



# **Recreation Trails (RTP) Program Manual**

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# Recreational Trails Program Program Manual

## Introduction

The North Dakota Parks and Recreation Department (NDPRD) in cooperation with the North Dakota Division Office of the Federal Highway Administration (FHWA) has prepared this manual to answer questions and establish guidance relating to project application and management. For a program overview, please reference the RTP manual at [https://www.fhwa.dot.gov/environment/recreational\\_trails/overview/](https://www.fhwa.dot.gov/environment/recreational_trails/overview/).

## Program Overview

The Recreational Trails Program (RTP) is a federal-aid assistance program (CFDA: 20.219) to help states provide and maintain recreational trails for both motorized and non-motorized trail use. The RTP is intended to be a program through which the State provides a grant to trail project sponsors through an open competition process based on the merit of project proposals. The program provides funds for all kinds of recreational trail uses, such as pedestrian uses (hiking, running, and wheelchair use), bicycling, in-line skating, equestrian use, cross-country skiing, snowmobiling, canoe/kayak trails, off-road motorcycling, all-terrain vehicle riding, four-wheel driving, or using other off-road motorized vehicles.

The RTP funds come from the Federal Highway Trust Fund and represent a portion of the motor fuel excise tax collected from non-highway recreational fuel use: fuel used for off-highway recreation by snowmobiles, all-terrain vehicles, off-highway motorcycles, and off-highway light trucks.

The U.S. Department of Transportation, Federal Highway Administration (USDOT/FHWA) administers the RTP program. The Governor of the state of North Dakota has designated the North Dakota Parks and Recreation Department (NDPRD) as the agency responsible for administering apportionments made to the state. RTP funds represent a portion of the federal gasoline tax attributed to recreation on non-gasoline tax supported roads. The federal government prescribes many of the regulations governing this program.

Projects sponsors will be required to comply with a minimum of two inspections from the NDPRD. The first inspection will be conducted within 30 days of initial construction. This inspection is designed to ensure the project sponsor is operating within the intended scope of work. The second inspection will be a final inspection to ensure the project was completed within the scope of work and is functioning as intended. Failure to meet inspection goals can result in delayed or denied reimbursement requests or termination of the grant agreement.

NDPRD, along with the Recreational Trail Program Advisory Committee (RTPAC), intends that RTP grant funding be used to enhance trail opportunities by achieving results that would not otherwise be possible. RTP grants are for projects that are primarily recreational in nature, rather than serving a more utilitarian transportation function. The following is a list of eligible projects:

- Construction of new recreation trails
- Restoration of existing trails (re-routes)
- Development and rehabilitation of trailside and trailhead facilities and trail linkages

- Purchase and lease of recreational trail construction and maintenance equipment
- Land acquisition/easements
- Trail accessibility assessment

## **Title VI**

Title VI of the Civil Rights Act of 1964 ensures that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination, including sex, age, disability, low-income, or LEP discrimination, under any program or activity for which the Recipient receives Federal financial assistance. The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973) by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Sponsors **who are** Title VI compliant may coordinate bidding and procurement on their own. Sponsors must follow the original procurement process for reimbursement. All bidding, procurement and construction must adhere to Title VI requirements. Additional information on the Title VI Program is at the NDPRD website at [http://www.parkrec.nd.gov/information/department/title\\_vi.html](http://www.parkrec.nd.gov/information/department/title_vi.html).

Sponsors **who are not** Title VI compliant will work with the NDPRD during the bidding and procurement process. Project reimbursement in this manner will require project reimbursement (20%) from sponsor to NDPRD. It is preferred all sponsors receive Title VI compliancy. NDPRD Staff will act as the Title VI compliant sponsor as a last resort and as time allows.

## **RTP Funding**

The Recreational Trails Program funds up to 80% of eligible costs for trail projects. At the time of application, the project sponsor must demonstrate proof of or provide their anticipated plan to match a minimum 20% of the total project cost available. The local share may include tax sources (appropriations), bond issues or force account contributions. The donated value of land, cash, labor, equipment, and materials may also be used.

Individual grant awards are limited to a **minimum of \$10,000 and a maximum of \$250,000**. NDPRD and the RTPAC reserve the right to change the minimum/maximum dollar amounts in order to ensure the complete expenditure of RTP funds.

## **Eligible Project Sponsors**

Grants may be awarded to any of the following:

- Non-profit organizations - A qualified non-profit organization is one that meets the following criteria:
  - Registered with the State of North Dakota as a non-profit for a minimum of 5 years and in good standing with the North Dakota Secretary of State's Office
  - Will name a successor at the time of any change in organizational status (for example, dissolution). A qualified successor is any party that meets the eligibility criteria to apply for RTP funds and can comply with all RTP responsibilities. NDPRD recommends, whenever possible, a government agency be sought as a successor. A successor organization must agree, in writing, to complete all RTP project responsibilities should the original organization's status change.
- Construction of new recreation trails

- Municipal agencies (examples include: cities, towns, counties, school districts, park districts, public housing agencies, etc.)
- State agencies (examples include: North Dakota Parks and Recreation Department, North Dakota Forest Service, North Dakota Game and Fish).
- Federal agencies (Examples include: Bureau of Land Management, U.S. Forest Service, National Park Service, U.S. Fish and Wildlife Service, etc.)
- Other government entities (Examples include: tribal governments, regional governments, etc.)

Potential project sponsors with active or previously awarded grants through NDPRD must be in full compliance with federal and state programs to be eligible for additional RTP grant opportunities.

Project sponsors who have been approved for an RTP grant in the previous 2 years may receive less priority in additional project funding and/or new project funding.

### **"40-30-30" Requirement**

RTP Legislation (23 U.S.C. 206) requires that States use 40 percent of their funds in a fiscal year for diverse recreational trail use; 30 percent for motorized recreation; and 30 percent for non-motorized recreation. The diverse, motorized, and non-motorized percentages are minimum requirements that must be met. A project for diverse motorized use (such as snowmobile and off-road motorcycle use) may satisfy the 40 percent diverse use requirement and the 30 percent motorized use requirement simultaneously. A project for diverse non-motorized use (such as pedestrian and bicycle use) may satisfy the 40 percent diverse use requirement and the 30 percent non-motorized use requirement simultaneously.

To provide more flexibility in RTP project selection, FHWA established five categories to account for the 40-30-30 requirements:

- 1) Non-motorized project for a single use: A project primarily intended to benefit only one mode of non-motorized recreational trail use, such as pedestrian use only, water trails (canoe/kayak), or equestrian use only. RTP projects serving various pedestrian uses (such as walking, hiking, wheelchair use, running, birdwatching, nature interpretation, backpacking, etc.) constitute a single use for the purposes of this category. A project serving various non-motorized human-powered snow uses (such as skiing, snowshoeing, etc.) constitutes single use for this category.
- 2) Non-motorized diverse use project: A project primarily intended to benefit more than one mode of non-motorized recreational use such as: walking, bicycling, and skating; both pedestrian and equestrian use; and pedestrian use in summer and cross-country ski use in winter.
- 3) Diverse use project including both motorized and non-motorized uses: A project intended to benefit both non-motorized recreational trail use and motorized recreational trail use. This category includes projects where motorized use is permitted but is not the predominant beneficiary. This category includes RTP projects where motorized and non-motorized uses are separated by season, such as equestrian use in summer and snowmobile use in winter.
- 4) Motorized single use project: A project primarily intended to benefit only one mode of motorized recreational use, such as snowmobile trail grooming. A project may be classified in this category if the project also benefits some non-motorized uses (it is not necessary to exclude non-motorized uses), but the primary intent must be for the benefit of motorized use.

- 5) Motorized diverse use project: A project primarily intended to benefit more than one mode of motorized recreational use, such as: motorcycle and ATV use; or ATV use in summer and snowmobile use in winter. A project may be classified in this category if the project also benefits some non-motorized uses (it is not necessary to exclude non-motorized uses), but the primary intent must be for the benefit of motorized use.

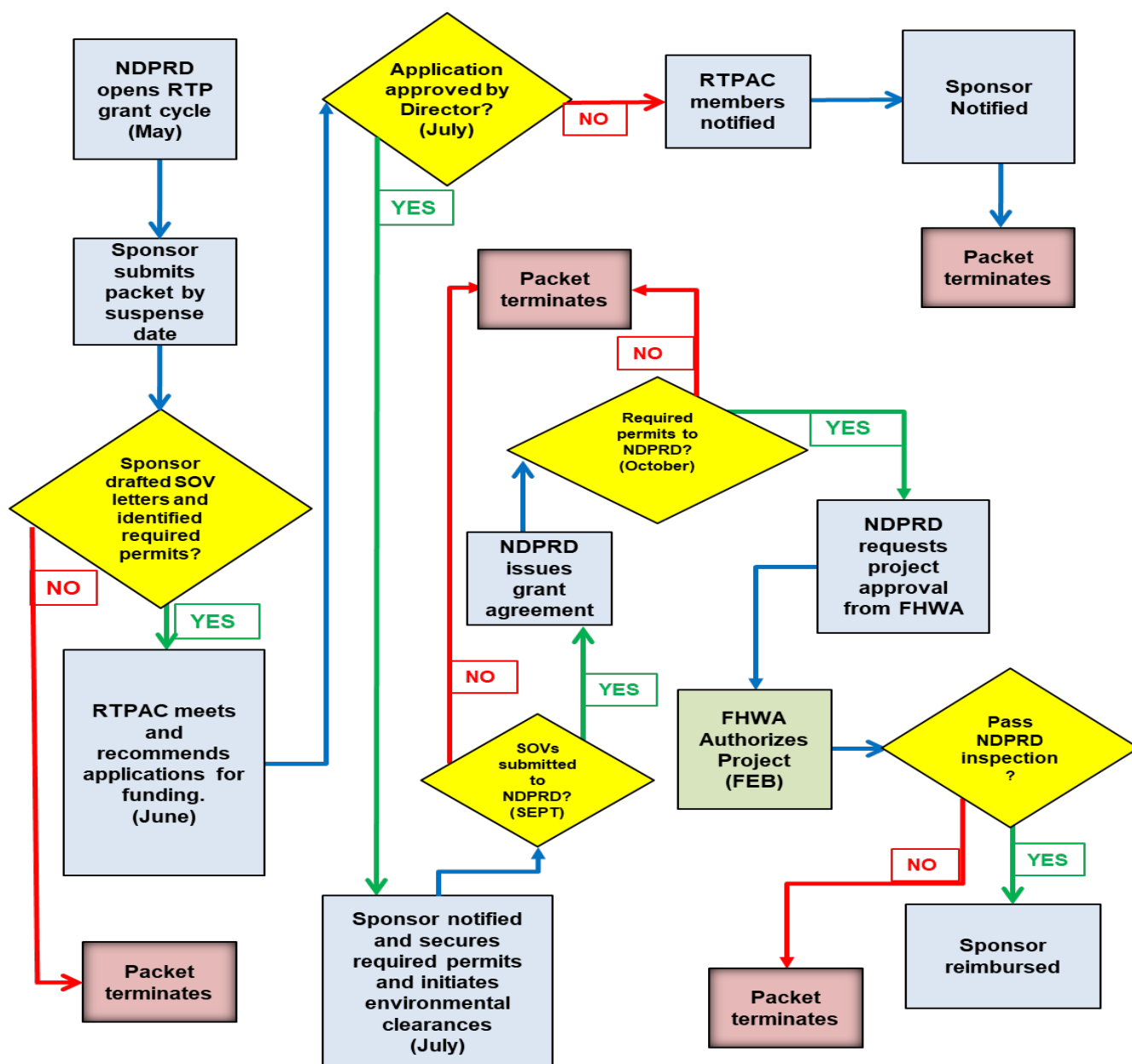
Projects in categories 1 and 2 apply towards the 30 percent non-motorized use requirement. Projects in categories 2, 3, and 5 apply towards the 40 percent diverse trail use requirement. Projects in categories 4 and 5 apply towards the 30 percent motorized use requirement.

## Project Timeline

When applying for project funding, the project sponsor must demonstrate preparedness to begin construction upon grant packet submission. This requirement includes having all local match available, final estimates completed, providing description of required permits, drafted environment clearance requests and completed all project planning.

Once the project sponsors are notified of their project approval and funding level, they have 18 months to complete the project. NDPRD reserves the right to suspend reimbursements for projects that do not meet the completion timeline

The below flowchart is the approved timeline for the RTP cycle for North Dakota.



## Eligible Projects/Expenses

Projects will be ranked based on the categories below.

1. Construction of new recreation trails: For projects on federal land, the most important requirement is that the federal agency land manager must approve of the project in accordance with other applicable federal laws and regulations. This category may include construction of new trail bridges or providing appropriate signage along a trail.
2. Restoration of existing trails: Restoration may be interpreted broadly to include any kind of non-deferred trail maintenance, restoration, rehabilitation, or relocation. This category may include maintenance and restoration of trail bridges or providing appropriate signage along a trail.
3. Development and rehabilitation of trailside and trailhead facilities and trail linkages: This may be interpreted broadly to include development or rehabilitation of any trailside and trailhead facility. The definition of "rehabilitation" means extensive trail repair needed to bring a facility up to standards suitable for public use due to natural disasters or acts of nature. Trailside and trailhead facilities must have a **direct relationship** with a recreational trail.
4. Purchase and lease of recreational trail construction and maintenance equipment: Purchase and lease of any trail construction and maintenance equipment, provided the equipment is used primarily to construct and maintain recreational trails. This provision does not include purchase of equipment which may be used for purposes unrelated to recreational trails. For example, a lawn mower purchased under this program must be used primarily for trail and trailside maintenance, not to maintain open lawn areas or sport fields. (***Please note equipment projects, only federal, state and municipal agencies qualify for funding; a use agreement will need to be signed by the project sponsor.***)
5. Land acquisition/easements: See the Land Acquisitions and Easements section below; please note, RTP legislation prohibits condemnation of any kind of interest in property. Therefore, acquisition of any kind of interest in property must be from a willing landowner or seller.
6. Trail accessibility assessment: assessment of trail conditions for accessibility and maintenance.

## Ineligible Projects/Expenses

- Condemned Land as Matching Value: RTP legislation prohibits using RTP funds for condemnation of any kind of interest in property. An RTP project may be located on land condemned with funds from other sources. However, it is not permissible to use the value of condemned land toward the match requirement for an RTP project.
- Feasibility Studies: Trail feasibility studies are not a use permitted in the RTP legislation. The permissible uses relate to actual on-the-ground trail projects.
- Environmental Evaluation and Documentation: Projects intended solely for the purpose of covering environmental evaluation and documentation expenses are not permissible.
  - Reasonable environmental evaluation and documentation expenses, including costs associated with environmental permits and approvals, may be included as part of an approved project's engineering costs. Expenses incurred developing the environmental evaluation, necessary permits, as well as engineering costs, may not exceed 20% of the total funded grant amount.
  - Project expenses, in which a project sponsor will seek reimbursement via the grant, may not occur prior to the project start date. The project start date will be provided once the FHWA approves the project. The project start date will be provided to the project sponsor by the NDPRD.
- Law Enforcement: Routine law enforcement is not a use permitted in the RTP legislation.
- Planning: Trail planning is not a permissible use of RTP funds. However, construction engineering costs (including allowable costs for environmental evaluation and documentation, permits or approvals) may be

reimbursed. However, reimbursement will not be permitted for construction costs incurred prior to the date of program authorization by FHWA. Construction engineering costs cannot be a stand-alone reimbursement and must be accompanied by a construction phase funded under this program.

- Sidewalks: RTP funds will not normally be used to provide paths or sidewalks along or adjacent to public roads or streets unless the path or sidewalk is needed to complete a missing link between other recreational trails. Refer to the Transportation Alternatives Program through NDDOT.
- Roads: RTP funds may not be used to improve roads for general passenger vehicle use.
- Overhead: The regular operating expenses such as rent, building upkeep, utilities and all fixed costs associated with a business, agency, or group.
- Indirect Costs: Only direct costs that can be identified specifically with a particular final cost objective directly related to the trail project are eligible.

### **Land Acquisitions and Easements**

- Acquisition Costs: The following land acquisition costs are allowable and eligible for reimbursement under the Recreational Trails Program:
  - The appraised fair market value of fee simple title or an easement for the use of real property acquired by negotiated purchase.
  - The purchase price for an easement or fee title to real property acquired below appraised value.
  - The donated land value (the difference between the purchase price and appraised value) may be used as a match for federal funds to purchase that parcel of land, purchase other pieces of property, or develop facilities.
  - Similarly, lands for which 100% of the value is donated may only be used as the organization's share of a project to purchase other land or build facilities.
  - Appraisal fees.
  - Boundary surveys, title search, legal filing fees.
- Ineligible Costs: Costs ineligible for reimbursement in an acquisition project include:
  - The purchase of real property to which the project sponsor became committed prior to federal approval.
  - Legal fees other than for filing and fines and penalties paid by the project sponsor.
  - Incidental costs relating to real property acquisition and interests in real property unless allowable under the Uniform Relocation Assistance and Real Property Acquisition Policies Act.
  - Taxes for which the local sponsor would not have been liable to pay.
  - Damage judgments arising out of acquisition whether determined by judicial decision, arbitration or otherwise.
  - Any construction or material costs associated prior to the grant award.
- Easements: In some instances, the applicant will not be able to purchase the property but can acquire an easement. An easement must be for a period of at least 25 years. During this period, the easement cannot be revoked at will by the landowner unless the applicant or state is guilty of an infraction of the easement. The land must still be retained in public trail use for the duration of the easement period even though the easement has been revoked. Provisions stated in the easement cannot be detrimental to the proposed recreational development.

A draft copy of the easement must accompany the application for acquisition and development projects. If an easement has been or is to be executed prior to the submission of a development project application, a draft copy of the easement should be sent to the NDPRD for review. Advance

approval of such agreements may help ensure the eligibility of the site for funding. Negotiations for easements must follow general negotiated land purchase regulations including the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act.

### **Control and Tenure**

Adequate control must be established by an applicant over any land (public or private) to be improved/developed with RTP grant funds, including documentation of the fee title, lease, easement, or use agreement. Lease, easement and use agreement terms must be for a term no less than 25 years.

The application must identify all outstanding rights or interests held by others on land upon which the project is proposed. A signed letter explaining control and tenure must be submitted for all projects not located on Federal Lands. The applicant will be required to submit a signed approval from the official responsible for management of the project property.

### **Metropolitan Planning Organizations (MPOs)**

MPO's are mandated by 23 USC 134 and 49 USC 5303 for metropolitan areas with a population over 50,000. Project sponsors that fall into one of the Metropolitan Planning Organizations' jurisdictions must have and provide approval that their project is in compliance with the MPO Long Range Transportation Plan. These areas include Bismarck-Mandan, Grand Forks, and Fargo. For those projects located within an MPO, the project must be included in the MPO's Transportation Improvement Program (TIP) prior to FHWA authorization.

### **Technical Review**

Once a potential sponsor submits an application, NDPRD staff will review the application for completeness, eligibility, the sponsor's current grant status, match, property ownership, local/regional/federal approval, etc. Staff will forward eligible applications to the Recreational Trails Program Advisory Committee (RTPAC) for further consideration.

### Application Process and Review

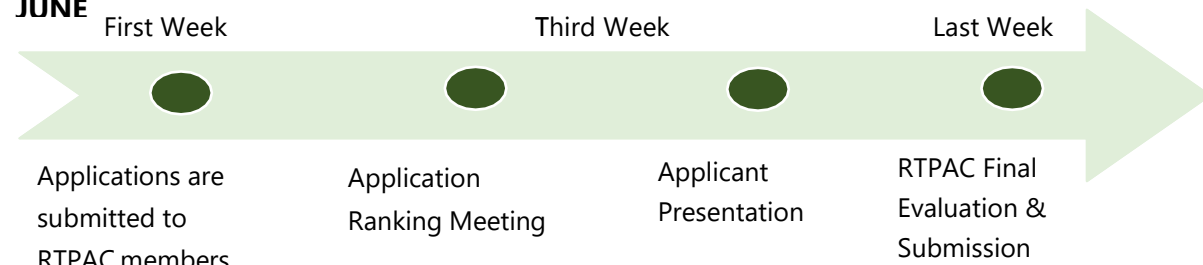
All sponsors will submit their RTP packets utilizing <https://grants.nd.gov/index.do>. Sponsors who are having difficulty submitting applications to the website may contact the NDPRD grant coordinator for additional assistance. The following information outlines the review process for each submitted application. See Appendix A for assistance establishing a web grants account.

## Recreation Trails Program Submission Timeline

### MAY



### JUNE



**JULY - Submit the committee's recommendations to NDPRD Director for approval. Sponsor notified of selection results thru pre-award letter.**

**AUGUST/SEPTEMBER – Awarded grants obtain required permits and begin clearances**

**OCTOBER – Typical start of the Federal Fiscal Year and grant authority obtained. Sponsors must submit historical and environmental clearances (SOV letters) to**

**NOV - FEB – Prepare grant award agreements and issue notices to proceed when authorized by FHWA.**

### Recreational Trail Program Advisory Committee (RTPAC)

The NDPRD determines committee membership (including voting and nonvoting members), roles, protocols and procedures, and authorities. NDPRD, due to significant trail use on Federal lands, will include representation or participation from appropriate Federal agencies as non-voting members.

RTPAC membership represents a broad range of motorized and non-motorized trail users and associations. Committee members are appointed by the Director of the NDPRD and must be recreational trail users of both off-road motorized recreational trail users and nonmotorized recreational trail users. The NDPRD will make every attempt to ensure a wide variety of trail interests are represented on the RTPAC to include: hiking, biking, equestrian, OHV, snowmobile, and other outdoor winter recreational trail use.

In North Dakota, the committee serves as the evaluation committee that reviews and prioritizes grant applications and recommends projects for funding to the Director of the NDPRD. The project evaluation allows committee members to bring their knowledge of statewide and local recreation patterns, resources, and needs into consideration. Reviewers may rank a project based upon their evaluation of site suitability, fiscal consideration, commitment to long-term operation and maintenance, superior design, superior leverage of funding and partnership, ADA compliance, and project presentation, heritage and legacy context, and regional issues. Committee members are appointed to 3-year terms. Upon completion of a 3-year term, NDPRD will advertise for replacement of the committee member. If no replacement is found, the existing committee member may be given the option to renew their term.

### Pair-Based Scoring Process and Example

Pair-based scoring is a ranking methodology in which each project is individually ranked against each other project, one project at a time. In the example below, 7 applications were received and ranked. The numbers 1-7 correspond with the assigned application numbers. Projects are then compared starting with project number 1 vs. project number 2. The better of the two projects is then marked on the score sheet. Then project 1 is compared to project 3 and again the better project is marked on the score sheet. This process is repeated until project 1 has been compared to all other applications. Project 2 is then compared against all other projects excluding project 1, then project 3 against all others excluding 1 and 2, etc., until each has been compared to all other projects and project preference has been established. Points are assigned based on the number of times a project is chosen. See appendix B for more guidelines.

Project #	Total Times Chosen	Pair Ranking
1	4	<u>1</u> vs. 2, <u>1</u> vs. 3, 1 vs. <u>4</u> , 1 vs. <u>5</u> , <u>1</u> vs. 6, <u>1</u> vs. 7
2	2	<u>2</u> vs. 3, 2 vs. <u>4</u> , 2 vs. <u>5</u> , 2 vs. <u>6</u> , <u>2</u> vs. 7
3	0	3 vs. <u>4</u> , 3 vs. <u>5</u> , 3 vs. <u>6</u> , 3 vs. <u>7</u>
4	6	<u>4</u> vs. 5, <u>4</u> vs. 6, <u>4</u> vs. 7
5	5	<u>5</u> vs. 6, <u>5</u> vs. 7
6	3	<u>6</u> vs. 7
7	1	

21 Total Points - The sum of all points should be 21.

In this example project number 4 was selected the most times and is ranked #1, followed by project 5 and so on. Once the projects have been ranked by all committee members, the scores will be averaged, and the highest-ranking projects will be submitted for environmental and historical review and clearance.

### Environmental and Historical Requirements and Project

Documentation of compliance with the National Environmental Policy Act (NEPA) and other Federal environmental laws, regulations, and Executive Orders must be completed by the project sponsor as part of an authorized project under the RTP. Project sponsors are required to submit the draft Solicitation of Views (SOVs) with their packet submission. Project sponsors, who have been selected for funding, must complete their clearances within 90 days of their grant award letter or their grant will not be funded. See Appendix C – Example SOV letters.

The list below and contact information are the required submissions for SOVs. If a sponsor needs assistance or an exception to the timeline, they must coordinate with the NDPRD grant coordinator.

#### North Dakota Solicitation of Views (SOVs)

Agency	Contact Name	Address	City	State	Zip
ND Department of Environmental Quality	Mr. David Glatt	918 E. Divide Ave., 4th Floor	Bismarck	ND	58501-1947
U.S. Department of Agriculture - NRCS	Ms. Mary E. Podoll	P.O. Box 1458	Bismarck	ND	58502-1458
ND Game and Fish	Mr. Steve Dyke	100 N. Bismarck Expressway	Bismarck	ND	58501-5095
North Dakota SPOC	Ms. Rikki Roehrich	PO Box 2057	Bismarck	ND	58502-2057
NDDOT - Department of Transportation	Ms. Joyce Schmidt	608 E. Boulevard Ave.	Bismarck	ND	58505-0700
ND Parks and Recreation Department	Ms. Kathy Duttonhefner	1600 E. Century Ave., Suite 3	Bismarck	ND	58503
ND Historical Society	Mr. Bill Peterson	612 East Boulevard Avenue	Bismarck	ND	58505-0830
U.S. Army Corps of Engineers	Ms. Patricia McQueary	3319 University Drive	Bismarck	ND	58504
U.S. Fish and Wildlife Service	Mr. Drew Becker	3425 Miriam Avenue	Bismarck	ND	58501-7926
ND Water Commission	Mr. Garland Erberle	900 E. Boulevard Avenue	Bismarck	ND	58505-0850

FHWA procedures in 23 CFR 771 apply to the RTP. Each project must be evaluated to determine the environmental impacts; however, most RTP projects will qualify as Categorical Exclusions (CE) under NEPA (23 CFR 771.117) if they meet the following requirements:

- Does not have significant impacts to planned growth or land use for the area.
- Does not require the relocation of a significant number of people.
- Do not have a significant impact on any natural, cultural, recreational, historic, or other resource.
- Does not involve significant air, noise, or water quality impacts.
- Does not have significant impacts on travel patterns.
- Does not otherwise have any significant environmental impacts

The following project types are Categorical Exclusions by definition and do not require further review:

- Rehabilitation contained within the footprints of existing trails and trailhead facilities.
- Re-grading within the footprints of existing trails or trail parking areas.
- Striping and/or re-striping of existing facilities.
- Replacement, renovation, or rehabilitation of existing signs, kiosks, or markers.
- Alterations to existing facilities to make them accessible to the elderly and handicapped persons.
- Repair or replacement of existing fencing, guardrails, retaining walls, or berms within existing facilities, including areas needed for construction and staging.
- Equipment purchases that abide by the Buy America policy.

Completion of a SFN 61951 (Categorical Exclusion Form) by the project sponsor and approved by the NDPRD grant coordinator is a required submission to the FHWA prior to final categorical exclusion determination. See Appendix D – SFN 61951.

### **State Historic Preservation Office (SHPO) Requirements**

The SHPO will be contacted to assure that the project proposal complies with State laws regarding archaeology on lands or historic properties.

- Any project element calling for alteration, rehabilitation, renovation, or demolition of a building or structure 45 years or older needs to be reviewed by the SHPO on a case-by-case basis.
- Photographs of properties that would be affected 45 years of age or older need to be submitted along with a narrative describing the project, including plans and specifications, as appropriate. Any available historical information on the property should also be submitted.
- It is illegal to disturb an archaeological site or to remove artifacts from an archaeological site or to remove an archaeological object on public or private lands unless that activity is authorized under a permit and requisite permissions have been obtained.
- If human remains are found during an excavation on private or state lands, the local law enforcement office must be contacted pursuant to N.D.C.C. §23-06-27 to determine if they are Native American or are evidence of a crime scene.

If other archaeological materials are found during a ground disturbing activity, contact the SHPO at 701-328-2682. The SHPO can check to see if your project area has been surveyed and can give you a current list of archaeological consultants. Only professional archaeologists or persons working for recognized scientific organizations may apply for an archaeological permit.

Projects on Native American reservations must be approved by the Tribal Historic Preservation Office (THPO) and not SHPO.

### **Other Environmental Considerations**

- Aquatic Resources: Impacts to aquatic resources (wetlands, streams, etc.) must be considered and may result in trail route or structure changes. All applications will be reviewed by NDPRD Grant's staff for wetland impacts using the U.S. Fish and Wildlife's Wetland Mapper available at <https://www.fws.gov/wetlands/Data/Mapper.html>
- Threatened and Endangered Species: The occurrence of a protected species or critical habitat could be an important issue to consider during the development of an RTP project. Projects will be reviewed by the U.S. Fish and Wildlife Service and the North Dakota National Heritage Inventory Program. Several resources are available for project sponsors to make preliminary determinations

of potential effects on threatened and endangered species. This initial determination/ recommendation should be summarized in the SOV letters to USFWS for consideration.

- Hazardous Wastes and Contaminated Properties: Contaminated sites may be encountered during the development of RTP projects. Abandoned railroad lines being converted into trails are of particular concern. Site assessments and appropriate steps for remediation may be necessary.
- Noxious Weeds: Project sponsors are responsible for preventing the spread of noxious weeds in conjunction with the trail project.
- Conservation Measures: Careful planning and the use of best management practices should be implemented during the construction phase and after the trail is built to help decrease impact and reduce cumulative effects to plant and wildlife communities. Avoiding habitat fragmentation should be considered and implemented when possible.
- Aquatic Nuisance Species (ANS): Special attention during planning needs to be implemented to avoid the spread of Aquatic nuisance species, whether they are animals such as the zebra mussel or plants such as curly-leaf pondweed. Sponsors should be familiar with and adhere to North Dakota Administrative Code §30-03-06

The following conservation measures are suggested:

- Start and finish the project outside of the migratory bird nesting periods of February 1<sup>st</sup> through July 15<sup>th</sup>.
- Design trails that avoid sensitive areas such as wetlands or other habitat that are rare in the area.
- Reduce the invasion of invasive species by controlling weeds prior to construction and include a weed management plan for after construction.
- Maintain clean trail building equipment to limit the spread of noxious weeds and invasive species.
- Avoid practices that cause erosion.
- Identify any off trail use immediately and have a plan to eliminate the problem.
- ND Parks and Recreation Department recommends using the Best Management Practices when implementing this project.
- Removal of existing trees should be completed when all other options are exhausted.
- Tree mitigation should be completed on a 2:1 basis and completed in the area of disturbance.

## **Project Expenditure and Reimbursement Process**

### **Contributions and Expenses**

To be eligible for reimbursement funds, project costs must be incurred after the federal project approval start date. Donations of equipment, labor, and materials must be contributed after the federal project approval start date as well. Cash contributions may be received at any time.

The bidding and procurement process must also begin after the federal project approval start date; this date will be indicated on your project agreement from NDPRD. Please note a pre-approval award letter will be sent out to all projects that are ranked high enough to be funded; final approval will be contingent upon Solicitation of View (SOV) letters and responses. Upon successful completion of reviews, a project agreement, to include the project start/completion date, will be provided to the sponsor.

### **Local Share**

Local match may include donated/volunteer labor, donated equipment and/or material, and force account. No local share for labor will include payroll additives (insurance, taxes, etc.) or other overhead costs. Any projected donated labor, equipment, material, or force account will be documented in the RTP application and included in the grant agreement. Any deviations in labor, equipment, or material rates once the grant agreement is signed must be approved by the NDPRD grant coordinator.

- Donated Labor: The time of a person donating services/labor will be valued at a rate paid on an average of like skills rounded to the nearest higher dollar as determined by the US Bureau of Labor Statistics for North Dakota. Any donated labor match requests must be formatted to account for each individuals' hours, day or donation, description of donation, signature by donor for each entry and a certification memorandum from the project sponsor validating all donated labor.

Donated labor may only be used as a match and is never a reimbursable item. Youth ages are established mirroring the criteria used from [www.volunteer.gov](http://www.volunteer.gov). The categories below are the set donated labor rates and the only authorized reimbursement request rates. Requests for category 2 or category 3 reimbursements must be accompanied by documentation certifying claimed skill. Sponsors must submit SFN 59170 to the NDPRD Grants Coordinator to receive match credit. See Appendix E.

**Youth ages 15 to 18** - must be residents of North Dakota and authorized to donate labor. However, youth will only be matched at the current ND minimum wage rate. Youth under age 18, can volunteer provided that the work does not pose a threat to their health or safety or violate Federal or State child labor laws or the policies of the agency's volunteer program. A parent or legal guardian must give written consent and sign a release from liability waiver before a person under 18 years of age may volunteer.

#### **Category 1 – General Laborer - \$20.00**

- Examples: Construction Laborers, Roofer, Painter, Cement Finisher

#### **Category 2 – Skilled Laborer - \$28.00**

- Examples: Brickmason, Carpenter, Skidsteer Operator, Supervisor

#### **Category 3 – Professional Services - \$40.00**

- Examples: Engineer, Architect, Lawyer, Mechanic, Heavy Equipment Operator

- Donated Equipment and Materials: Donated equipment and materials may be used as match and are not reimbursable items. The value of the donated materials must be documented through an invoice with the ability for NDPRD to verify prices from an on-line source or official letter from the donor/vendor. Equipment rates for

rentals or donated use will only be matched at the rate specified from the Federal Emergency Management Agency (FEMA) [Schedule of Equipment Rates | FEMA.gov](#)

Any donated material from a previously purchased stockpile can be accepted if approved by the NDPRD prior to submission of a reimbursement request. The project sponsor is required to provide documentation of the original cost of the material and will only be matched at the original cost.

The project sponsor must complete and submit a SFN 59169 (Donated Equipment) and/or a SFN 59172 (Donated Materials) to the NDPRD Grant Coordinator for match credit. See Appendix F and Appendix G.

- **Force Account:** Force account is different than volunteer labor or donated equipment and supplies. Force account refers to the use of a project sponsor's staff, equipment, and/or materials. All or part of the project sponsor's share may be provided through force account. Documentation must be verifiable from the project sponsor's records and reasonable and necessary for efficient completion of the project. Force account labor submissions must be from a payroll system of record and contain a supervisor memorandum of record validating submission. Sponsors are also required to submit an SFN 59171 to the NDPRD Grant Coordinator to receive match credit. See Appendix H.

### **Federal Matching Share**

The federal share through the RTP for projects is limited to 80 percent except under the following circumstances:

- A Federal agency project sponsor may provide its own funds toward RTP projects as additional Federal share up to 95 percent of the project cost. The limitation is intended to ensure commitment to the project from State, local, or private co-sponsors. Under this provision, a Federal agency project sponsor may provide any amount of funds, provided the total Federal share does not exceed 95 percent.
- Funds from Federal Programs: RTP funds may be matched with funds available under other Federal funding programs if the project also is eligible for funding under the other Federal program. Federal funds received by any project sponsor from another Federal program may be credited as if they were the non-Federal share and may be used to match RTP project funds up to 100 percent of the project cost.

### **Procurement**

Please note *this section is only applicable to project sponsors that are Title VI compliant*. If the sponsor is not Title VI compliant, the NDPRD will be coordinating the bidding and procurement process.

Grant recipients are required to follow the State of North Dakota's procurement guidelines when purchasing goods or services needed to complete a project. Please refer to N.D.C.C. §54-44.4-14 and N.D.A.C. Chapter 4-12-08.

- **Purchases \$2,500.00 and below:** Use adequate procedures to ensure commodities and services are obtained at a fair and reasonable price, which may include the soliciting only one informal bid or proposal. Rotate vendors solicited on an equitable basis "Fair and reasonable" price can be based on previous purchases, market research, a published price list, or by simply soliciting more than one vendor. Remember, "When in doubt, bid it out." Use the state purchasing card whenever possible.
- **Purchases \$2,500.01 to \$25,000.00:** Solicit no fewer than three vendors, insofar as practical, to submit oral or written informal bids or proposals. If you do not receive three bids or proposals, provide a written justification (e.g., "only two known vendors" or "contacted three vendors, only two responded").

- Purchases over \$25,000.00: Solicit formal sealed bids or proposals with notice to approved bidders on the State Bidders List and post on the [State Procurement Online](#) website.
- Limited Competitive and Noncompetitive Procurements: Occasionally, circumstances arise under which a fully competitive procurement process may be difficult or impossible. Procurement is noncompetitive when there is no bidding process. Limited competition occurs when competition is possible, but the requirements of the solicitation restrict competition to particular bidders. Project sponsors must use the State's [Alternate Procurement Request form](#), SFN 51403 to document this process and submit to NDPRD prior to entering a contract or incurring an expense which is classified as a limited competitive or noncompetitive purchase. In accordance with federal regulations, NDPRD will then forward to FHWA for approval. NDPRD will notify the project sponsor of FHWA's decision within 10 business days of the form's submittal along with a reason, if denied.
- Documentation Requirements: Each procurement transaction must be adequately documented for audit and public record purposes. If the purchase is over \$2,500.01, the procurement file must have evidence that three vendors were solicited or document the reason three bids were not obtained using the guidelines and forms listed above. Include any required approvals, solicitation documents used, list of bidders solicited, and responses received. In addition, a bid tab or summary must be included which includes the name, address, and phone number of all bidders along with evaluation worksheets, reasons for rejecting a particular bid, and method of award (i.e., purchasing card or purchase order).
- Exemptions by Statute: Please note, certain commodities and services are not subject to state procurement laws. The following commodities and services are exempted from state procurement practices, as follows:
  - Land, building, space, or the rental thereof, however before making a commitment to obtain land for a RTP project, an appraisal must be submitted to the Parks and Recreation Department for approval. The land is required to be appraised by a certified general appraiser with federal experience according to the Uniform Appraisal Standards for Federal Land Acquisitions (located on the web at <http://www.justice.gov/enrd/land-ack/Uniform-Appraisal-Standards.pdf>). No more than the appraised value can be paid.
  - Specific commodities and services as determined by written directive by the Director of OMB in N.D.A.C § 4-12-01-04 such as: A. contracts for public buildings and public improvement contract bids, pursuant to N.D.C.C. Title 48. B. Contracts for architect, engineer, and land surveying services pursuant to N.D.C.C. Chapter 54-44.7.

### **Public Improvement Projects**

Public improvement means any improvement undertaken by a governing body for the good of the public and which is paid for with any public funds, including public loans, bonds, leases, or alternative funding, and is constructed on public land or within an existing or new public building or any other public infrastructure or facility if the result of the improvement will be operated and maintained by the governing body. The term does not include a county road construction and maintenance, state highway, or public service commission project governed by title 11, 24, or 38.

The threshold for bidding construction of a public improvement is one hundred fifty thousand dollars. The threshold for procuring plans, drawings, and specifications from an architect or engineer for construction of a public improvement is one hundred fifty thousand dollars.

If the estimated cost for the construction of a public improvement is in excess of the threshold, the governing body shall advertise for bids by publishing for three consecutive weeks. The first publication of the advertisement must be at least twenty-one days before the date of the opening of bids.

Each governing body shall require a statement from any person preparing the plans and specifications for a public building or facility that, in the professional judgment of that person, the plans and specifications are in conformance with the Americans with Disabilities Act accessibility guidelines for buildings and facilities as contained in the appendix to title 28, Code of Federal Regulations, part 36 [28 CFR 36], subject to the exception stated in section 54-21.3-04.1.

\*Please refer to <http://www.legis.nd.gov/cencode/t48c01-2.pdf> for more detail and specific guidelines regarding Public Improvement Project Bids and Contracts.

- Required Contract Language: Attached to this manual is FHWA Form 1273 and Title VI nondiscrimination assurances, which are required to be included in its entirety in every RTP contract between a project sponsor and any organization, group, agency or individual they do business with (see Appendix I). Failure to include this form will result in forfeiture of RTP funds for the project portion covered by of the contract in question. While including this form is a federal requirement, only certain portions may apply depending on the contracted dollar amount or the location of the project (federal road right of way). Please direct any questions relating to this form to NDPRD grant staff.
- Disadvantaged Business Enterprise Program: Project sponsors are encouraged to work with disadvantaged businesses when practical and applicable to the State's procurement guidelines. For more information on the ND Department of Transportation's Disadvantaged Business Enterprise Program, please visit <http://www.dot.nd.gov/divisions/civilrights/dbeprogram.htm>.

## Reimbursement

The project sponsor will not receive upfront funding at the time of project approval. Instead, the sponsor must pay the bills and be reimbursed for a maximum of 80% of the expenses incurred for the project. **To avoid the risk of losing funding, reimbursement requests must be submitted approximately every 6 months during the project period.** Land donations will be credited towards the match of the sponsor's share of the project.

As in any program where a reimbursement is requested for a portion of the project costs, adequate documentation and records are essential. There must be definite supporting documentation (i.e., invoices) for each item of cost claimed- estimates are not sufficient. NDPRD may request additional support documentation to process a billing. Sponsors must use SFN 59174 to process reimbursement requests with the NDPRD Grant Coordinator. See Appendix

- Reimbursement Requests: The following is a list of documentation NDPRD will need to process reimbursement requests:
  - Grant Program Reimbursement Request Form.
  - Affidavit of publication, supplied by the newspaper when you advertise for bids.
  - For purchases over \$2,500.01, include any required approvals, solicitation documents used, list of bidders solicited, and responses received. In addition, a bid tab or summary must be included which includes the name, address, and phone number of all bidders along with evaluation worksheets, reasons for rejecting a particular bid, and method of award (i.e.,

purchasing card or purchase order). Forms should be dated and signed by responsible official.

- Contractor invoices (or final payment, if countersigned by contractor acknowledging payment of all prior charges, and if the cost of each major work item is shown)
  - Copies of invoices. Not monthly statements.
  - Individual earnings records for the calendar year or payroll journals. Should show gross wages, withholdings, and net pay for each pay period – See Force Account Form.
  - Equipment rental time records.
  - Detailed schedule showing how you computed owned-equipment rental rates. For donated equipment time, you must use hourly rates via a quote from a local rent all or a published equipment billing chart for a municipality.
- **Partial Billings:** A partial billing along with supporting documentation may be submitted to NDPRD after portions of the work have been completed. Submit the completed "Reimbursement Request Form." The state will retain 5% of the grant amount until the project is complete and a final inspection completed. Supporting documentation needed includes the following:
  - Expenditure Records indicated above
  - Volunteer Logs
- **Final Billings:** For a project to be considered completed and ready for final billing, it should be submitted within thirty days of the completion of the project or grant expiration date, whichever comes first. Final project billings must be submitted to NDPRD utilizing the process outlined above. Final project billing and grant closeout will not be completed until NDPRD has conducted the final inspection and certified the project is indeed complete, meeting the project description outlined in the grant application and/or project amendment.
- **Reimbursement Request Form:** A separate file should be established and maintained for each RTP project. The project sponsor is responsible to track costs according to the categories on the Grant Programs Reimbursement Request Form and must maintain an auditable record for a period of not less than 3 years from the date of the final reimbursement. A grant reimbursement form must be submitted for all payment requests and reimbursements. Only the form provided by NDPRD will be accepted. See appendix C – Reimbursement Form.
- **Project Completed Under Budget:** If a project is completed under budget, the remaining unspent funds will be deobligated from the sponsor and may be reobligated to other eligible RTP projects at the State's discretion.

Projects that have not shown progress for six months, risk potential termination of RTP funding. If no reimbursement requests are received, NDPRD will assume no progress has been made.

### **Amendments**

The NDPRD reserves the right to deny any amendment request without further processing.

During the project period, various situations may result in changes or deviations from the Project description. An amendment is necessary to add to or alter the approved project. Changes that may necessitate an amendment are increases or decreases in the grant amount, project scope changes, or an extension of the project period. The NDPRD requires 60 days to process and approve/deny amendments.

- **Changes in Project Scope:** Only those items approved for the project are eligible for federal

assistance. Similarly, facilities must be constructed in the same location as designated on the plans submitted with the application. Due to unforeseen changes in project costs or revisions in the plans for the facility, certain items may have to be added or deleted from the project after it is approved. These changes may require submission to the Federal Government for approval. In the case of adding an item to the project, construction on that item cannot begin until the amendment is approved. The amount of federal assistance specified on the award letter is the maximum amount reserved for that particular project. Costs over this amount must be paid by the applicant. All changes in project scope should be in accordance with the intent of the original application and must be justifiable. The need for the change must be documented by a letter to the NDPRD, accompanied by revised cost estimates, construction plans and maps.

- Project Period Extensions: All acquisition and development must take place within the project period, which is identified in the award letter. The award letter is sent to the project sponsor after the project has received Federal approval. The target date for project completion will be based on an 18-month project period. The project sponsor is encouraged to complete the project as soon as possible as inflation can add a 5% cost increase each year.

If the project cannot be completed during the period identified on the project agreement, contact NDPRD.

- Submission of an Amendment Request: The sponsoring agency initiates the amendment by submitting a request for the changes to NDPRD. This request should include all project revisions desired, including cost estimates, maps or design plans, and justification of the need for the changes. It is recommended the NDPRD be contacted prior to the submission of the amendment request. Department staff will be able to provide advice on the feasibility of an amendment approval. An amendment for a change in project scope can be requested any time prior to the construction of the added item or acquisition of the added tract. An amendment for an extension of time should be submitted forty-five days before the project is scheduled to expire.

It is essential that amendment requests be kept to a minimum. Amendments are used to cover items that could not be anticipated in the original project. Major deviations from the original project will not be accepted. It is the responsibility of the project sponsor to thoroughly determine the type of project prior to submission and, upon approval, carry through with that project.

### **Project Termination**

A project sponsor may request withdrawal of the project at any time prior to the first payment or expenditure of grant funds. After the initial payment, the project may be rescinded, modified, or amended only by written mutual agreement between the project sponsor and NDPRD.

NDPRD may terminate the project in whole or in part, at any time before the date of completion, if it is determined the project sponsor has failed to comply with the terms of the project proposal or the intent of the program. Failure by the project sponsor to comply with the terms of the grant may cause suspension of all obligations by and a return of any monies received. If a project is terminated the project sponsor will be notified in writing of the determination and the reasons for the termination, together with the effective date. Payments made to the project sponsor or recovery of funds by the NDPRD under projects terminated for cause shall be in accord with the legal rights and liabilities of the parties.

NDPRD may terminate the grants in whole, or in part at any time before the date of completion, when all

parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The parties shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated.

The project sponsor shall not incur new obligations for the terminated portion after the effective date and shall cancel as many outstanding obligations as possible. Termination either for cause or for convenience requires the project in question be brought to a state of recreational usefulness agreed upon by the project sponsor and NDPRD or all funds must be returned.

### **Project Site Retention & Future Responsibilities**

At the time of project approval, the project sponsor through the acceptance of funds, commits that the facilities developed with federal assistance must remain open for general public use and will be operated and maintained. If RTP monies are used for land acquisition the land must remain in public trail use for perpetuity. If RTP monies are used for development, the site and facility must remain in public trail use until the facilities become obsolete or are at the end of their useable life.

### **Signage Requirement**

Project sites funded through the Recreational Trails Program are required to display language and/or a sign stating the funding assistance for the site came through a partnership between the FHWA and NDPRD.

### **FHWA Buy America Act**

FHWA abides by the *Buy America Act* which applies to all steel and iron purchases permanently incorporated in a project funded under title 23 using the funds of the RTP which has been granted by the FHWA and the U.S. Department of Transportation. This certifies that all steel and iron supplied to the Recreational Trails Program (RTP) projects are manufactured domestically in the United States in compliance with the Federal Highway Administration (FHWA) Buy America requirements as outlined in 23 CFR §635.410. An overview of the program can be found here:

<https://www.fhwa.dot.gov/construction/cqit/buyam.cfm>.

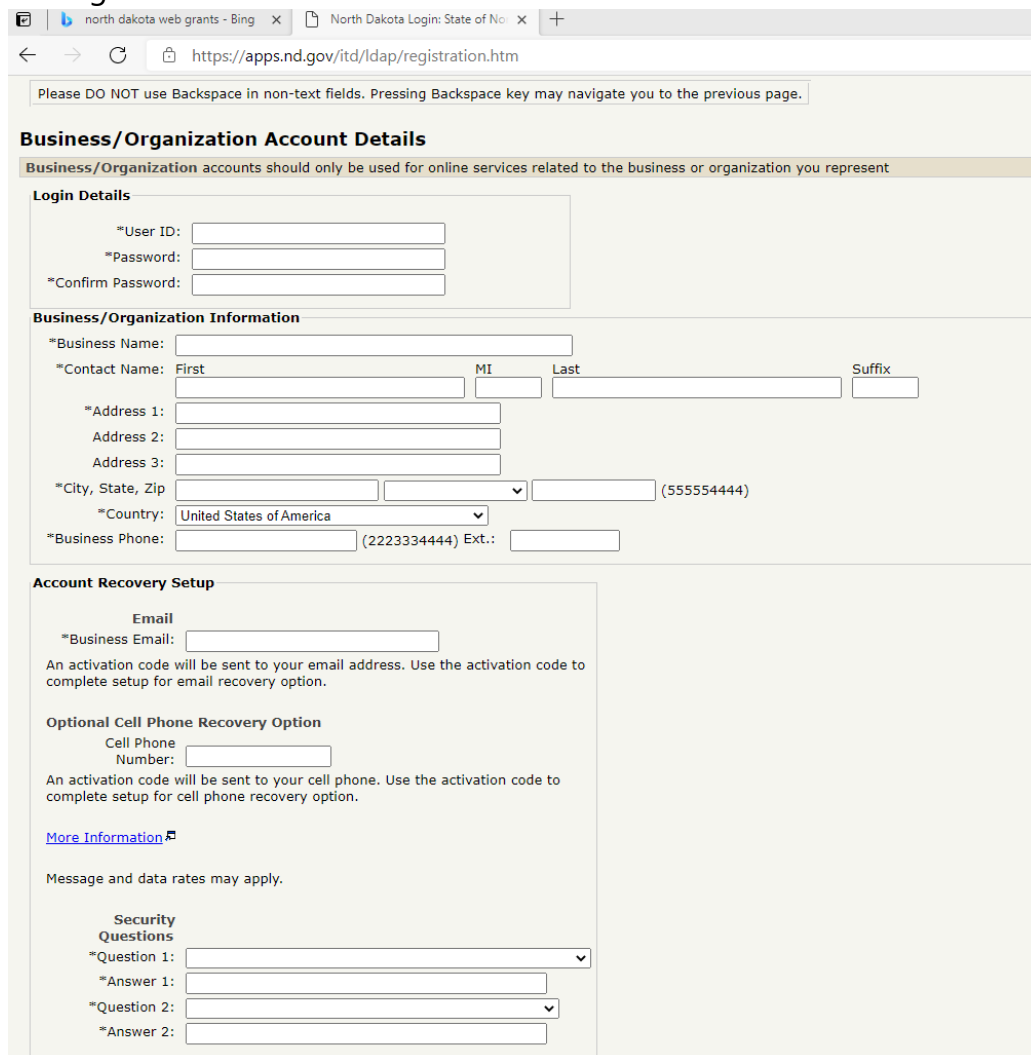
## When signing up for Web Grants:

An external user will need to have an ND Login to access WebGrants. Notes with links to ND Login assistance are on the Announcements section of the login page. This is page one of this document.

1. User will set up a new ND Login account IF they do not already have one. (Many have ND Login accounts for Game & Fish, Parks, or other State applications.)
2. User will need to verify both email and phone number on the ND Login account when it's created.
3. User will log into WebGrants and register their account. The user will receive the email below. Parks Admins will need to approve the user within WebGrants.

**Important:** Make sure that you pick the **Recreational Trails Program** funding opportunity!

The sign in screen will look like this.



The screenshot shows a web browser window with the URL <https://apps.nd.gov/itd/ldap/registration.htm>. The page has a light beige background and contains the following sections:

- Business/Organization Account Details**: A header section with a note: "Business/Organization accounts should only be used for online services related to the business or organization you represent".
- Login Details**: A form with three input fields:
  - \*User ID: [input field]
  - \*Password: [input field]
  - \*Confirm Password: [input field]
- Business/Organization Information**: A form with several input fields and dropdown menus:
  - \*Business Name: [input field]
  - \*Contact Name: First [input field], MI [input field], Last [input field], Suffix [input field]
  - \*Address 1: [input field]
  - Address 2: [input field]
  - Address 3: [input field]
  - \*City, State, Zip: [input field], [dropdown menu], [input field] (555554444)
  - \*Country: [dropdown menu] (United States of America)
  - \*Business Phone: [input field] (2223334444) Ext.: [input field]
- Account Recovery Setup**: A form with two main sections:
  - Email**:
    - \*Business Email: [input field]
    - Text: "An activation code will be sent to your email address. Use the activation code to complete setup for email recovery option."
  - Optional Cell Phone Recovery Option**:
    - Cell Phone Number: [input field]
    - Text: "An activation code will be sent to your cell phone. Use the activation code to complete setup for cell phone recovery option."
- More Information**: A link with an external icon.
- Security Questions**: A form with two questions and answers:
  - \*Question 1: [dropdown menu]
  - \*Answer 1: [input field]
  - \*Question 2: [dropdown menu]
  - \*Answer 2: [input field]

At the bottom of the form, there is a note: "Message and data rates may apply."

Please fill out this information when signing in. Once finished, you will be receiving an email that looks like this.

## WebGrants - North Dakota - New User Registration



grantinfo@nd.gov  
To ● Berger, Karlynn K.

\*\*\*\* Do Not Respond to This Email \*\*\*\*

Dear Ttester Parks,

Thank you for registering with WebGrants - North Dakota.

Your registration is currently under review.

Registration review may take several business days.  
Thank you for your patience.

It may take a couple of days for the parks admin to approve access. Once Park Admins have approved the user, they will receive this following e-mail.

## WebGrants - North Dakota - Approved Registration



grantinfo@nd.gov  
To ● Berger, Karlynn K.

\*\*\*\* Do Not Respond to This Email \*\*\*\*

Dear Ttester Parks,

Your new registration with WebGrants - North Dakota has been Approved.

You may now log into the WebGrants system at the following location:  
<https://grants.nd.gov>

4. Once Parks Admins have approved the user, they will be able to log into WebGrants with their ND Login information.

For further questions or help, please contact Char Langehaug at (701) 328-5364 or [cbinstock@nd.gov](mailto:cbinstock@nd.gov).

1600 East Century Ave. Ste. 3 | Bismarck, ND 58503

PHONE: 701-328-5357 | FAX: 701-328-5363 | EMAIL: [parkrec@nd.gov](mailto:parkrec@nd.gov) | WEBSITE: [www.parkrec.nd.gov](http://www.parkrec.nd.gov)

**Important Additional Information: External User Sign-in for Web Grants**

You MUST follow the steps below PRIOR to logging into WebGrants!

WebGrants will not allow access until AFTER you have:

1. Log into the NDLogin app to confirm account exists or to unlock your existing account: [NDLogin Link](#)
2. If a successful login, set the recovery phone number and request a verification text to activate the account (The security phone number is not required when setting up an ND Login account, but if not populated you can't log in to WebGrants).
3. Once completed, you should enter your NDLogin login credentials to log into WebGrants

If you already have a North Dakota login that works with other ND apps, you do not need to create a new account!

If you do not have an existing NDLogin you MUST set one up prior to logging in to request access to WebGrants.

[There is a video detailing how to log into Web Grants on the sign-in page.](#)

WebGrants uses a NDLogin authenticator and your account will be locked if you try to request WebGrants access before you have an approved NDLogin.

[There is a North Dakota register link on the sign-in page.](#)

\*This information is located on the announcement page to WebGrants.

For further questions or help, please contact Char Langehaug at (701) 328-5364 or [cbinstock@nd.gov](mailto:cbinstock@nd.gov).

1600 East Century Ave. Ste. 3 | Bismarck, ND 58503

PHONE: 701-328-5357 | FAX: 701-328-5363 | EMAIL: [parkrec@nd.gov](mailto:parkrec@nd.gov) | WEBSITE: [www.parkrec.nd.gov](http://www.parkrec.nd.gov)

**Pair-Based Scoring Guidelines**  
*Recreational Trails Program*

\*This is a guideline to the pair-based scoring method listed in (Pg. 10) of the Recreational Trails Program Manual. All of these guidelines are listed at the website, <https://www.parkrec.nd.gov/business/grants/recreation-trails-program>. When ranking a project please read through each application entirely, making sure to look at the project as a whole and if it fits the requirements of the Recreational Trails Program (Pg. 4). Individual grant awards are limited to a minimum of \$10,000 and a maximum of \$200,000. For a listed of eligible project sponsors please look at the criteria (Pg. 5).

1. "40-30-30" Requirement (Pg. 6)

- RTP Legislation (23 U.S.C. 206) requires that States use 40 percent of their funds in a fiscal year for diverse recreational trail use; 30 percent for motorized recreation; and 30 percent for non-motorized recreation. A project for diverse motorized use (such as snowmobile and off-road motorcycle use) may satisfy the 40 percent diverse use requirement and the 30 percent motorized use requirement simultaneously. A project for diverse non-motorized use (such as pedestrian and bicycle use) may satisfy the 40 percent diverse use requirement and the 30 percent non-motorized use requirement simultaneously.
- *Example:* As we have a lot of non-motorized applications that come in every year to fulfill this criterion, we need to make sure that the 30% for motorized recreation (ex. snowmobile/OHV) projects is met. A motorized application (if the only one) may rank higher than the rest of the non-motorized applications to fit this requirement.

2. Title VI (Pg. 5)

- An application that is Title VI compliant may rank higher than one that is not because they already meet the requirements of the program. \*Applicants whom are not Title VI certified will need to gain compliance before grant award.

3. Trails SCORP (See Application & Recreational Trail Needs SCORP)

- A primary need may receive higher priority over a secondary or tertiary need.

4. Accessibility

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, the Architectural Barriers Act, PRO WAG or the Outdoor Accessibility Guidelines. For more information refer to the U.S. Access Board at <https://www.access-board.gov/guidelines-and-standards>.

5. Uses of Project Impact

- The more boxes that are checked indicate more diverse opportunities for trail usage.

6. Funding

- Secured funding may rank higher than non-secured funding as they have ensured proper planning and met the requirements to finish the trail. There is a risk of not finishing the trail if the funding is not secured.

7. Public Input/Support

- This criterion shows that the project has been evaluated by the community and there is public input to demonstrate community need/support.

8. Environmental Considerations

- While environmental reviews are conducted by the state on behalf of the project, applications that indicate minimal impact to the environment may rank higher than projects that may require significant mitigation.

9. Equipment Purchases: FHWA Buy America Act (Pg. 18)

- This certifies that all steel and iron supplied to the Recreational Trails Program (RTP) projects are manufactured domestically in the United States in compliance with the Federal Highways Administration (FHWA) Buy America requirements as outlined in 23 CFR §635.410. If so, the application may rank higher than an equipment application that has not followed this criterion.

RTPAC membership represents a broad range of motorized and non-motorized trail users and associations. A total of nine committee members are appointed by the Director of the North Dakota Parks and Recreation Department and must be recreational trail users and represent trail interests (hiking, biking, horseback riding, paddling, OHV and snowmobile). In North Dakota, the committee serves as the evaluation committee that reviews and prioritizes grant applications and recommends projects for funding. The project evaluation allows committee members to bring their knowledge of statewide and local recreation patterns, resources, and needs into consideration. Reviewers may rank a project based upon their evaluation of site suitability, fiscal consideration, commitment to long-term operation and maintenance, superior design, superior leverage of funding and partnership, ADA compliance, and project presentation, heritage and legacy context, and regional issues (Pg.9).

## AGENCY LETTERHEAD

Mr. David Glatt, Director  
ND Department of Environmental Quality  
918 E. Divide Ave., 4th Floor  
Bismarck, ND 58501-1947

[Date]

**Project Name:**

**Project Sponsor:**

**Project Description:** Construct 1.1 Miles of Trail

**County:**

**Latitude:**

**Longitude:**

Dear Mr. Glatt:

The [Agency Name] is proposing the above-mentioned project. Specifically, the proposed construction will take place at [location] to construct [miles of trail]. The construction will involve [insert the scope of the project here].

To ensure that all social, economic, and environmental effects are considered in the development of this project, we are soliciting your views and comments on the proposed project pursuant to Section 102(2) (D) (IV) of the National Environmental Policy Act of 1969, as amended. We are particularly interested in any property which your department may own or have an interest in, and which would be adjacent to the proposed project site. We would also appreciate being made aware of any proposed developments your department may be contemplating in the areas under consideration for the proposed site. Any information that might help us in our studies would be appreciated.

Information or comments relating to environmental or other matters that you might furnish will be used in determining if this project is a "categorical exclusion" or whether an "Environmental Assessment" or a "Draft Environmental Impact Statement" will be prepared.

## AGENCY LETTERHEAD

It is requested that any comments or information be forwarded to our office on or before [a 30-day review period]. If no reply is received by this date, it will be assumed that you have no comment on this project.

If further information is desired regarding the proposed project, please contact [Name] at [E-mail] or [Phone Number].

Thank you for your time.

Sincerely,

Agency Contact

Title

Agency

\*Please see enclosed map(s). Thank you!

[Make sure the maps include location, compass, and trail plans.]

**PROJECT INFORMATION**

Date	Federal Project Number	Work Type
Project Name		County
Brief Project Description		

If the project sponsor is a Federal Agency (ex. USDA Forest Service) please fill out the information above and attach the agencies environmental decision document. Omit the checklist below.

☐ Check if the federal agency is submitting their own environmental decision document.

\*If the answer is **Yes** to any of the questions below, additional documentation may be added to this document. The checklist below is intended to identify any additional consultation, coordination, notifications, or permitting that may be required on behalf of the Recreational Trail Program projects.

Agency	Questions	Yes*	No	Documentation/Explanation
ND Department of Environmental Quality	Are there any environmental impacts from the proposed construction related to soil, surface waters, or fill? Do any extra precautions need to be taken?			
ND State Water Commission	Will the project occur within an Area of Special Consideration and/or 100-year floodplain? Should the OSE be notified if there are any water impacts? Is a floodplain, floodway, or sovereign lands permit needed?			
US Army Corps of Engineers	If there are any impacts to an aquatic resource, has the project administrator and USACOE been notified? Is a section 404 permit required? If the project includes a dock or boat ramp on a navigable waterway, does the project sponsor have a Section 10 permit?			
Department of Agriculture	Is there a conversion of farmland taking place with this project?			
ND Parks and Recreation Department	Is the project located within a Land and Water Conservation Fund 6(f) boundary? Are there any impacts to endangered, threatened, or candidate species and their corresponding habitat?			
US Fish and Wildlife Services (USFWS)	Are there any impacts to endangered, threatened, or candidate species and their corresponding habitat? <b>Examples - Areas of Interest:</b> <a href="http://ecos.fws.gov/ipac">http://ecos.fws.gov/ipac</a> - Migratory Birds - Endangered, Threatened, or Candidate Species - Critical Habitat			
ND Game and Fish Department	Are there any impacts to endangered, threatened, or candidate species and their corresponding habitat? Will any work be conducted in waters of the state? <b>Examples - Areas of Interest</b> - Aquatic Nuisance Species			

Agency	Questions	Yes	No	Documentation/Explanation
ND Single Point of Contact	Will the project propose any impacts to community development? <a href="https://www.communityservices.nd.gov/about/SinglePointofContact">https://www.communityservices.nd.gov/about/SinglePointofContact</a>			
Project Sponsors	Is temporary or permanent right of way required and if so, is it a willing seller?			
ND Historical Society	Are there any culturally or historically sensitive locations?			
MPO	Does this project take place within the jurisdiction of one of the three Metropolitan Planning Organizations (MPO)? If so, has the project received approval. 1. Bismarck-Mandan 2. Fargo-Moorhead 3. Grand Forks-East Grand Forks			
Overall	Does the project have any concerns not listed above?			

**Determination:** Based on the evaluation of this project, it has been determined the project meets the criteria of a categorical exclusion as described in 23 CFR 771.117.

ND Parks and Recreation Grants Coordinator Signature	Date
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Federal Highway Administration (FHWA) Authorization Signature	Date
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Project Name	Project Number
Name of Person Contributing Donated Labor	Type of Work Performed (general laborer, plumber, mason, etc.)

The hourly rate of a person donating services will be valued at North Dakota Job Service's General Laborer Rate in that project area unless the person is professionally skilled in the work being performed (i.e. mason doing work on a retaining wall). When this is the case, the hourly rate normally paid for performing that service may be charged so long as the rate can be verified from the employer and documentation is attached to this form. The rates for labor cannot include payroll additives or overhead costs.

Signature of Donor	Date
Signature of Responsible Official	Date
Signature of NDPRD Staff (Leave blank for NDPRD Review)	Date



**Grant Program Documentation of Donated Equipment Value**  
**PARKS AND RECREATION DEPARTMENT**  
SFN 59169 (7-09)

This form is for a project sponsor to document the value of equipment which has been donated for work on an approved grant. Once completed, this form must be submitted with a Grant Program Reimbursement Request form, SFN #59174 (7-09). Please note that the dates of all donations must be on or after the project approval date.	
Project Name	Project Number

**Donated Equipment**

Supporting documentation for the value of donated equipment must be attached. Supporting documentation for the value of donated equipment will be based upon the hourly rate charged by a local equipment rental business via a quote on that businesses letterhead or a published equipment billing chart for a municipality. The cost of purchasing equipment will not be accepted.						
Date of Donation	Donor Name	Donor Signature	Description and Use of Donated Equipment	Hours of Use	Hourly Rate	Value
Total Value of All Costs Listed						

Signature of Responsible Official	Date
Signature of NDPRD Staff (Leave blank for NDPRD Review)	Date



**Grant Program Documentation of Donated Materials**  
**PARKS AND RECREATION DEPARTMENT**  
SFN 59172 (7-09)

This form is for a project sponsor to document the value of material which has been donated for work on an approved grant. Once completed, this form must be submitted with a Grant Program Reimbursement Request form, SFN #59174 (7-09). Please note that the dates of all donations must be on or after the project approval date.	
Project Name	Project Number

**Donated Materials**

Supporting documentation for the value of donated materials must be attached. Acceptable documentation may include an invoice and/or a quote on official business letterhead from the donor.				
Date of Donation	Donor Name	Donor Signature	Description and Use of Donated Item	Value
Total Value of All Items Listed				

Signature of Responsible Official	Date
Signature of NDPRD Staff (Leave Blank for NDPRD Review)	Date



**Grant Program Documentation of Force Account Labor**  
**PARKS AND RECREATION DEPARTMENT**  
SFN 59171 (7-09)

This form is for a project sponsor to document the value of force account used on an approved grant. Force account refers to the use of a project sponsor's staff and is different than volunteer labor. Once completed, this form must be submitted with a Grant Program Reimbursement Request form, SFN #59174 (7-09). Please note that the dates of work must be on or after the project approval date.

Project Name	Project Number
Employee Name	Employee Job Title

**Force Account**

Supporting documentation must be verifiable from the project sponsor's record, and must be reasonable and necessary for efficient completion of the project. Please submit only one form for each week work was completed. Reprint as needed for more space.

Time Period (Week of)	Work Completed on Project	Daily Hours of Force Account Labor							Hourly Rate	Value
		Sun	Mon	Tues	Wed	Thurs	Fri	Sat		

	Total Value of All Costs Listed	
Signature of Employee		Date
Signature of Supervisor		Date
Signature of Responsible Official		Date
Signature of NDPRD Staff (Leave Blank for NDPRD Review)		Date

## REQUIRED CONTRACT PROVISIONS FEDERAL-AID CONSTRUCTION CONTRACTS

- I. General
- II. Nondiscrimination
- III. Nonsegregated Facilities
- IV. Davis-Bacon and Related Act Provisions
- V. Contract Work Hours and Safety Standards Act Provisions
- VI. Subletting or Assigning the Contract
- VII. Safety: Accident Prevention
- VIII. False Statements Concerning Highway Projects
- IX. Implementation of Clean Air Act and Federal Water Pollution Control Act
- X. Compliance with Governmentwide Suspension and Debarment Requirements
- XI. Certification Regarding Use of Contract Funds for Lobbying

### ATTACHMENTS

A. Employment and Materials Preference for Appalachian Development Highway System or Appalachian Local Access Road Contracts (included in Appalachian contracts only)

### I. GENERAL

1. Form FHWA-1273 must be physically incorporated in each construction contract funded under Title 23 (excluding emergency contracts solely intended for debris removal). The contractor (or subcontractor) must insert this form in each subcontract and further require its inclusion in all lower tier subcontracts (excluding purchase orders, rental agreements and other agreements for supplies or services).

The applicable requirements of Form FHWA-1273 are incorporated by reference for work done under any purchase order, rental agreement or agreement for other services. The prime contractor shall be responsible for compliance by any subcontractor, lower-tier subcontractor or service provider.

Form FHWA-1273 must be included in all Federal-aid design-build contracts, in all subcontracts and in lower tier subcontracts (excluding subcontracts for design services, purchase orders, rental agreements and other agreements for supplies or services). The design-builder shall be responsible for compliance by any subcontractor, lower-tier subcontractor or service provider.

Contracting agencies may reference Form FHWA-1273 in bid proposal or request for proposal documents, however, the Form FHWA-1273 must be physically incorporated (not referenced) in all contracts, subcontracts and lower-tier subcontracts (excluding purchase orders, rental agreements and other agreements for supplies or services related to a construction contract).

2. Subject to the applicability criteria noted in the following sections, these contract provisions shall apply to all work performed on the contract by the contractor's own organization and with the assistance of workers under the contractor's immediate superintendence and to all work performed on the contract by piecework, station work, or by subcontract.

3. A breach of any of the stipulations contained in these Required Contract Provisions may be sufficient grounds for withholding of progress payments, withholding of final payment, termination of the contract, suspension / debarment or any other action determined to be appropriate by the contracting agency and FHWA.

4. Selection of Labor: During the performance of this contract, the contractor shall not use convict labor for any purpose within the limits of a construction project on a Federal-aid highway unless it is labor performed by convicts who are on parole, supervised release, or probation. The term Federal-aid highway does not include roadways functionally classified as local roads or rural minor collectors.

### II. NONDISCRIMINATION

The provisions of this section related to 23 CFR Part 230 are applicable to all Federal-aid construction contracts and to all related construction subcontracts of \$10,000 or more. The provisions of 23 CFR Part 230 are not applicable to material supply, engineering, or architectural service contracts.

In addition, the contractor and all subcontractors must comply with the following policies: Executive Order 11246, 41 CFR 60, 29 CFR 1625-1627, Title 23 USC Section 140, the Rehabilitation Act of 1973, as amended (29 USC 794), Title VI of the Civil Rights Act of 1964, as amended, and related regulations including 49 CFR Parts 21, 26 and 27; and 23 CFR Parts 200, 230, and 633.

The contractor and all subcontractors must comply with: the requirements of the Equal Opportunity Clause in 41 CFR 60-1.4(b) and, for all construction contracts exceeding \$10,000, the Standard Federal Equal Employment Opportunity Construction Contract Specifications in 41 CFR 60-4.3.

Note: The U.S. Department of Labor has exclusive authority to determine compliance with Executive Order 11246 and the policies of the Secretary of Labor including 41 CFR 60, and 29 CFR 1625-1627. The contracting agency and the FHWA have the authority and the responsibility to ensure compliance with Title 23 USC Section 140, the Rehabilitation Act of 1973, as amended (29 USC 794), and Title VI of the Civil Rights Act of 1964, as amended, and related regulations including 49 CFR Parts 21, 26 and 27; and 23 CFR Parts 200, 230, and 633.

The following provision is adopted from 23 CFR 230, Appendix A, with appropriate revisions to conform to the U.S. Department of Labor (US DOL) and FHWA requirements.

**1. Equal Employment Opportunity:** Equal employment opportunity (EEO) requirements not to discriminate and to take affirmative action to assure equal opportunity as set forth under laws, executive orders, rules, regulations (28 CFR 35, 29 CFR 1630, 29 CFR 1625-1627, 41 CFR 60 and 49 CFR 27) and orders of the Secretary of Labor as modified by the provisions prescribed herein, and imposed pursuant to 23 U.S.C. 140 shall constitute the EEO and specific affirmative action standards for the contractor's project activities under

this contract. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) set forth under 28 CFR 35 and 29 CFR 1630 are incorporated by reference in this contract. In the execution of this contract, the contractor agrees to comply with the following minimum specific requirement activities of EEO:

a. The contractor will work with the contracting agency and the Federal Government to ensure that it has made every good faith effort to provide equal opportunity with respect to all of its terms and conditions of employment and in their review of activities under the contract.

b. The contractor will accept as its operating policy the following statement:

"It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age or disability. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training."

**2. EEO Officer:** The contractor will designate and make known to the contracting officers an EEO Officer who will have the responsibility for and must be capable of effectively administering and promoting an active EEO program and who must be assigned adequate authority and responsibility to do so.

**3. Dissemination of Policy:** All members of the contractor's staff who are authorized to hire, supervise, promote, and discharge employees, or who recommend such action, or who are substantially involved in such action, will be made fully cognizant of, and will implement, the contractor's EEO policy and contractual responsibilities to provide EEO in each grade and classification of employment. To ensure that the above agreement will be met, the following actions will be taken as a minimum:

a. Periodic meetings of supervisory and personnel office employees will be conducted before the start of work and then not less often than once every six months, at which time the contractor's EEO policy and its implementation will be reviewed and explained. The meetings will be conducted by the EEO Officer.

b. All new supervisory or personnel office employees will be given a thorough indoctrination by the EEO Officer, covering all major aspects of the contractor's EEO obligations within thirty days following their reporting for duty with the contractor.

c. All personnel who are engaged in direct recruitment for the project will be instructed by the EEO Officer in the contractor's procedures for locating and hiring minorities and women.

d. Notices and posters setting forth the contractor's EEO policy will be placed in areas readily accessible to employees, applicants for employment and potential employees.

e. The contractor's EEO policy and the procedures to implement such policy will be brought to the attention of employees by means of meetings, employee handbooks, or other appropriate means.

**4. Recruitment:** When advertising for employees, the contractor will include in all advertisements for employees the notation: "An Equal Opportunity Employer." All such advertisements will be placed in publications having a large circulation among minorities and women in the area from which the project work force would normally be derived.

a. The contractor will, unless precluded by a valid bargaining agreement, conduct systematic and direct recruitment through public and private employee referral sources likely to yield qualified minorities and women. To meet this requirement, the contractor will identify sources of potential minority group employees, and establish with such identified sources procedures whereby minority and women applicants may be referred to the contractor for employment consideration.

b. In the event the contractor has a valid bargaining agreement providing for exclusive hiring hall referrals, the contractor is expected to observe the provisions of that agreement to the extent that the system meets the contractor's compliance with EEO contract provisions. Where implementation of such an agreement has the effect of discriminating against minorities or women, or obligates the contractor to do the same, such implementation violates Federal nondiscrimination provisions.

c. The contractor will encourage its present employees to refer minorities and women as applicants for employment. Information and procedures with regard to referring such applicants will be discussed with employees.

**5. Personnel Actions:** Wages, working conditions, and employee benefits shall be established and administered, and personnel actions of every type, including hiring, upgrading, promotion, transfer, demotion, layoff, and termination, shall be taken without regard to race, color, religion, sex, national origin, age or disability. The following procedures shall be followed:

a. The contractor will conduct periodic inspections of project sites to insure that working conditions and employee facilities do not indicate discriminatory treatment of project site personnel.

b. The contractor will periodically evaluate the spread of wages paid within each classification to determine any evidence of discriminatory wage practices.

c. The contractor will periodically review selected personnel actions in depth to determine whether there is evidence of discrimination. Where evidence is found, the contractor will promptly take corrective action. If the review indicates that the discrimination may extend beyond the actions reviewed, such corrective action shall include all affected persons.

d. The contractor will promptly investigate all complaints of alleged discrimination made to the contractor in connection with its obligations under this contract, will attempt to resolve such complaints, and will take appropriate corrective action within a reasonable time. If the investigation indicates that the discrimination may affect persons other than the complainant, such corrective action shall include such other persons. Upon completion of each investigation, the contractor will inform every complainant of all of their avenues of appeal.

**6. Training and Promotion:**

a. The contractor will assist in locating, qualifying, and increasing the skills of minorities and women who are

applicants for employment or current employees. Such efforts should be aimed at developing full journey level status employees in the type of trade or job classification involved.

b. Consistent with the contractor's work force requirements and as permissible under Federal and State regulations, the contractor shall make full use of training programs, i.e., apprenticeship, and on-the-job training programs for the geographical area of contract performance. In the event a special provision for training is provided under this contract, this subparagraph will be superseded as indicated in the special provision. The contracting agency may reserve training positions for persons who receive welfare assistance in accordance with 23 U.S.C. 140(a).

c. The contractor will advise employees and applicants for employment of available training programs and entrance requirements for each.

d. The contractor will periodically review the training and promotion potential of employees who are minorities and women and will encourage eligible employees to apply for such training and promotion.

**7. Unions:** If the contractor relies in whole or in part upon unions as a source of employees, the contractor will use good faith efforts to obtain the cooperation of such unions to increase opportunities for minorities and women. Actions by the contractor, either directly or through a contractor's association acting as agent, will include the procedures set forth below:

a. The contractor will use good faith efforts to develop, in cooperation with the unions, joint training programs aimed toward qualifying more minorities and women for membership in the unions and increasing the skills of minorities and women so that they may qualify for higher paying employment.

b. The contractor will use good faith efforts to incorporate an EEO clause into each union agreement to the end that such union will be contractually bound to refer applicants without regard to their race, color, religion, sex, national origin, age or disability.

c. The contractor is to obtain information as to the referral practices and policies of the labor union except that to the extent such information is within the exclusive possession of the labor union and such labor union refuses to furnish such information to the contractor, the contractor shall so certify to the contracting agency and shall set forth what efforts have been made to obtain such information.

d. In the event the union is unable to provide the contractor with a reasonable flow of referrals within the time limit set forth in the collective bargaining agreement, the contractor will, through independent recruitment efforts, fill the employment vacancies without regard to race, color, religion, sex, national origin, age or disability; making full efforts to obtain qualified and/or qualifiable minorities and women. The failure of a union to provide sufficient referrals (even though it is obligated to provide exclusive referrals under the terms of a collective bargaining agreement) does not relieve the contractor from the requirements of this paragraph. In the event the union referral practice prevents the contractor from meeting the obligations pursuant to Executive Order 11246, as amended, and these special provisions, such contractor shall immediately notify the contracting agency.

**8. Reasonable Accommodation for Applicants / Employees with Disabilities:** The contractor must be familiar

with the requirements for and comply with the Americans with Disabilities Act and all rules and regulations established there under. Employers must provide reasonable accommodation in all employment activities unless to do so would cause an undue hardship.

**9. Selection of Subcontractors, Procurement of Materials and Leasing of Equipment:** The contractor shall not discriminate on the grounds of race, color, religion, sex, national origin, age or disability in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The contractor shall take all necessary and reasonable steps to ensure nondiscrimination in the administration of this contract.

a. The contractor shall notify all potential subcontractors and suppliers and lessors of their EEO obligations under this contract.

b. The contractor will use good faith efforts to ensure subcontractor compliance with their EEO obligations.

#### **10. Assurance Required by 49 CFR 26.13(b):**

a. The requirements of 49 CFR Part 26 and the State DOT's U.S. DOT-approved DBE program are incorporated by reference.

b. The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the contracting agency deems appropriate.

**11. Records and Reports:** The contractor shall keep such records as necessary to document compliance with the EEO requirements. Such records shall be retained for a period of three years following the date of the final payment to the contractor for all contract work and shall be available at reasonable times and places for inspection by authorized representatives of the contracting agency and the FHWA.

a. The records kept by the contractor shall document the following:

(1) The number and work hours of minority and non-minority group members and women employed in each work classification on the project;

(2) The progress and efforts being made in cooperation with unions, when applicable, to increase employment opportunities for minorities and women; and

(3) The progress and efforts being made in locating, hiring, training, qualifying, and upgrading minorities and women;

b. The contractors and subcontractors will submit an annual report to the contracting agency each July for the duration of the project, indicating the number of minority, women, and non-minority group employees currently engaged in each work classification required by the contract work. This information is to be reported on [Form FHWA-1391](#). The staffing data should represent the project work force on board in all or any part of the last payroll period preceding the end of July. If on-the-job training is being required by special provision, the contractor

will be required to collect and report training data. The employment data should reflect the work force on board during all or any part of the last payroll period preceding the end of July.

### III. NONSEGREGATED FACILITIES

This provision is applicable to all Federal-aid construction contracts and to all related construction subcontracts of \$10,000 or more.

The contractor must ensure that facilities provided for employees are provided in such a manner that segregation on the basis of race, color, religion, sex, or national origin cannot result. The contractor may neither require such segregated use by written or oral policies nor tolerate such use by employee custom. The contractor's obligation extends further to ensure that its employees are not assigned to perform their services at any location, under the contractor's control, where the facilities are segregated. The term "facilities" includes waiting rooms, work areas, restaurants and other eating areas, time clocks, restrooms, washrooms, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing provided for employees. The contractor shall provide separate or single-user restrooms and necessary dressing or sleeping areas to assure privacy between sexes.

### IV. DAVIS-BACON AND RELATED ACT PROVISIONS

This section is applicable to all Federal-aid construction projects exceeding \$2,000 and to all related subcontracts and lower-tier subcontracts (regardless of subcontract size). The requirements apply to all projects located within the right-of-way of a roadway that is functionally classified as Federal-aid highway. This excludes roadways functionally classified as local roads or rural minor collectors, which are exempt. Contracting agencies may elect to apply these requirements to other projects.

The following provisions are from the U.S. Department of Labor regulations in 29 CFR 5.5 "Contract provisions and related matters" with minor revisions to conform to the FHWA-1273 format and FHWA program requirements.

#### 1. Minimum wages

a. All laborers and mechanics employed or working upon the site of the work, will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics.

Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions

of paragraph 1.d. of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under paragraph 1.b. of this section) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

b. (1) The contracting officer shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

(i) The work to be performed by the classification requested is not performed by a classification in the wage determination; and

(ii) The classification is utilized in the area by the construction industry; and

(iii) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(2) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(3) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Wage and Hour Administrator for determination. The Wage and Hour Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or

will notify the contracting officer within the 30-day period that additional time is necessary.

(4) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs 1.b.(2) or 1.b.(3) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

c. Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

d. If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program. Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

## **2. Withholding**

The contracting agency shall upon its own action or upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld from the contractor under this contract, or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work, all or part of the wages required by the contract, the contracting agency may, after written notice to the contractor, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

## **3. Payrolls and basic records**

a. Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-

Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

b. (1) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the contracting agency. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i), except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead the payrolls shall only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site at <http://www.dol.gov/esa/whd/forms/wh347instr.htm> or its successor site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to the contracting agency for transmission to the State DOT, the FHWA or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this section for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to the contracting agency..

(2) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(i) That the payroll for the payroll period contains the information required to be provided under §5.5 (a)(3)(ii) of Regulations, 29 CFR part 5, the appropriate information is being maintained under §5.5 (a)(3)(i) of Regulations, 29 CFR part 5, and that such information is correct and complete;

(ii) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, 29 CFR part 3;

(iii) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(3) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph 3.b.(2) of this section.

(4) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under section 1001 of title 18 and section 231 of title 31 of the United States Code.

c. The contractor or subcontractor shall make the records required under paragraph 3.a. of this section available for inspection, copying, or transcription by authorized representatives of the contracting agency, the State DOT, the FHWA, or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, the FHWA may, after written notice to the contractor, the contracting agency or the State DOT, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

#### **4. Apprentices and trainees**

##### **a. Apprentices (programs of the USDOL).**

Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice.

The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed.

Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly

rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination.

In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

##### **b. Trainees (programs of the USDOL).**

Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration.

The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration.

Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed.

In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

c. Equal employment opportunity. The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR part 30.

d. Apprentices and Trainees (programs of the U.S. DOT).

Apprentices and trainees working under apprenticeship and skill training programs which have been certified by the Secretary of Transportation as promoting EEO in connection with Federal-aid highway construction programs are not subject to the requirements of paragraph 4 of this Section IV. The straight time hourly wage rates for apprentices and trainees under such programs will be established by the particular programs. The ratio of apprentices and trainees to journeymen shall not be greater than permitted by the terms of the particular program.

**5. Compliance with Copeland Act requirements.** The contractor shall comply with the requirements of 29 CFR part 3, which are incorporated by reference in this contract.

**6. Subcontracts.** The contractor or subcontractor shall insert Form FHWA-1273 in any subcontracts and also require the subcontractors to include Form FHWA-1273 in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR 5.5.

**7. Contract termination: debarment.** A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

**8. Compliance with Davis-Bacon and Related Act requirements.** All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference in this contract.

**9. Disputes concerning labor standards.** Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

**10. Certification of eligibility.**

a. By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

b. No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

c. The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

**V. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT**

The following clauses apply to any Federal-aid construction contract in an amount in excess of \$100,000 and subject to the overtime provisions of the Contract Work Hours and Safety Standards Act. These clauses shall be inserted in addition to the clauses required by 29 CFR 5.5(a) or 29 CFR 4.6. As used in this paragraph, the terms laborers and mechanics include watchmen and guards.

**1. Overtime requirements.** No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

**2. Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the clause set forth in paragraph (1.) of this section, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1.) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1.) of this section.

**3. Withholding for unpaid wages and liquidated damages.** The FHWA or the contracting agency shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2.) of this section.

**4. Subcontracts.** The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1.) through (4.) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1.) through (4.) of this section.

## VI. SUBLETTING OR ASSIGNING THE CONTRACT

This provision is applicable to all Federal-aid construction contracts on the National Highway System.

1. The contractor shall perform with its own organization contract work amounting to not less than 30 percent (or a greater percentage if specified elsewhere in the contract) of the total original contract price, excluding any specialty items designated by the contracting agency. Specialty items may be performed by subcontract and the amount of any such specialty items performed may be deducted from the total original contract price before computing the amount of work required to be performed by the contractor's own organization (23 CFR 635.116).

a. The term "perform work with its own organization" refers to workers employed or leased by the prime contractor, and equipment owned or rented by the prime contractor, with or without operators. Such term does not include employees or equipment of a subcontractor or lower tier subcontractor, agents of the prime contractor, or any other assignees. The term may include payments for the costs of hiring leased employees from an employee leasing firm meeting all relevant Federal and State regulatory requirements. Leased employees may only be included in this term if the prime contractor meets all of the following conditions:

(1) the prime contractor maintains control over the supervision of the day-to-day activities of the leased employees;

(2) the prime contractor remains responsible for the quality of the work of the leased employees;

(3) the prime contractor retains all power to accept or exclude individual employees from work on the project; and

(4) the prime contractor remains ultimately responsible for the payment of predetermined minimum wages, the submission of payrolls, statements of compliance and all other Federal regulatory requirements.

b. "Specialty Items" shall be construed to be limited to work that requires highly specialized knowledge, abilities, or equipment not ordinarily available in the type of contracting organizations qualified and expected to bid or propose on the contract as a whole and in general are to be limited to minor components of the overall contract.

2. The contract amount upon which the requirements set forth in paragraph (1) of Section VI is computed includes the cost of material and manufactured products which are to be purchased or produced by the contractor under the contract provisions.

3. The contractor shall furnish (a) a competent superintendent or supervisor who is employed by the firm, has full authority to direct performance of the work in accordance with the contract requirements, and is in charge of all construction operations (regardless of who performs the work) and (b) such other of its own organizational resources (supervision, management, and engineering services) as the contracting officer determines is necessary to assure the performance of the contract.

4. No portion of the contract shall be sublet, assigned or otherwise disposed of except with the written consent of the contracting officer, or authorized representative, and such consent when given shall not be construed to relieve the contractor of any responsibility for the fulfillment of the contract. Written consent will be given only after the contracting agency has assured that each subcontract is

evidenced in writing and that it contains all pertinent provisions and requirements of the prime contract.

5. The 30% self-performance requirement of paragraph (1) is not applicable to design-build contracts; however, contracting agencies may establish their own self-performance requirements.

## VII. SAFETY: ACCIDENT PREVENTION

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts.

1. In the performance of this contract the contractor shall comply with all applicable Federal, State, and local laws governing safety, health, and sanitation (23 CFR 635). The contractor shall provide all safeguards, safety devices and protective equipment and take any other needed actions as it determines, or as the contracting officer may determine, to be reasonably necessary to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of the work covered by the contract.

2. It is a condition of this contract, and shall be made a condition of each subcontract, which the contractor enters into pursuant to this contract, that the contractor and any subcontractor shall not permit any employee, in performance of the contract, to work in surroundings or under conditions which are unsanitary, hazardous or dangerous to his/her health or safety, as determined under construction safety and health standards (29 CFR 1926) promulgated by the Secretary of Labor, in accordance with Section 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3704).

3. Pursuant to 29 CFR 1926.3, it is a condition of this contract that the Secretary of Labor or authorized representative thereof, shall have right of entry to any site of contract performance to inspect or investigate the matter of compliance with the construction safety and health standards and to carry out the duties of the Secretary under Section 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C.3704).

## VIII. FALSE STATEMENTS CONCERNING HIGHWAY PROJECTS

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts.

In order to assure high quality and durable construction in conformity with approved plans and specifications and a high degree of reliability on statements and representations made by engineers, contractors, suppliers, and workers on Federal-aid highway projects, it is essential that all persons concerned with the project perform their functions as carefully, thoroughly, and honestly as possible. Willful falsification, distortion, or misrepresentation with respect to any facts related to the project is a violation of Federal law. To prevent any misunderstanding regarding the seriousness of these and similar acts, Form FHWA-1022 shall be posted on each Federal-aid highway project (23 CFR 635) in one or more places where it is readily available to all persons concerned with the project:

18 U.S.C. 1020 reads as follows:

"Whoever, being an officer, agent, or employee of the United States, or of any State or Territory, or whoever, whether a person, association, firm, or corporation, knowingly makes any false statement, false representation, or false report as to the character, quality, quantity, or cost of the material used or to be used, or the quantity or quality of the work performed or to be performed, or the cost thereof in connection with the submission of plans, maps, specifications, contracts, or costs of construction on any highway or related project submitted for approval to the Secretary of Transportation; or

Whoever knowingly makes any false statement, false representation, false report or false claim with respect to the character, quality, quantity, or cost of any work performed or to be performed, or materials furnished or to be furnished, in connection with the construction of any highway or related project approved by the Secretary of Transportation; or

Whoever knowingly makes any false statement or false representation as to material fact in any statement, certificate, or report submitted pursuant to provisions of the Federal-aid Roads Act approved July 1, 1916, (39 Stat. 355), as amended and supplemented;

Shall be fined under this title or imprisoned not more than 5 years or both."

## **IX. IMPLEMENTATION OF CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT**

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts.

By submission of this bid/proposal or the execution of this contract, or subcontract, as appropriate, the bidder, proposer, Federal-aid construction contractor, or subcontractor, as appropriate, will be deemed to have stipulated as follows:

1. That any person who is or will be utilized in the performance of this contract is not prohibited from receiving an award due to a violation of Section 508 of the Clean Water Act or Section 306 of the Clean Air Act.

2. That the contractor agrees to include or cause to be included the requirements of paragraph (1) of this Section X in every subcontract, and further agrees to take such action as the contracting agency may direct as a means of enforcing such requirements.

## **X. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

This provision is applicable to all Federal-aid construction contracts, design-build contracts, subcontracts, lower-tier subcontracts, purchase orders, lease agreements, consultant contracts or any other covered transaction requiring FHWA approval or that is estimated to cost \$25,000 or more – as defined in 2 CFR Parts 180 and 1200.

### **1. Instructions for Certification – First Tier Participants:**

a. By signing and submitting this proposal, the prospective first tier participant is providing the certification set out below.

b. The inability of a person to provide the certification set out below will not necessarily result in denial of participation in this

covered transaction. The prospective first tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective first tier participant to furnish a certification or an explanation shall disqualify such a person from participation in this transaction.

c. The certification in this clause is a material representation of fact upon which reliance was placed when the contracting agency determined to enter into this transaction. If it is later determined that the prospective participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the contracting agency may terminate this transaction for cause of default.

d. The prospective first tier participant shall provide immediate written notice to the contracting agency to whom this proposal is submitted if any time the prospective first tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

e. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180 and 1200. "First Tier Covered Transactions" refers to any covered transaction between a grantee or subgrantee of Federal funds and a participant (such as the prime or general contract). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant who has entered into a covered transaction with a grantee or subgrantee of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).

f. The prospective first tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

g. The prospective first tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," provided by the department or contracting agency, entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the \$25,000 threshold.

h. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the Excluded Parties List System website (<https://www.epls.gov/>), which is compiled by the General Services Administration.

i. Nothing contained in the foregoing shall be construed to require the establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of the prospective participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

j. Except for transactions authorized under paragraph (f) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

\* \* \* \* \*

## **2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – First Tier Participants:**

a. The prospective first tier 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 participating in 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 (a)(2) 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.

b. Where the prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

## **2. Instructions for Certification - Lower Tier Participants:**

(Applicable to all subcontracts, purchase orders and other lower tier transactions requiring prior FHWA approval or estimated to cost \$25,000 or more - 2 CFR Parts 180 and 1200)

a. By signing and submitting this proposal, the prospective lower tier is providing the certification set out below.

b. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which

this transaction originated may pursue available remedies, including suspension and/or debarment.

c. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous by reason of changed circumstances.

d. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180 and 1200. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations. "First Tier Covered Transactions" refers to any covered transaction between a grantee or subgrantee of Federal funds and a participant (such as the prime or general contract). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant who has entered into a covered transaction with a grantee or subgrantee of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).

e. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

f. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the \$25,000 threshold.

g. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the Excluded Parties List System website (<https://www.epls.gov/>), which is compiled by the General Services Administration.

h. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

i. Except for transactions authorized under paragraph e of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the

department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

\* \* \* \* \*

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Participants:**

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 participating in covered transactions 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.

\* \* \* \* \*

**XI. CERTIFICATION REGARDING USE OF CONTRACT FUNDS FOR LOBBYING**

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts which exceed \$100,000 (49 CFR 20).

1. The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

a. 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 officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

b. 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 Federal 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-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

2. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file 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.

3. The prospective participant also agrees by submitting its bid or proposal that the participant shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such recipients shall certify and disclose accordingly.

**ATTACHMENT A - EMPLOYMENT AND MATERIALS  
PREFERENCE FOR APPALACHIAN DEVELOPMENT  
HIGHWAY SYSTEM OR APPALACHIAN LOCAL ACCESS  
ROAD CONTRACTS**

This provision is applicable to all Federal-aid projects funded under the Appalachian Regional Development Act of 1965.

1. During the performance of this contract, the contractor undertaking to do work which is, or reasonably may be, done as on-site work, shall give preference to qualified persons who regularly reside in the labor area as designated by the DOL wherein the contract work is situated, or the subregion, or the Appalachian counties of the State wherein the contract work is situated, except:

a. To the extent that qualified persons regularly residing in the area are not available.

b. For the reasonable needs of the contractor to employ supervisory or specially experienced personnel necessary to assure an efficient execution of the contract work.

c. For the obligation of the contractor to offer employment to present or former employees as the result of a lawful collective bargaining contract, provided that the number of nonresident persons employed under this subparagraph (1c) shall not exceed 20 percent of the total number of employees employed by the contractor on the contract work, except as provided in subparagraph (4) below.

2. The contractor shall place a job order with the State Employment Service indicating (a) the classifications of the laborers, mechanics and other employees required to perform the contract work, (b) the number of employees required in each classification, (c) the date on which the participant estimates such employees will be required, and (d) any other pertinent information required by the State Employment Service to complete the job order form. The job order may be placed with the State Employment Service in writing or by telephone. If during the course of the contract work, the information submitted by the contractor in the original job order is substantially modified, the participant shall promptly notify the State Employment Service.

3. The contractor shall give full consideration to all qualified job applicants referred to him by the State Employment Service. The contractor is not required to grant employment to any job applicants who, in his opinion, are not qualified to perform the classification of work required.

4. If, within one week following the placing of a job order by the contractor with the State Employment Service, the State Employment Service is unable to refer any qualified job applicants to the contractor, or less than the number requested, the State Employment Service will forward a certificate to the contractor indicating the unavailability of applicants. Such certificate shall be made a part of the contractor's permanent project records. Upon receipt of this certificate, the contractor may employ persons who do not normally reside in the labor area to fill positions covered by the certificate, notwithstanding the provisions of subparagraph (1c) above.

5. The provisions of 23 CFR 633.207(e) allow the contracting agency to provide a contractual preference for the use of mineral resource materials native to the Appalachian region.

6. The contractor shall include the provisions of Sections 1 through 4 of this Attachment A in every subcontract for work which is, or reasonably may be, done as on-site work.

**GRANT PROGRAM REIMBURSEMENT REQUEST**  
NORTH DAKOTA PARKS AND RECREATION DEPARTMENT  
SFN 59174 (02-2021)

**Project Information**

Date	Project Number	Project Name
Grant Type <input type="checkbox"/> Recreational Trails Program (RTP) <input type="checkbox"/> Land & Water Conservation Fund (LWCF) <input type="checkbox"/> Other - specify:		
Project Sponsor Name	Reimbursement Request Number <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> Final	
Grant Award Amount ( <i>from Grant Award Agreement</i> )	Request Dates - From	Request Dates - To

**Section 1: Accumulation Total**

Current Request Reimbursement Amount	Previous Requests Reimbursement (cumulative)	Total Reimbursement Requested To Date
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**Section 2: Summary of Total Project Amount Affiliated with this Request** (*from Section 4*)

Design and Engineering Fees	
Construction Contracts	
Supply and Material Purchases	
Equipment Rental Costs	
Force Account Labor Costs	
Other:	
<b>TOTAL</b>	
<input type="checkbox"/> By checking this box, the Authorized Representative certifies the full and proper payment has been made to the vendor.	

**Section 3: Summary of all Project Match Funds Affiliated with this Request** (*from Section 5*) - This should equal or overmatch the match requirement of the grant.

Cash	
Donated Equipment	
Donated Labor	
Donated Materials	
Force Account Labor	
Other:	
<b>TOTAL</b>	
Match Fund Requirement ( <i>from Grant Award Agreement</i> ) <input type="checkbox"/> 20% <input type="checkbox"/> 50% <input type="checkbox"/> Other - specify:	

**Signatures**

Name of Authorized Grantee	Title	Signature	Date
NDPRD Grants Coordinator		Signature	Date
NDPRD Division Manager		Signature	Date

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Line		Department	
Fund		Expense	
Project		Activity	
Amount		Vendor	

#### Section 4: Tabulation of all Project Costs for this Reimbursement Request

List all project costs to support the total identified in Section 2. Documentation such as invoices should be provided with your costs to verify payment and value.

Vendor	Invoice Number	Category	Amount
TOTAL			

#### Section 5: Tabulation of Match Funds for this Reimbursement Request

List all sources of match funds to support the total identified in Section 3. Documentation for donated items should be supported with the appropriate state forms (identified with a state form number, SFN, in upper left corner of form). See Section 7. This should equal or overmatch the match requirement of the grant program.

Vendor	Category	Amount
TOTAL		

## Section 6: Supporting Documentation

Supporting documentation must be included for each item claimed for reimbursement. Please check the column to ensure all proper documentation is included for submission.

Supporting Documentation	Yes	No	N/A
Affidavit of Publication (supplied by the newspaper when advertising for bids)			
Bid tabulations or quotations			
Meeting minutes directing intent to award			
Vendor or contractor invoices or receipts			
Equipment rental time records			
Donated Equipment Value (SFN 59169)			
Donated Labor Value (SFN 59170)			
Force Account Labor documentation (SFN 59171)			
Donated Material Value (SFN 59172)			
Other - specify:			

## Section 7: Supporting Links

NDPRD Recreation Trails Program (RTP): <https://www.parkrec.nd.gov/business/grants/recreation-trails-program>

NDPRD RTP Manual:

- SFN 59169 - *Donated Equipment Value*
- SFN 59170 - *Donated Labor Value*
- SFN 59171 - *Force Account Labor Documentation*
- SFN 59172 - *Donated Material Value*

IRS Form W-9: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Federal Highway Administration (FHWA) <https://www.fhwa.dot.gov/programadmin/contracts/1273/1273.pdf>  
(Form 1273)

FHWA Buy America (Steel) <http://dot.nd.gov/dotnet2/view/forms.aspx>

Certificates of Compliance:

- SFN 61040 - *Contractor Certificate of Compliance*
- SFN 61041 - *Manufacturer Certificate of Compliance*

FHWA Recreation Trails Program (RTP): [https://www.fhwa.dot.gov/environment/recreational\\_trails/guidance/](https://www.fhwa.dot.gov/environment/recreational_trails/guidance/)

NDPRD Land and Water Conservation Fund Program (LWCF): <https://www.parkrec.nd.gov/business/grants/recreation-trails-program>

NDPRD LWCF Manual:

- Statewide Comprehensive Outdoor Recreation Plan 2018-2022
- SFN 59169 - *Donated Equipment Value*
- SFN 59170 - *Donated Labor Value*
- SFN 59171 - *Force Account Labor Documentation*
- SFN 59172 - *Donated Material Value*