding the shared-use paths throughout the community, this will strengthen the bond within the community, increase community involvement and offer more access possibilities to different areas of the growing city. The increased safety provided by the new shared-use paths encourage the use of the City’s parks, recreation areas, and generate a welcoming environment for new and current residents.

3. Costs associated with the project (with estimates of the following components: material/service purchases including hardware, paint, lumber, sand/gravel concrete, landscape materials, signs, design/engineering services, contractor services, equipment rates, equipment costs, and land lease payments). Please reference budget information worksheet, as necessary.

The City of Mapleton is requesting the maximum allowable financial participation amount of $200,000 with a local cost of $68,000. The total construction cost for the proposed shared-use path improvements are $268,000. The break down of costs for the proposed shared-use path improvements are outlined in the Engineer's Opinion of Probable Cost which is attached to this application.

4. Evidence of local/area support (council resolutions, minutes of public meetings, letters of support, etc.). Evidence of MPO support must be included if applicable.

The City Council passed a motion to submit the Recreational Trails Program application. The City of Mapleton has already applied for a grant through the NDDOT Special Road Fund (SRF) program, which would include converting First Street, an existing gravel street, into a new 2 lane asphalt street with curb and gutter. The City also applied for the Transportation Alternatives Program (TAP) for the same improvements as described within this application. The City will not know for sure if they are awarded any grants from SRF or TAP before this application is due. It was recommended by MetroCOG that the City apply for both the TAP and Recreational Trails Program to possibly receive funding for the shared-use path improvements.

The City of Mapleton and its City Engineer held two separate public informational presentations. Letters were sent to all city residents encouraging them to attend. The presentations provided the residents detailed information regarding the proposed improvements, explaining the benefits from the project and how each resident will be affected by the costs. The public informational presentations were held on April 23, 2015 and May 21, 2015.

The Fargo-Moorhead MetroCOG has provided a letter of approval, attached to this application, to the City of Mapleton stating that the proposed improvements do not contain any conflicts and do meet the intent of the MetroCOG's long term transportation plan.

5. Availability/access to 20% match for eligible elements of the project proposal. Matching funds must not be from other federal sources such as Transportation Enhancement (TE) or Transportation Alternatives Program (TAP) through the Department of Transportation. A resolution from the sponsor of the project regarding the availability of funds will be required prior to any award of a grant.

The City of Mapleton is committed to provide the 20% match and finance construction costs by Improvement and Revenue Bonds. Repayment of the bond will be made by levying special assessments. A resolution from the City regarding availability of funds can be provided upon request from the North Dakota Parks and Recreation Department.

6. Evidence of applicant capability to carry out project. For development projects, applicant capability to operate, maintain, and protect trail and facilities when completed).

The City of Mapleton is an incorporated City in the state of North Dakota and has the power to execute, deliver and perform obligations set forth in this program.

The City of Mapleton has completed many construction projects over the passed several years and has shown the capability of completing and paying for these projects in the past. The majority of the recent projects received grants from various state and federal agencies with a portion of the cost provided by the City.

The City of Mapleton is well equipped to carry out the design, bidding and construction of the project through its City Engineer. The City Engineer will prepare documents, plans and specifications, assist in the bidding process, facilitate construction administration and coordinate financial payments with the City Council. The City public works superintendent will handle snow removal and general maintenance of the shared-use path.

7. Site and project quality: consideration of the needs of the intended trail user group(s); aesthetic quality of the trail location; appropriateness of the trail for the intended or existing uses; clarity, detail, and quality of project plan/design; quality of existing development (if any) on site or in corridor; attention to safety, accessibility and health considerations.

The shared-use path will enhance the residential area by providing an amenity that currently does not exist. The path will allow the pedestrians to safely walk or bike to the baseball fields, parks, cemetery and new elementary school. The shared-use path will also serve as a location for pedestrians to safely exercise, removing them for the roadway, which they currently use now. The shared-use path will be constructed of 6 inch thick, reinforced concrete and 10 feet wide to accommodate passing pedestrians or bicyclists. Detailed plans and specifications for construction will be prepared by the City Engineer. It will have a design to allow accessible use including ADA ramps and provide safe accommodations for the pedestrians.

8. Public need for and benefit of project: safety concerns, urgency of action, potential to lose the opportunity, number of people who would benefit from the project when compared to cost. Why should this project be funded? How many people could be expected to use the trail over the course of the year as a result of funding the project?

It could be expected that roughly 70% of the current City population, or just over 500 people, including elderly, adults, children and students will use the new shared-use path either for general recreation, utilize City parks, or commute to work or school. The population of the City is increasing due to new developments and so will the number of path users in the following years.
The shared-use path improvements should be funded because the City is taking on additional costs that create a burden to the residents and businesses. The City strives to provide similar amenities that neighboring cities are providing. As availability for those neighboring cities decreases, the City of Mapleton is able to provide similar developments and amenities to existing and new residents.

9. Attention to the potential environmental impact of the project and efforts to mitigate adverse effects: Possible areas of consideration include but are not limited to: noise, odors, dust, surface erosion, fish and wildlife populations, damage to wetlands, or other ecologically sensitive natural resources or historical/archeological remains. All applications are subject to review by the State Historical Society. If sponsor has a recent cultural review letter or document, please include with the application attachments.

No recent cultural review letters are provided as solicitation of views have not been completed.
The shared-use path will be constructed in existing City right-of-way so there will be little impact to the environment. The shared-use path does not cross any wildlife, wetlands, ecologically sensitive natural resources or historical/archeological areas. Since the path will be for walking and biking there should be little odor, noise or dust impacts to the environment. Surface erosion will be minimal because the trail will be as close to existing grade as possible and any area disturbed during construction will be seeded with grass and maintained by the City street department for weed and mowing control.

10. Impact on adjoining landowners in the vicinity of the project: Identify adverse impacts that might be realized as a result of completing the project, and how the project design attempts to mitigate adverse impacts. How might the project improve conditions for adjacent landowners?

The impact on adjoining landowners will be very minor as the shared-use path will be constructed in existing City right-of-way. The proposed project will not require any relocation or displacement of people or businesses. Removal of existing trees is expected to allow room for the new shared-use path. It is planned that new trees would be planted along the roadway and shared-use path.

Drainage will be considered and addressed along adjacent properties and the path will be set at grades suitable to match into existing conditions near the property lines. The shared-use path will not interfere with existing driveways or sidewalks.

The project will provide an aesthetically pleasing and functional shared-use path to adjoining landowners. The completed project will provide the adjacent landowners a safe and ADA compliant route for children and adults to go to and from their homes to the schools, City parks and other amenities in the City.

ATTACHMENTS

* A legible copy of the Warranty Deed (project sponsor must have clear title to the project lands through Warranty Deed).
* Project location map. NOTE: Map should be an aerial view that allows project site and its location to be easily identified. Include street names, entrance site, marked trail and mile markers (use Google Maps).
* Site Development Plans.
* Written assurances/leases that confirm the project will be open for public use.
* If applicable, recent past cultural review letters or documents.

Certifications Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying

Persons submitting this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions – The prospective primary participant further agrees by submitting this proposal that it will include the clause titles, "Certification Regarding Debarment, Suspension, Ineligibility and voluntary Exclusion – Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. See below for language to be used; use this form for certification and sign; Certification Regarding Drug- Free Workplace Requirements-Alternate I. (Grantees Other Than Individuals) and Alternate II. (Grantees Who are Individuals) – (See Appendix C of Subpart D of 43 CFR Part 12)

Checking the boxes on this form and submitting it provides for compliance with certification requirements under 43 CFR Parts 12 and 18. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the funding agency determines to award the covered transaction, grant, cooperative agreement or loan.

PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions

☑ CHECK IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
    1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
    2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
    3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
    4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Part B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

☐ CHECK IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Part C: Certification Regarding Drug-Free Workplace Requirements

☑ CHECK IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL

Alternate I. (Grantees Other Than Individuals)

1. The grantee certifies that it will or continue to provide a drug-free workplace by:
    1. (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
    2. (b) Establishing an ongoing drug-free awareness program to inform employees about-
        1. The dangers of drug abuse in the workplace;
        2. The grantee's policy of maintaining a drug-free workplace;
        3. Any available drug counseling, rehabilitation, and employee assistance programs; and
        4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
    3. (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
    4. (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
        1. Abide by the terms of the statement; and
        2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statue occurring in the workplace no later than five calendar days after such conviction;
    5. (e) Notifying the agency in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification numbers (s) of each affected grant;
    6. (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
        1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
        2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
    7. (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a),(b),(c),(d),(e) and (f).
2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code)

Address Line 1:	651 2nd St
Address Line 2:	PO Box 9
City:	Mapleton
State:	North Dakota
Zip:	58059

☐ Check if there are workplaces on file that are not identified here

Part D: Certification Regarding Drug-Free Workplace Requirements

☐ CHECK IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL

Alternate II. (Grantees Who Are Individuals)

1. The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
2. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number (s) of each affected grant.

Part E: Certification Regarding Lobbying
Certification for Contracts, Grants, Loans, and Cooperative

☑ CHECK IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS $100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT; SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT.

☐ CHECK IF CERTIFICATION IS FOR THE AWARD OF A FEDERAL LOAN EXCEEDING THE AMOUNT OF $150,000, OR A SUBGRANT OR SUBCONTRACT EXCEEDING $100,000, UNDER THE LOAN

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

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, load, or cooperative agreement.
2. 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-LL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

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 accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered unto. 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 tile 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.

As the authorized certifying official, I hereby certify that the above specified certifications are true and that all information in this application is accurate to the best of my knowledge:

Eric Hillman	Mayor
Responsible Official's Signature	**Responsible Official's Title**
City of Mapleton	01/29/16
Political Subdivision (Project Sponsor)	**Date**

Please submit one electronic copy by 1:00 P.M. CST on January 29, 2016 to:

Electronic Copy: Press to submit by e-mail

If you have any questions, please contact Kevin Stankiewicz at 701-328-5364 or kstankiewicz@nd.gov

ATTACHMENTS

* A legible copy of the Warranty Deed (project sponsor must have clear title to the project lands through Warranty Deed).
* Project location map. NOTE: Map should be an aerial view that allows project site and its location to be easily identified. Include street names, entrance site, marked trail and mile markers (use Google Maps).
* Site Development Plans.
* Written assurances/leases that confirm the project will be open for public use.
* If applicable, recent past cultural review letters or documents.
* If applicable, written confirmation of MPO approval.

To attach documents to this file, here is how to do it!

With this document open, click on View, then go down to Comment, and go over to Annotations. The Annotations will open up on the right hand side. Click on the Paperclip Picture. Then left click below somewhere on this page and a Tack Pin will show up. Left click and the "Add Attachment" window will open up and here is where you will locate the file you would like to attach to this document. Double click on the file. A File Attachment Properties will pop up. Leave the appearance as a Blue Paperclip and click OK. To add another document, repeat this process.

When finished filling out form and attaching documents, please click on the gray "Press to submit by e-mail" button above.