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: Jan. 12, 2016

CONTACT INFORMATION

Project Sponsor: Morton County Parks
(Must be political subdivision)
Project Name: Lewis and Clark 1806 Trailside Facilities

Primary Contact

Name:	Timothy R Nilsen
Title:	Morton County Parks Director
Address:	210 2nd Ave NW
City, State, Zip:	Mandan ND 58554
E-Mail:	tim.nilsen@mortonnd.org
Phone:	Office 667-3363 Cell 220-4503
County:	Morton

Alternate Contact

Name:	Dawn Rhone
Title:	Morton County Auditor
Address:	210 2nd Ave NW
City, State, Zip:	Mandan ND 58554
E-Mail:	dawn.rhone@mortonnd.org
Phone:	667-3321
County:	Morton

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 or Alternate Contact

If not, please fill out below.

Reimbursement Contact

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

Estimated Start Date: April 1, 2017 Estimated Completion Date: Nov. 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.

We will be installing a handicap accessible vault toilet. The shelter will be handicap accessible with handicap accessible picnic tables.

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

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

PROJECT LOCATION

Property Name:

Entzel Acres Park

Physical Address: 3641 Palomino Dr N

County: Morton

Legal Description: Lot-3 Block-001

Township: 139N Range: 81W Section: 4

Latitude (in decimal degrees): example: 46.785690 46.887455

Longitude (in decimal degrees): example: -100.622172 -100.910719

*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 7

☑ 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 ☐
☐ 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. 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?

Morton County 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: $58,185.00

Total grant amount requested: $46,548.00

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

If yes, briefly explain.

If this project is funded at level lower than requested other maintenance efforts within the Morton County Park system would have to be deferred.

BUDGET INFORMATION WORKSHEET

Total Project Cost	$58,185.00	
Total Grant Amount Requested	$46,548.00	
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	$18,975.00	
Equipment	$0.00	
Materials	$39,210.00	
Miscellaneous	$0.00	
TOTAL	$58,185.00	
Matching Funds		
Source	**Amount**	**Description**
Cash Match	$11,637.00	Morton County Park Levy - Cash Reserve
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	
TOTAL MATCHING FUNDS	$11,637.00	

*** 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 project will create a new trailside facility on our asphalt multi-use trail. This facility will be approximately 5 miles south of the north trailhead and 3.5 miles north of the south trailhead. It will include a parking lot, security lights, picnic shelter, vault toilet, water hydrant, trash receptacles, and park benches. There will be a graveled road leading to a graveled parking lot. There will be no trail maintenance equipment or land purchases/leases obtained with this Grant. This project will be completed in one phase, in one constructions season.

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

The main goals for this project are to provide a facility in which user from areas not adjacent to the trail would have a safe access point.. This facility would allow for off street and off highway parking. The vault toilets will provide a private room for usage, currently there are not any restroom facilities on this trail of 8.5 miles. This facility could also be used for the starting point of charitable walking events. Any individual that would use this trail would benefit from the use of the restroom, drinking water, and shelter from the sun and rain.

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.

A detailed cost estimates can be found below:

Shelter – 24 x 16 foot = $23,424 ($16,674 = material and $6,750 labor) – This includes the shelter and the concrete pad it will be placed on.

Vault Toilet – ?? foot by ?? foot = $10,552 ($9,302 = material and $1,250 labor) – This includes the vault toilet and the labor to erect it.

Sidewalk – ?? foot by ?? foot = $7,850 ($3,925 = material and $3,925 labor) – This includes the materials and labor to construct a concrete sidewalk connecting the shelter and vault toilet.

Parking Lot – ?? foot by ?? foot Gravel = $4,020 ($3,220 = material and $800 labor)

Electrical System = $8,600 (materials = $4,000 and labor = $4,600) – This will include; shelter outlets and lights, breaker panel, security light and pole, trenching and wire, and all the required fittings.

Water System = $3,739 ($2,089 = material and $1,650 labor) – This includes a water hydrant, water lines, and fittings.

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.

I have attached the following documents:

Morton County Park Board minutes documenting approving RTP grant application

Bismarck - Mandan MPO minutes documenting approval of this grant application

Letter of Support from the Central Dakota Cyclist Club

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.

Morton County Parks has the cash reserves necessary for the 20% match requirement.

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

Morton County Parks has developed plans for and constructed camp ground expansions in two locations at Graner Park and one location at Harmon Lake Recreations Area. Morton County Parks has successfully designed, placed projects out on bids, and finished projects. These projects have included camping pads, 50 amp electrical pedestals, camper dumping stations with leech fields, vault toilets, and water hydrants.

Morton County Parks partnering with Morton County Highway Department has completed all trail maintenance in a timely manner. Morton County Parks has been operating this trail from the time of establishment. The operations and maintenance of this facility will propose nothing new to our operations and maintenance staff.

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.

This location for the Trail Side Facility is relatively close to the mid-point of the trail and fits into the surrounding landscape and community. The surrounding area is generally rural residential in nature. This location makes for an excellent spot for user of the trail to stop and use the facility. The public restroom, water hydrant, and shelter will be used on a regular basis and the facility will allow trail users a place to hydrate and simply get out of the elements.

The design of the facility will allow people of all capabilities to enjoy this trail and trail side facility. The fact that this facility will provide lighted, off street parking adds a safety factor that is an additional benefit

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?

The need for this trail side facility is enormous, the current trail is 8.5 miles with no restroom facilities. There are no current locations for off street or off highway parking. This proposed facility would resolve both of these issues. The trail has a large number of users that currently live adjacent to the trail. This facility would provide a safe point of entry for citizens that don't live adjacent to the trail. This project would also eliminate safety concerns related to people parking on the side of Highway 1806 to access the trail. With over 117,441 people living in the Bismarck-Mandan MSA, the number of users would be quite high, likely over 10,000 per year.

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.

This Trailside Facility will be located in a rural residential subdivision which should not have any adverse impacts on fish and wildlife populations. The project site is flat and with the use of cement and class five gravel, surface erosion will be at extremely low levels. The use age of cement and class five gravel will greatly reduce the amount of dust created on this site. The vault toilet will be treated with deodorizers and pumped in a timely matter which will keep odors to a minimum. The two rows of trees planted at the edges of the property will help to reflect and reduce the noise created at this facility. The trenching of waterlines and power lines will be kept to a minimum, which will reduce any effects on historical or archeological sites. The cement work will only disturb the top four inches of ground. The hole for the vault toilet will be in the ground only four feet, older vaults would have been in the ground eight feet.

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 may be very limited adverse impacts such as noise, odors, littering, and vandalism. To mitigate the noise issue, there will be two rows of trees on the property boundary that will help reflect and reduce the noise getting to adjacent property owners. The vault toilet will be vented, pumped and chemically treated on a regular basis. With proper pumping and treating of the vault, odors can be kept to a minimum. There will be trash receptacles supplied for the users of the trail and trail head facilities, currently there are none on the 8.5 mile trail. Security lighting will also be installed which will help to eliminate any vandalism.

This project will improve conditions for adjacent land owners by providing a large open area for children of all ages to play a wide variety of games. The shelter could be used by adjacent landowners for neighborhood picnics and gatherings. This trailside facility could also be used for the starting point for charitable walks, runs and other outdoor events.

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:

	Morton County Parks Director
Responsible Official's Signature	**Responsible Official's Title**
Morton County Parks	January 12,2016
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.