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: 01/01/16

CONTACT INFORMATION

Project Sponsor: Minot Park District
(Must be political subdivision)
Project Name: Woodland Trail Phase Two

Primary Contact

Name:	Elly DesLauriers
Title:	Director of Marketing & Developme
Address:	420 3rd Ave SW
City, State, Zip:	Minot, ND 58702
E-Mail:	elly@srt.com
Phone:	701-857-4136
County:	Ward

Alternate Contact

Name:	Ron Merritt
Title:	Executive Director
Address:	420 3rd Ave SW
City, State, Zip:	Minot, ND 58702
E-Mail:	ronrpz@srt.com
Phone:	701-857-4136
County:	Ward

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: Jun 1, 2016 Estimated Completion Date: Sep 30, 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.

Yes, the site design will be done with accessible features. We already have an ada compliant trailhead parking lot, and grades will be designed to meet accessibility goals for for trails.

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

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

PROJECT LOCATION

Property Name:

Centennial Park Woodland Trail Phase Two

Physical Address:

County: Ward County

Legal Description: Township 155 North, Range 83 West of the 5th P.M.

Township: 155 Range: 83 Section: 21

Latitude (in decimal degrees): example: 46.785690

Longitude (in decimal degrees): example: -100.622172

*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 ☐

☑ Primary: ☐ Secondary: ☐ Tertiary:

2. Is the scope of the project:

☑ Construction of New Recreation Trails *Number of miles 2
☐ 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: 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?

Minot Park District

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: $305,000.00

Total grant amount requested: $150,000.00

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

If yes, briefly explain.

We would continue to look for additional funding for the completion of the project. We will be applying for the Outdoor Heritage Fund grant on March 1st. Our goal is to complete the project by fall of 2016.

BUDGET INFORMATION WORKSHEET

Total Project Cost	$305,000.00	
Total Grant Amount Requested	$150,000.00	
Cost Category	**Amount**	
Land, structures, rights-of-ways, etc.		
Relocation expenses and payments	$20,000.00	
Architectural and engineering fees	$47,000.00	
Demolition and removal	$66,555.00	
Construction	$23,010.00	
Equipment	$75,000.00	
Materials		
Miscellaneous		
Stream Bank Erosion Control	$40,000.00	
Trail Signage	$10,000.00	
Contingency	$23,000.00	
TOTAL	$304,565.00	
Matching Funds		
Source	**Amount**	**Description**
Cash Match	$64,000.00	Design & Engineering Fees / Minot Area C
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	$64,000.00	

*** 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.

Since 2004, the Minot Park District has been making steady progress in the development and improvement of Centennial Park to meet the outdoor recreation needs of the rapidly growing City of Minot. In 2010, the Minot Park District embarked on a public master planning process to assess the current offerings and to identify development opportunities for the 80-acre regional park along the banks of the Souris River. The 2010 planning process and public input identified several opportunities for additional active and passive outdoor recreation in an unmatched riverfront setting.
Of the 80-acre park area, over 30 acres of native riparian woodland in the south portion of Centennial Park was identified for uses such as hiking, biking, cross-country skiing, public fishing access, and conserving urban wildlife habitat. This project, as proposed, would implement the improvements identified as well as provide access to the site for year-round recreational opportunities for all ages. The first phase was complete in 2015. It is a three-quarter mile looped aggregate trail that provides direct access from the visitor parking area to an improved shoreline fishing area with a seasonal fishing pier. Stream bank improvements and erosion control measures are also included at the fishing location to provide multiple shoreline access points and to reduce future bank erosion, improving long-term fishing viability.
The second is an estimated one-mile south loop mowed trail connected by a removable floating segment over an existing oxbow. The trail, with natural trail signage for interpretation and direction, will offer seasonal opportunities for a variety of uses within the natural woodland of the Souris River.

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

The growing population in Minot and the surrounding area brings challenges along with opportunities to the Minot Park District. Not only is our number of current users growing, but we are also seeing new users interested in recreational trails similar to the one proposed with this project. This project also opens up opportunities to introduce children and young adults to the wonders of nature.

We need to get kids outside and get them engaged with the great outdoors. Studies have shown that decreased time outdoors has a negative impact on the health and wellness of youth. Childhood obesity rates have doubled, accompanied by an incremental hundred-billion-dollar cost to our health care system. Decreased time outdoors has also led to declining creativity, concentration, and social skills. The hope is that this project will encourage and excite our youth to become more active outdoors in a safe environment.

The trails will be maintained for year round use, making it not only a great location for hiking and exploring in the summer months but also a great location for cross-country skiing when the snow begins to fall. Phase one of the trail completed in 2015 has seen many users. It is a popular location for runners, hikers as well as great spot for birders. We had a great response from our citizens with the completion of phase one of the project and they are eager for the completion of phase two as well.

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.

We have provided a breakdown of the costs associated with the project with an attached budget. We have also received a matching grant of $34,000.00 from the Minot Area Community Foundation with an additional $30,000.00 for the Minot Park District. Phase one of the project was funded by the Minot Area community Foundation and a grant from the Outdoor Heritage Fund. We will be applying with the Outdoor Heritage Fund for this phase of the project on March 1st.

Mobilization $20,000.00
Clearing and Grubbing $66,555.00
Sub-grade Preparation $23,010.00
EZ Dock Trail System $75,000.00
Trail Signage $10,000.00
Stream Bank Erosion Control $40,000.00
Total Construction Cost $235,000.00
10 % Contingency $23,000.00
Design and Engineering Fees $40,000.00
Administrative and Legal Fees $7,000.00
Total Project Cost $305,000.00

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 Minot Park Board approved the proposed project in November of 2014. The minutes of this meeting are attached with the application.

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.

We have $34,000 committed for the Minot Area Community Foundation. The Minot Park District also have $30,000 committed to the project. We will also be applying for the Outdoor Heritage Grant on March 1st in order to the complete phase two of the project. If we are unsuccessful in receiving the funding for the project we will continue to look for other grant funding to make the project a success. Our goal is to complete phase two of the project in the summer of 2016.

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 Minot Park District will oversee the Centennial Park Woodland Trail. The District has a lot of experience in projects of this size. We completed our Bison Plant Trail, which is a two mile mowed nature trail south of Minot off Highway 52. We also recently completed phase one of the Centennial Park Woodland Trail that includes direct access to an improved shore line fishing area with a seasonal fishing pier. Also an aggregated parking lot to provide access to the area.

Throughout the flood recovery process, we gained much experience in project management and keeping projects on schedule through communication with our architecture and engineering firms, and contractors. We value project timelines and maintaining a strict schedule for the benefit of our community and the park system.

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 growing population in Minot and the surrounding area brings challenges along with opportunities to Minot Park District. Not only is our number of current users growing, but we are also seeing new users interested in recreational trails similar to the ones proposed with this project. Phase one of the project provided access to the trail with an aggregated parking lot. Before phase one of the trail was complete there was limited to no access to this area.
With phase one of the project completed and a proven success we are excited to begin phase two and make and extended trail for our users to enjoy. Providing safe and stable trails to this area gives opportunities for people of all ages and abilities to enjoy the great outdoors.

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 can be hard to put a number to the use of a trail. We do know phase one of the trail has been quite successful based on the number of vehicles and citizens that can be seen using it. The trail is actively used by birding enthusiasts as well as a fishing hot spot. The location of the trail makes is useful for all four of beautiful seasons in North Dakota.
The trail is groomed for cross country during the winter months. In the spring it is a great location to see many forms of wildlife. When the summer sun hits, the trees provide great shade for a stroll through the wilderness without leaving the city limits. In the fall as the leaves turn colors the trail provides a beautiful setting for a run or walk.
Phase two of the trail will provide much of the same including added adventure with an EZ Dock bridge that will be placed over the river.

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 complete trail, with natural trail signage for interpretation and way finding, will offer seasonal opportunities for multiple uses and distances within the natural woodland of the Souris River. The design of the access, fishing pier, trail and seasonal recreation opportunities has been with the consideration of safety as well minimizing disturbance and impacts on the environment and wildlife.

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?

We are not aware of adverse affects to landowners in the vicinity of the project. The Minot Park District currently owns the majority of the land surrounding the property. There are two other landowners located adjacent to the property that have not had any issues with the current trail project, and we do not foresee there being any in the future.

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:	420 3rd Ave SW
Address Line 2:	
City:	Minot
State:	ND
Zip:	58703

☐ 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:

Elly DesLauriers	Director of Marketing & Development
Responsible Official's Signature	**Responsible Official's Title**
Minot Park District	01/27/16
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.