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: ND Parks and Recreation Department
(Must be political subdivision)
Project Name: Pembina Gorge Mtn BikeTrail

Primary Contact

Name:	Mike Duerre
Title:	Pembina Gorge Project Manager
Address:	101 5th St
City, State, Zip:	Walhalla, ND 58282
E-Mail:	mduerre@nd.gov
Phone:	701-549-2444
County:	Pembina/Cavalier

Alternate Contact

Name:	Matt Gardner
Title:	Recreation Division Coordinator
Address:	1600 E Century Ave Suite 3
City, State, Zip:	Bismarck, ND 58504
E-Mail:	msgardner@nd.gov
Phone:	701-328-5369
County:	

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 Alternate Contact If not, please fill out below.

Reimbursement Contact

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

Estimated Start Date: Mar 1, 2017 Estimated Completion Date: Aug 30, 2018
(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.

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

PROJECT LOCATION

Property Name:
Frostfire Ski Area

Physical Address: 11950 Co Hwy 55, Walhalla, ND 58282
County: Cavalier
Legal Description: W ½ of SW ¼; SW ¼ NE ¼; W ½ NE ¼ SE ¼ (17 acres); NE ¼ SW ¼ (33 acres)
Township: 163N Range: 57W Section: 30
Latitude (in decimal degrees): example: 46.785690 48.910
Longitude (in decimal degrees): example: -100.622172 -98.068

*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 3/4

☑ 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?

The land is privately owned but is leased to the ND Parks and Recreation Department.

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: $250,000.00

Total grant amount requested: $200,000.00

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

If yes, briefly explain.

We would not be able to complete a usable trail with partial funding.

BUDGET INFORMATION WORKSHEET

Total Project Cost	$250,000.00	
Total Grant Amount Requested	$200,000.00	
Cost Category	**Amount**	
Land, structures, rights-of-ways, etc.	$150,000.00	
Relocation expenses and payments	$12,500.00	
Architectural and engineering fees	$15,000.00	
Demolition and removal		
Construction	$72,500.00	
Equipment		
Materials		
Miscellaneous		
TOTAL	$250,000.00	
Matching Funds		
Source	**Amount**	**Description**
Cash Match		
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		
Special Appropriation Funds	$50,000.00	
TOTAL MATCHING FUNDS	$50,000.00	

*** 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 2017 Pembina Gorge Mountain Bike Trail project will build two downhill mountain bike trails with features along the way to enhance the riding experience. Using the existing infrastructure of Frostfire Ski Area, users will be able to ride the lift to the starting point, ride the trails down and get back on the lift and do it again. This project, in addition to our existing trail system that is already being used by the mountain bike user group, will help to turn the Pembina Gorge into a mountain biking destination in the upper Midwest.

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

The goal is to construct a quality downhill mountain bike course in the Pembina Gorge State Recreation Area. Mountain bike users would be the primary beneficiary of this project.

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 consist of design services ($15,000), trail construction cost ($72,500), features including installation ($150,000), mobilization fees (5% of total project cost). We are attaching a preliminary design of the Frostfire site along with a quote to develop the downhill runs. In this project, we have decided to scale back the initial proposal to include less features along the trail, but maintain the same length.

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.

In 2014, we developed the Pembina Gorge State Recreation Area Master Plan to guide further development in the Pembina Gorge. In that process, we gathered input from public surveys, stakeholder interviews and public workshops where people participated in great numbers. The consensus was that people wanted more trails and more opportunity to explore the Pembina Gorge in different ways. The master plan can be viewed in it's entirety at the following website:

http://www.parkrec.nd.gov/information/department/attachments/pembina_gorge_master_plan.pdf

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 matching funds for this project are state appropriated funds.

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 Pembina Gorge State Recreation Area consists of trails funded by previous RTP projects. The trails have been built and maintained well over the course of the past 5 years as evidenced by the increasing popularity and satisfaction of visitors to the PGSRA. We have a dedicated trail maintenance crew and equipment to maintain the trails to the sustainable standard in which they were built.

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.

While undergoing the master planning process for the Pembina Gorge SRA, we gathered a lot of input from a lot of different people. What we learned was that people wanted more opportunities in the Pembina Gorge, but they wanted the feel of the Pembina Gorge to remain the same, sort of wild and untouched. So the challenge to incorporate more recreational opportunity into an area without marginalizing the intrinsic nature is somewhat difficult. Frostfire has been in operation for 40 years now as a ski area and the impact of that development has been absorbed and accepted over that time. Since it's been accepted, the development of a downhill mountain bike trail system on this property will not create any addition visual imposition for those wanting to preserve the feeling of the gorge but will provide another opportunity for our mountain bike users.

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?

This project should be funded because it will provide a recreational opportunity for a user group that isn't provided much opportunity in North Dakota. There is an active mountain bike population in both Grand Forks and Winnipeg that is well within driving distance to the Pembina Gorge SRA. This project added to the existing trails in the SRA will make this area a desirable destination for this user base and add to the success of the PGSRA.

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.

As impact effects vary from location to location, care will be taken to minimize adverse effects along the trail and the surrounding area. The trail routes are in the cleared sections of the ski area and are downhill in nature. There is a variety of techniques that we employ to deal with erosion problems. The proposed use areas are currently mowed by the property owners so we do not anticipate finding anything of significance in this area.

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

The proposed trail system will be contained within the Frostfire land base. The impact on adjoining landowners can be positive or negative depending on the person. By creating a trail system, it would provide residents with a recreational opportunity which in most cases betters the quality of life in that area. If a person is not open to new people in the area, they might see this in an adverse light. We work continuously to educate our users to respect the rules of our recreation area and how their actions and interactions with people of the area have an effect on the success of the trail systems and the overall Pembina Gorge SRA. On the flip side, we work to educate the local people of the potential and opportunities which are presented with an influx in people coming to the area to help garner an appreciation for the economic benefit to the business everyone relies on in the area.

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:

Responsible Official's Signature	Pembina Gorge Project Manager **Responsible Official's Title**
ND Parks and Recreation Department **Political Subdivision (Project Sponsor)**	01/28/16 **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.