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: 1-27-2016

CONTACT INFORMATION

Project Sponsor: City of Medora
(Must be political subdivision)
Project Name: Medora Recreation Trail

Primary Contact

Name:	Carla Steffen
Title:	City Auditor
Address:	PO Box 418A
City, State, Zip:	Medora, ND 58645
E-Mail:	mauditor@midstate.net
Phone:	701-623-4828
County:	Billings

Alternate Contact

Name:	Douglas Ellison
Title:	Mayor
Address:	PO Box 466
City, State, Zip:	Medora, ND 58645
E-Mail:	amble.inn.medora@gmail.com
Phone:	701-623-4345
County:	Billings

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"

Same as Primary If not, please fill out below.

Reimbursement Contact

Name:
Title:
Address:
City, State, Zip:
E-Mail:
Phone:
County:

Estimated Start Date: Sep 15, 2016 Estimated Completion Date: Oct 15, 2016
(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.

Proposed bike path grades and side slopes shall meet all minimum requirements required by American With Disabilities Act and Architectural Barriers Act.

Do you have an established Title VI program? ☐ Yes ☑ No
"http://www.fhwa.dot.gov/civilrights/programs/tvichecklist.cfm"

PROJECT LOCATION

Property Name:
Pool Drive

Physical Address: na
County: Billings
Legal Description: SW1/4 SE1/4
Township: 140 Range: 102 Section: 22
Latitude (in decimal degrees): example: 46.785690 46.919444
Longitude (in decimal degrees): example: -100.622172 -103.531944

*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 8

☑ 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 .3
☐ 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: 1.3

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 Medora, Theodore Roosevelt Medora Foundation

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: $156,455.00

Total grant amount requested: $125,164.00

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

If yes, briefly explain.

BUDGET INFORMATION WORKSHEET

Total Project Cost	$156,455.00	
Total Grant Amount Requested	$125,164.00	
Cost Category	**Amount**	
Land, structures, rights-of-ways, etc.	$0.00	
Relocation expenses and payments	$0.00	
Architectural and engineering fees	$31,000.00	
Demolition and removal	$10,230.00	
Construction	$76,120.00	
Equipment	$0.00	
Materials	$39,105.00	
Miscellaneous	$0.00	
TOTAL	$156,455.00	
Matching Funds		
Source	**Amount**	**Description**
Cash Match	$31,291.00	
Documentation of Donated Equipment Value, SFN 59169		
Documentation of Donated Labor, SFN 59170		
Documentation of Force Account Labor, SFN 59171		
Documentation of Donated Material, SFN 59172		
TOTAL MATCHING FUNDS	$31,291.00	

*** 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.

This recreation trail project consists of constructing a new shared-use path to thh City's recreation and the campground west of town. The new trail will begin at the City's existing paved trail that the City of Medora built in 1996. The City paid to have the existing trail fully resurfaced in 2014 and is now looking to add a new trail to compliment the existing trail. The trail will begin at the existing trail along I94 Business Loop and will run north to the City's recreation area which consists of th city pool, tennis courts, and basketball court. The trail will then continue north to the campground. The campground consists of year-round permanent mobile home residents, as well as seasonal campers.

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

One of the biggest goals of this project is to provide a safe trail for people to utilize when walking/biking from the current recreation area to the campground or to connect with the existing trail when walking/biking into the City of Medora. There is currently so much foot traffic between the city owned recreation area and the Theodore Roosevelt Medora Foundation owned campground. It is very dangerous for walkers/bikers to be sharing the road with large campers. This trail would also substantially improve the ability of students to walk and bike to school from the campground area mobile homes.

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.

See attached sheet

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.

See attached minutes and letters.

There is strong collaboration between different entities in Medora. Since Medora is such a small community, different entities are supportive of each others projects.

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.

Matching funds would be available from the City of Medora's sales tax fund. The City's ordinances clarify that these funds are for infrastructure improvements.

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 currently maintains the existing trail and would have the capability to also maintain this trail. This maintenance includes removing snow off the trail so it can utilized year-round. The City works closely with its City Engineer to assure projects are completed in a timely manner.

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 site for this trail is an ideal location. Not only is it in perfect proximity to the existing trail, but the land is fairly level. See attachment showing "typical section".

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 is fair to claim safety is the main reason this is a priority project. Currently residents and tourists on foot or biking must share a road with motorists to access the public recreation area and to hook up with the existing trail. Many children are on this road not only during the busy tourist season, but also during the school year. Medora hires many seasonal workers who do not have vehicles. They live at the campground and must walk or ride bike to get into town for work. This trail would assure a walking trail or sidewalk the entire route into town. Medora also has a responsibility to offer outdoor activities to the thousands of tourists who visit every year. It is not possible to give an exact number of how many people would use the trail but form May-October there are countless number of people on the current trail every day. 550,000 visitors came to Medora to enter the Theodore Roosevelt National Park in 2014. Many of these visitors are looking for every outdoor activity available in the area and many of them swim at the City's outdoor pool and camp at the neighboring campground. In 2015, the City committed $164,000 toward repairing the swimming pool. In 2016, the City has budgeted $100,000 for tennis court renovations.

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.

After review by the City Engineer, no environmental impact has been identified. The project is located within the floodplain but no fill is anticipated and will not have detrimental effect upon the base flood elevation.

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?

There are no anticipated adverse impacts. Theodore Roosevelt Medora Foundation owns the land next to the City property. TRMF and the City of Medora collaborate with many projects to make Medora the number one tourist destination in the state of North Dakota. TRMF supports this project as stated in the attached letter.

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:	Pool Drive
Address Line 2:	
City:	Medora
State:	North Dakota
Zip:	58645

☐ 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:

Carla Steffen	City Auditor
Responsible Official's Signature	**Responsible Official's Title**
City of Medora	1-27-16
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.