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: 01/28/16

CONTACT INFORMATION

Project Sponsor: Hunter Arthur JPA Park Board
(Must be political subdivision)
Project Name: Northern Cass Pass

Primary Contact

Name:	Bridgette Readel
Title:	Secretary
Address:	PO Box 98
City, State, Zip:	Arthur, ND 58006
E-Mail:	bmreadel@dow.com
Phone:	701-799-4906
County:	Cass

Alternate Contact

Name:	Ola Andersson
Title:	President
Address:	PO Box 98
City, State, Zip:	Arthur, ND 58006
E-Mail:	oandersson@arthurcompanies.co
Phone:	701-967-8312
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"

Same as Primary Contact If not, please fill out below.

Reimbursement Contact

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

Estimated Start Date: June 1, 2017 Estimated Completion Date: October 30, 2
(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 Hunter Arthur JPA Park Board became Title VI certified in 2014 as part of a previous ND RTP Grant

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

PROJECT LOCATION

Property Name:
Northern Cass Pass

Physical Address: Former BNSF railway corridor situated adjacent to the west right of way line of ND State 18 betwee
County: Cass
Legal Description: The attached Quit Claim Deed contains the extensive Legal Description.
Township: 142 Range: 52 Section: 24
Latitude (in decimal degrees): example: 46.785690 47.1047N(Arthur, ND) 47.1903N(Hunter,
Longitude (in decimal degrees): example: -100.622172 97.2167W(Arthur, ND) 97.2167W(Hunter

*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 6
☐ Restoration of Existing Trails *Number of miles
☐ Trail Extension *Number of miles
☐ 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: 6

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?

Hunter Arthur JPA Park Board

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: $120,000.00

Total grant amount requested: $100,000.00

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

If yes, briefly explain.

Partial funding would only create a construction project that would be smaller in scale and there would be less bituminous pavement placed on the existing trail.

BUDGET INFORMATION WORKSHEET

Total Project Cost	$120,000.00	
Total Grant Amount Requested	$96,000.00	
Cost Category	**Amount**	
Land, structures, rights-of-ways, etc.		
Relocation expenses and payments		
Architectural and engineering fees	$20,000.00	
Demolition and removal		
Construction	$11,000.00	
Equipment	$5,000.00	
Materials	$84,000.00	
Miscellaneous		
TOTAL	$120,000.00	
Matching Funds		
Source	**Amount**	**Description**
Cash Match	$24,000.00	
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	$24,000.00	

*** 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.

The Northern Cass Pass is a six mile abandoned railway corridor that connects Hunter and Arthur, ND and was purchased by the Hunter Arthur JPA as part of a Rails to Trails Program. Due to the extent of the project limits, coupled with the rural nature of the communities, this application is for a phase of a multi-phased project. Ultimately, it is the vision of the JPA Park Board to develop this rails to trails project between the two communities. the six mile trail corridor will be hard surfaced, suitable for non-motorized diverse use (walking, running, biking, roller blading, and the occasional equestrian use). Previous phases have included 1) the inspection and rehabilitation of the existing three bridges 2) the grading and compaction of the existing railroad ballast to produce a usable, stable base for subsequent paving operations, the development of trailheads throughout the project and the addition of natural tree groves along the trail to provide wildlife and pedestrian sanctuaries as well as educational opportunities on the project, and 3) 2016 ND RTP paving project that will consist of up to 1 mile of trail surface paving (depending upon the bid results).

As mentioned previously, a paving phase will be accomplished during the summer of 2016. This phase will begin at the County Road 34 intersection in Arthur, ND and proceed north. This phase (2017) of the project will be a continuation of the paving phases. This paving will begin at the North end of the project at the 1st Street intersection in Hunter, ND and proceed south between 1/2 mile and 1 mile (depending upon bid results). This particular paving project will delineate the Elm River Bridge and provide a aesthetically pleasing end/start point for the corridor at the north end of the corridor. Paving at this location will allow Hunter residents to also enjoy the trail without having to drive to a finished portion of the trail.

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

ND RTP Grant Phase One included the rehabilitation of the three existing railroad bridges on the corridor. The Outdoor Heritage Fund (OHF) grant received included the grading/mixing of the existing railroad ballast and its subgrade to produce a base that could be shaped and compacted to allow future paving. The NDDOT TAP Grant submittal includes the paving and completion (paving) of the Northern Cass Pass trail from the Southern endpoint through the City of Arthur with an endpoint at CR 34. ND RTP Grant Phase Two includes the completion (paving) of the Northern Cass Pass trail from CR 34 and proceeding north along the trail facility for approximately 1/2 to 1 mile (depending upon bid results). ND RTP Grant Phase Three (this grant application) will consist of the completion (paving) of the Northern Cass Pass trail from the northern endpoint of the trail (located in Hunter at the recently refurbished Elm River Bridge) southerly 1/2 to 1 mile (depending upon bid results. User groups that will benefit include pedestrians (walking, running, biking, cyclists) as well as nature lovers (Birders, etc) that will have better access to the Elm River Bridge.

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 costs associated with this project are specifically for the paving of the existing trail surface. The Budget Information Worksheet presented earlier in this document identifies four line items: Engineering...$20,000; Construction and Equipment...$16,000 (this includes the preliminary finish grading and compaction of the existing base and placement of the hat bituminous asphalt); and Materials...$84,000 (hot bituminous asphalt and oil). This results in a total of $120,000.

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.

Applicable local/area support is attached. This information has also been provided to the ND Parks and Recreation Department with prior RTP Grant submittals.

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 Hunter/Arthur Joint Park Board (JPA) will not be using funds from other federal sources for the 20% local match. Funds will be provided through local grants, fundraising and endowments.

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 JPA was formed from an agreement between the Arthur and Hunter City Park Boards and not only will the JPA be operating, maintaining and protecting the trail and facilities during development and after completion, each individual Park Board has also committed to this.

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 location of the existing corridor is approximately 100 feet west of ND Highway 18, yet the two R_O_W's are immediately adjacent to each other. This provides a comfortable distance from the highway, yet it allows convenient access to the trail throughout the corridor length. The intended trail user group(s) include walking and running pedestrians, roller blade users, bicyclists and the occasional equestrian user. Because the majority of the users will be requiring a smooth surface, and the existing corridor surface is a mixed/compacted railroad ballast material, the installation of a paved bituminous surface is necessary. This bituminous surface will also have the structural integrity to allow the occasional trail maintenance vehicle to be used without the possibility of rutting the surface. The Northern Cass Pass Vision utilizes the corridor not only to satisfy the Primary Needs (as listed in the 2013-2017 ND SCORP) and the Cass County Comprehensive Plan, but also provides educational needs by developing a natural prairie trail that will identify trees, vegetation, wildlife and other natural ecosystems by the use of kiosks. Existing developments outside of current Hunter and Arthur city limits consist of residential Agricultural housing and similar uses (farmland).

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?

With the close proximity of the two communities, the location of Northern Cass Public School, and the development of this non-motorized transportation corridor between Hunter and Arthur, this project provides the following benefits: 1) the project will preserve the BNSF/Great Northern Railway corridor which is considered historically valuable to the region, 2) the establishment of a dedicated non-motorized trail will encourage physical fitness and healthy lifestyles and 3) the project will create new opportunities for outdoor recreation. This project will also move pedestrians off State Highway 18 (with close proximity of Northern Cass Pass Schools, athletic activities such as Track/Cross Country will be able to utilize the dedicated improved route for training without putting athletes in harm's way...a situation that occurs when pedestrians and motorized highway traffic share the same roadway).
The continued use of grant sources (i.e...ND RTP) enhances the ability of these two communities to accomplish their dream of creating this trail corridor. It is expected that a significant percentage of city and county residents will utilize the finished Northern Cass Pass project.

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.

The usage of the former BNSF Railway with bicycles, pedestrians and occasional equestrian traffic is a significant improvement to the corridor when relating to noise, odor and dust. In fact, it is anticipated that there will be no impacts associated with these three items. The attached STB Docket includes an Environmental Report on the abandonment and salvage operation of the railway corridor. These abandonment and salvage operations were not intrusive to surface erosion, fish and wildlife populations, damage to wetlands, ecologically sensitive natural resources and/or historical/ archeological remains (The following letters have been received, and state no further actions required for abandonment and salvage operations and are included as part of the attached STB Docket: US Dept of Ag, NRCS, US Fish & Wildlife Service, Ecological Services-ND Office, ND State Water Commission, USEPA, ND State Historical Society). The Construction of Phase 1 was within the existing railway bed and did not impact any adjoining lands or waters, nor will any subsequent phases. All local, state and fedral agenicies will be notified of any future work and plans and specs will be submitted for review as they are developed.

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?

Adverse impacts to adjoining landowners include the possibility of trespassing by users of the trail system. Users include bicycles, pedestrians and equestrian users. Methods of mitigation include installing dedicated parking/dropoff sites, installation of trees along the corridor and installation of educational kiosks along the trail. This trail project will provide improved conditions for adjacent landowners by installation of a paved surface, thus reducing dust and erosion.

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:	
Address Line 2:	
City:	
State:	
Zip:	

☑ 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:

Bridgette Readel	Secretary
Responsible Official's Signature	**Responsible Official's Title**
Hunter/Arthur Joint Park Board JPA	01/29/2016
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.