

Outdoor Heritage Fund Grant Application



Instructions

After completing the form, applications and supporting documentation may be submitted by mail to North Dakota Industrial Commission, ATTN: Outdoor Heritage Fund Program, State Capitol – Fourteenth Floor, 600 East Boulevard Ave. Dept. 405, Bismarck, ND 58505 or by e-mail to outdoorheritage@nd.gov. It is preferred that both a hard copy and electronic copy are submitted.

You are not limited to the spacing provided, except in those instances where there is a limit on the number of words. If you need additional space, please indicate that on the application form, answer the question on a separate page, and include with your submission.

The application and all attachments must be received or postmarked by the application deadline. You will be sent a confirmation by e-mail of receipt of your application. You may submit your application at any time prior to the application deadline. Applicants are strongly encouraged to submit applications prior to the deadline for staff review in order ensure that proposals will be complete when submitted on deadline date. Incomplete applications may not be considered for funding.

Please review the back of this form to determine project eligibility, definitions, budget criteria, and statutory requirements.

Project Name: **Crooked Crane Trail Phase 2**

Name of Organization: **City of Dickinson**

Federal Tax ID#: **45-6002055**

Contact Person/Title: **Craig Kubas, City Engineer**

Craig F. Kubas
10/11/18

Address: **99 2nd St. E.**

City: **Dickinson**

State: **ND**

Zip Code: **58601**

E-mail Address: **Craig.Kubas@dickinsongov.com**

Web Site Address: **<http://www.dickinsongov.com/>**

Phone: **701-456-7715**

Fax #: **701.456.7723**

List names of co-applicants if this is a joint proposal – ***We are working closely with Dickinson Parks and Recreation.***

MAJOR Directive:

Choose only one response

Directive A. Providing access to private and public lands for sportsmen, including projects that create fish and wildlife habitat and provide access for sportsmen;

Directive B. Improving, maintaining and restoring water quality, soil conditions, plant diversity, animal systems and by supporting other practices of stewardship to enhance farming and ranching;

Directive C. Developing, enhancing, conserving and restoring wildlife and fish habitat on private and public lands; and

Directive D. Conserving natural areas and creating other areas for recreation through the establishment and development of parks and other recreation areas.

Additional Directive:

Choose all that apply

Directive A.

Directive B.

Directive C.

Directive D.

Type of organization:

State Agency

Political Subdivision

Tribal Entity

Tax-exempt, nonprofit corporation.

Abstract/Executive Summary.

Summarize the project, including its objectives, expected results, duration, total project costs and participants. (no more than 500 words)

The Crooked Crane Trail (CCT) was created in 1998. It was an unimproved path surrounding Patterson Lake just west of Dickinson city limits primarily used by mountain bikers, outdoor enthusiasts, and joggers that the Dickinson Park and Recreation mowed on occasion. The trail lapsed into an overgrown and unusable state until significant resident interest motivated renewed maintenance of the existing trail and strengthened the city's interest in establishing the trail as a permanent recreational feature of the Dickinson area.

This proposal seeks funding for Phase 2 of a multi-phase project that will connect phase 1 (see following paragraph) to the City of Dickinson at State Avenue. State Avenue is a major travel corridor in Dickinson that connects many areas throughout the community.

Phase 1 which was funded in partnership with OHF, is a 1.8-mile fitness trail on the north side of the lake that was completed in 2016. The fitness trail begins and ends near the existing entrance to the public beach and Camp Nyoda. This area provides access to existing parking and public restrooms. The trail is a 10' wide concrete pathway to safely accommodate a variety of simultaneous users such as bikers, rollerbladers, skateboarders, and other non-motorized rolling stock. Safety along the trail is enhanced by strategically placed lighting. The trail loop includes 3 separate fitness equipment clusters. To promote and encourage family use and experience, each fitness equipment cluster includes a children's play feature and outdoor learning station so that family fitness, learning, and play can be combined into the outdoor trail experience.

Proposed phase 2 improvements include a 1.6 mile shared-use path that will connect the 1.8 mile phase 1 fitness trail to (see attached plan sheets 1 & 2) a fishing pier at Patterson Lake, the North Dakota Game and Fish Dickinson office, a scenic portion of trail along the shore of the Dickinson Dike, a fishing pier and boat launch at the Dickinson Dike, Turtle Park, and lastly to an existing shared use path at State Avenue within city limits. The phase 2 addition to CCT will connect to the City of Dickinson's Master Trail Plan at State Avenue. The design team has been working with the BNSF Railway to develop potential trail easements on BNSF property to construct the proposed trail as shown in the attached concepts.

The City of Dickinson has committed an ongoing mission in completing all phases of the CCT as a place of destination for residents of Dickinson, Stark County, and visitors to the area. Funding for the improvements will be provided in the form of grant funds, City of Dickinson trail funds, and the Dickinson Parks and Recreation general fund. The Dickinson Parks and Recreation will provide maintenance of the shared-use path.

Project Duration: *Construction to start in Spring 2019 and be complete Fall 2019, depending on successful construction bids for the project.*

Indicate the intended schedule for drawing down OHF funds.

Funds will be drawn down in four equal requests in August, September, October, and November 2019.

Amount of Grant request: \$ 1,200,000

Total Project Costs: \$ 1,600,000

Note: in-kind and indirect costs can be used for matching funds.

Amount of Matching Funds: \$ 400,000 (cash), see budget form

A minimum of 25% Match Funding is required. Indicate if the matching funds will be in-kind, indirect or cash. Please provide verification that these matching funds are available for your project. Note that effective as of July 1, 2015 no State General Fund dollars can be used for a match unless funding was legislatively appropriated for that purpose.

Amount of Match	Funding Source	Type of Match
\$ 400,000	City of Dickinson Trails Fund	<input checked="" type="checkbox"/> Cash <input type="checkbox"/> In-Kind <input type="checkbox"/> Indirect
\$		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind <input type="checkbox"/> Indirect
\$		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind <input type="checkbox"/> Indirect
\$		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind <input type="checkbox"/> Indirect
\$		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind <input type="checkbox"/> Indirect
\$		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind <input type="checkbox"/> Indirect

Certifications

X I certify that this application has been made with the support of the governing body and chief executive of my organization.

X I certify that if awarded grant funding none of the funding will be used for any of the exemptions noted in the back of this application.

Narrative

Organization Information – Briefly summarize your organization’s history, mission, current programs and activities.

Include an overview of your organizational structure, including board, staff and volunteer involvement. (no more than 300 words)

The City of Dickinson is the 2nd Fastest Growing Micropolitan in the US and was recently awarded the “Best Small Town” designation by Livability.com. It is our intent to continue to invest in a high quality of place and remain/become the community of choice in ND. The City of Dickinson is a commission form of government with a commission president elected by residents. A vice-president is elected by the commission members. We are a full-service providing numerous services to our residents. We are working closely with Dickinson Park and Recreation (DPR) – the Park Board as it is commonly referred to elects its board in a similar fashion as the city. DPR will be providing ongoing maintenance of the improvements. The Friends of the CCT has also formed organically to provide advocacy, advice, and fund-raising efforts for the CCT.

Purpose of Grant – Describe the proposed project identifying how the project will meet the specific directive(s) of the Outdoor Heritage Fund Program

Identify project goals, strategies and benefits and your timetable for implementation. Include information about the need for the project and whether there is urgency for funding. Indicate if this is a new project or if it is replacing funding that is no longer available to your organization. Identify any innovative features or processes of your project. Note: if your proposal provides funding to an individual, the names of the recipients must be reported to the Industrial Commission/Outdoor Heritage Fund. These names will be disclosed upon request.

For tree/shrub/grass plantings: provide a planting plan describing the site design, planting methods, number of trees/shrubs by species and stock size, grass species and future maintenance. A statement certifying that the applicant will adhere to USDA-NRCS tree/shrub/grass planting specifications along with the name of the governmental entity designing the planting may be substituted for a planting plan.

For projects including Section 319 funding: provide in detail the specific best management practices that will be implemented and the specific projects for which you are seeking funding.

For projects including fencing: A minimum cost share of 40% by the recipient is preferred. Include detailed information on the type of fencing to be installed, whether funding is requested for boundary fencing, new or replacement of existing fencing, and/or cross fencing.

The CCT project is a conduit for anyone who chooses to partake in the beautiful scenery provided by the backdrop of Patterson Lake, Dickinson Dike, and the Heart River. Numerous varieties of birds nest in the area providing a connection with nature so treasured in ND by long-time and new residents. Our goals are numerous, but our primary goal is to provide a safe environment for stakeholders to recreate and enjoy the outdoors. The existing fitness trail provides opportunities to encourage healthy living through exercise while in the outdoors, and the phase two trail addition will tie a pedestrian connection from the City of Dickinson to this unique outdoor experience.

Phase 2 will connect to phase 1 which combines the children’s play features with the clusters of fitness equipment intended to encourage full family fitness. Mom and/or dad can bring kids with them on their walk or jog and each can participate fully in the fitness trail.

Our goal with Phase 2 is to begin construction in the spring of 2019 and conclude in the fall of 2019. We hope to advance the planning of phase 3 soon.

Is this project part of a Comprehensive Conservation Plan? Yes No

If yes, provide a copy with the application.

Note: Projects involving buildings and infrastructure will only be considered if part of a Comprehensive Conservation Plan. Please refer to the “Definitions” section at the back of the form for more details.

Management of Project – Provide a description of how you will manage and oversee the project to ensure it is carried out on schedule and in a manner that best ensures its objectives will be met.

Include a brief background and work experience for those managing the project.

The City of Dickinson along with its consultant will act as the project managers during construction and the Dickinson Parks and Recreation will maintain the project after construction. The City of Dickinson will provide staff to assist if needed or desired by DPR. The combination of City and DPR working together has successfully built numerous projects – large and small. Evidence of their successful teamwork on a few larger projects include the West River Community Center, the recent expansion of

the West River Community Center, and the recent expansion of the West River Ice Center. The City of Dickinson has a plethora of projects we are currently designing, planning or project managing based on our community growth.

Evaluation – Describe your plan to document progress and results.

Please be specific on the methods you will utilize to measure success. Note that regular reporting, final evaluation and expenditure reports will be required for every grant awarded.

The project’s success will be based on how many stakeholders use the completed project. The project has several target audiences as outlined in this application. To be successful we must have those stakeholders use the finished results.

Evaluation of this project will include three components: (a) usage data gathered at strategic points along the proposed phase 2 path by the use of a sign-in log, (b) anecdotal feedback requested from users and analyzed by the Friends of the Crooked Crane, and (c) participation numbers in programmed activities such as half-marathons, 5K walks and runs, mountain bike races, and the like. This triangulated approach to data collection will provide sound evidence of the success of phase two and indicators of interest in the final phase to complete the 18-mile loop around the lake. The first report will be generated for phase 2 six months and one year after its completion. The phase two trail addition when established and connected to the City of Dickinson will be the key link to generating usership and therefore further success of CCT. Prior to phase 2, access to the Dickinson Dike, Turtle Park, Patterson Lake, Camp Nyoda, and the phase 1 fitness trail were only accessible via a vehicular access.

Financial Information

Project Budget – Use the table below to provide an itemized list of project expenses and describe the matching funds being utilized for this project.

Indicate if the matching funds are in the form of cash, indirect costs or in-kind services. The budget should identify all other committed funding sources and the amount of funding from each source. **A minimum of 25% match funding is required.** An application will be scored higher the greater the amount of match funding provided. (See Scoring Form.)

Certain values have been identified for in-kind services as detailed under “Budget Information” at the back of this form. Refer to that section and utilize these values in identifying your matching funds. **NOTE: No indirect costs will be funded. Supporting documentation for project expenses, including bids, must be included or application will be considered incomplete.**

Project Expense	OHF Request	Applicant's Match Share (Cash)	Applicant's Match Share (In-Kind)	Applicant's Match Share (Indirect)	Other Project Sponsor's Share	Total Each Project Expense
Site Preparation	\$ 165,000	\$	\$	\$	\$	\$ 165,000
Grading & Earthwork	\$ 195,000	\$ 65,000	\$	\$	\$	\$ 260,000
Trail Installation & Associated Site Work	\$ 755,000	\$ 145,000	\$	\$	\$	\$ 900,000
Site Furnishings & Landscaping	\$ 85,000	\$	\$	\$	\$	\$ 85,000
Project Design, Engineering, & Construction Administration	\$0	\$ 190,000	\$	\$	\$	\$ 190,000
Total Costs	\$ 1,200,000	\$ 400,000	\$	\$	\$	\$ 1,600,000

Note: Costs for seeding, fencing, pipelines, wells, and cover crops cannot exceed NRCS Field Office Tech Guide without justification. Projects involving perimeter fencing must follow NRCS eligibility standards.

Budget Narrative – Use the space below to provide additional detail regarding project expenses.

Sustainability – Indicate how the project will be funded or sustained in future years.

Include information on the sustainability of this project after OHF funds have been expended and whether the sustainability will be in the form of ongoing management or additional funding from a different source.

The City of Dickinson and the Dickinson Park and Recreation Department will provide ongoing trail and equipment maintenance from its annual budget allocation. Continued improvements, such as addition of benches or additional trail markers, will be generated by the Friends of the Crooked Crane Trail. The City of Dickinson fund allocations will be used for periodic additional maintenance and enhancements.

Partial Funding – Indicate how the project will be affected if less funding is available than that requested.

The project will not achieve the objective of connecting phase 1 with State Avenue if less funding is available. Items like site furnishings can be reduced without affecting the objective if less funding is available.

Partnership Recognition - If you are a successful recipient of Outdoor Heritage Fund dollars, how would you recognize the Outdoor Heritage Fund partnership? * There must be signage at the location of the project acknowledging OHF funding when appropriate.

An entry sign is proposed to be installed where the phase 2 path connects to State Avenue (see attached sheet 2) and/or at Turtle Park with OHF partnership recognition printed on the sign. As part of phase 1, OHF partnership recognition was placed on a sign at the fitness trail entry trailhead.

Awarding of Grants - Review the appropriate sample contract for your organization on the website at <http://www.nd.gov/ndic/outdoor-infopage.htm>.

Can you meet all the provisions of the sample contract? Yes No

If there are provisions in that contract that your organization is unable to meet, please indicate below what those provisions would be:

ABOUT OHF:

The purpose of the North Dakota Outdoor Heritage Fund is to provide funding to state agencies, tribal governments, political subdivisions, and nonprofit organizations, with higher priority given to projects that enhance **conservation** practices in this state by:

Directive A. Providing access to private and public lands for sportsmen, including projects that create fish and wildlife habitat and provide access for sportsmen;

Directive B. Improving, maintaining and restoring water quality, soil conditions, plant diversity, animal systems and by supporting other practices of stewardship to enhance farming and ranching;

Directive C. Developing, enhancing, conserving and restoring wildlife and fish habitat on private and public lands; and

Directive D. Conserving natural areas and creating other areas for recreation through the establishment and development of parks and other recreation areas.

EXEMPTIONS

Outdoor Heritage Fund grants may not be used to finance the following:

- Litigation;
- Lobbying activities;
- Any activity that would interfere, disrupt, or prevent activities associated with surface coal mining operations; sand, gravel, or scoria extraction activities; oil and gas operations; or other energy facility or infrastructure development;
- The acquisition of land or to encumber any land for a term longer than twenty years; or
- Projects outside this state or projects that are beyond the scope of defined activities that fulfill the purposes of Chapter 54-17.8 of the North Dakota Century Code.

OHF funds may not be used, except after a finding of exceptional circumstances by the Industrial Commission, to finance:

- A completed project or project commenced before the grant application is submitted;
- A feasibility or research study;
- Maintenance costs;
- A paving project for a road or parking lot;
- A swimming pool or aquatic park;
- Personal property that is not affixed to the land;
- Playground equipment, except that grant funds may be provided for up to 25% of the cost of the equipment not exceeding \$10,000 per project and all playground equipment grants may not exceed 5% of the total grants per year (see Definitions/Clarifications for how this will be calculated);

- Staffing or outside consultants except for costs for staffing or an outside consultant to design and implement an approved project based on the documented need of the applicant and the expenditures may not exceed 5% of the grant to a grantee if the grant exceeds \$250,000 and expenditures may not exceed 10% of the grant to a grantee if the grant is \$250,000 or less (see Definitions/Clarifications for how this will be calculated);
- A building except for a building that is included as part of a comprehensive conservation plan for a new or expanded recreational project (see Definitions/Clarifications for definition of comprehensive conservation plan and new or expanded recreational project); or
- A project in which the applicant is not directly involved in the execution and completion of the project.

The goal of the Industrial Commission is that at a minimum 15% of the funding received for a biennium will be given priority for recreation projects that meet Directive D.

The following projects are not eligible for funding, unless there is a finding of exceptional circumstances by the Industrial Commission include:

- Construction or refurbishment of indoor/outdoor ice rinks,
- Construction or refurbishment of indoor/outdoor athletic courts and sports fields,
- Other substantially similar facilities.
- Infrastructure that is not part of a comprehensive conservation plan.
- Projects not meeting a minimum funding request of \$2,500.

Budget Information

In-kind services used to match the request for Outdoor Heritage Fund dollars shall be valued as follows:

- | | |
|------------------------|---|
| • Labor costs | \$15.00 an hour |
| • Land costs | Average rent costs for the county as shown in the most recent publication of the USDA, National Agricultural Statistics Services, North Dakota Field Office |
| • Permanent Equipment | Any equipment purchased must be listed separately with documentation showing actual cost. (For example: playground equipment) |
| • Equipment usage | Actual documentation |
| • Seed & Seedlings | Actual documentation |
| • Transportation | Mileage at federal rate |
| • Supplies & materials | Actual documentation |

More categories will be added as we better understand the types of applications that will be submitted. We will use as our basis for these standards other State and Federal programs that have established rates. For example, the North Dakota Nonpoint Source Pollution Management Program has established rates. If your project includes work that has an established rate under another State Program, please use those rates and note your source.

Definitions/Clarifications:

Building - Defined as "A structure with a roof either with walls or without walls and is attached to the ground in a permanent nature."

Comprehensive Conservation Plan - Defined as "A detailed plan that has been formally adopted by the governing board which includes goals and objectives--both short and long term, must show how this

building will enhance the overall conservation goals of the project and the protection or preservation of wildlife and fish habitat or natural areas.” This does not need to be a complex multi-page document. It could be included as a part of the application or be an attachment.

New and Expanded Recreational Project means that the proposed building cannot be a replacement of a current building. The proposed building must also be related to either a new or expanded recreational project--either an expansion in land or an expansion of an existing building or in the opportunities for recreation at the project site.

Playground equipment calculation - Only the actual costs of the playground equipment (a bid or invoice showing the amount of the equipment costs must be provided) - cannot include freight or installation or surface materials or removal of old equipment, etc.

Staffing/Outside Consultants Costs - If you are requesting OHF funding for staffing or for an outside consultant, you must provide information in your application on the need for OHF funding to cover these costs. For example, if you are an entity that has engineering staff you must explain why you don't have sufficient staff to do the work or if specific expertise is needed or whatever the reason is for your entity to retain an outside consultant. If it is a request for reimbursement for staff time then a written explanation is required in the application of why OHF funding is needed to pay for the costs of that staff member(s)' time. **The budget form must reflect on a separate line item the specific amount that is being requested for staffing and/or the hiring of an outside consultant.** This separate line item will then be used to make the calculation of 5% or 10% as outlined in the law. Note that the calculation will be made on the grant less the costs for the consultant or staff.

Scoring of Grants

Oral Presentation. Please note that you will be given an opportunity to make a ten-minute Oral Presentation at a meeting of the Outdoor Heritage Fund Advisory Board. These presentations are strongly encouraged.

Open Record. Please note that your application and any attachments will be open records as defined by law and will be posted on the Industrial Commission/Outdoor Heritage Fund website.

All applications will be scored by the Outdoor Heritage Fund Advisory Board after your ten-minute oral presentation. The ranking form that will be used by the Board is available on the website at <http://www.nd.gov/ndic/outdoor-infopage.htm> .

Awarding of Grants

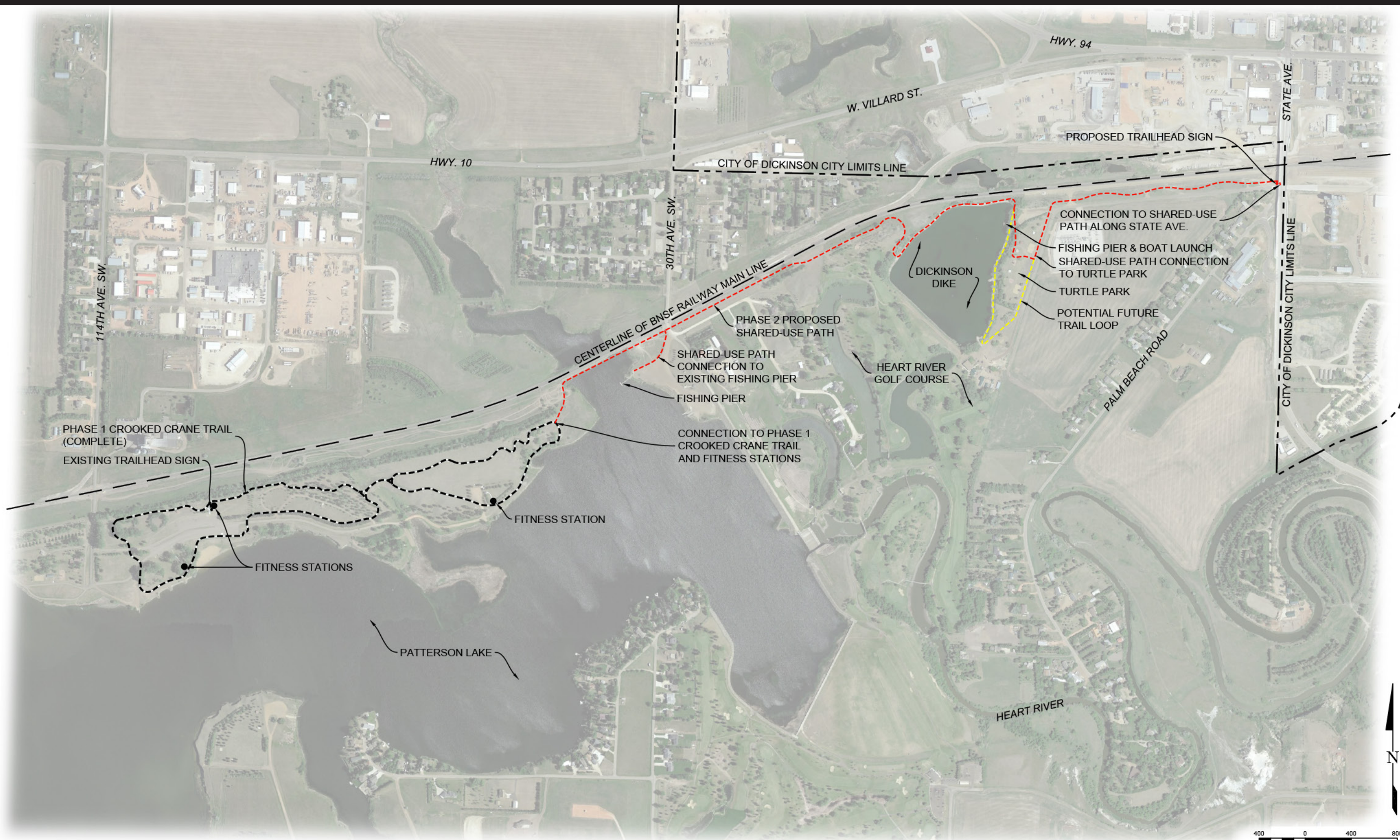
All decisions on requests will be reported to applicants no later than 30 days after Industrial Commission consideration. The Commission can set a limit on duration of an offer on each application or if there isn't a specific date indicated in the application for implementation of the project, then the applicant has until the next Outdoor Heritage Fund Advisory Board regular meeting to sign the contract and get the project underway or the commitment for funding will be terminated and the applicant may resubmit for funding. Applicants whose proposals have been approved will receive a contract outlining the terms and conditions of the grant.

Responsibility of Recipient

The recipient of any grant from the Industrial Commission must use the funds awarded for the specific purpose described in the grant application and in accordance with the contract. The recipient cannot use any of the funds for the purposes stated under Exemptions on the first page of this application.

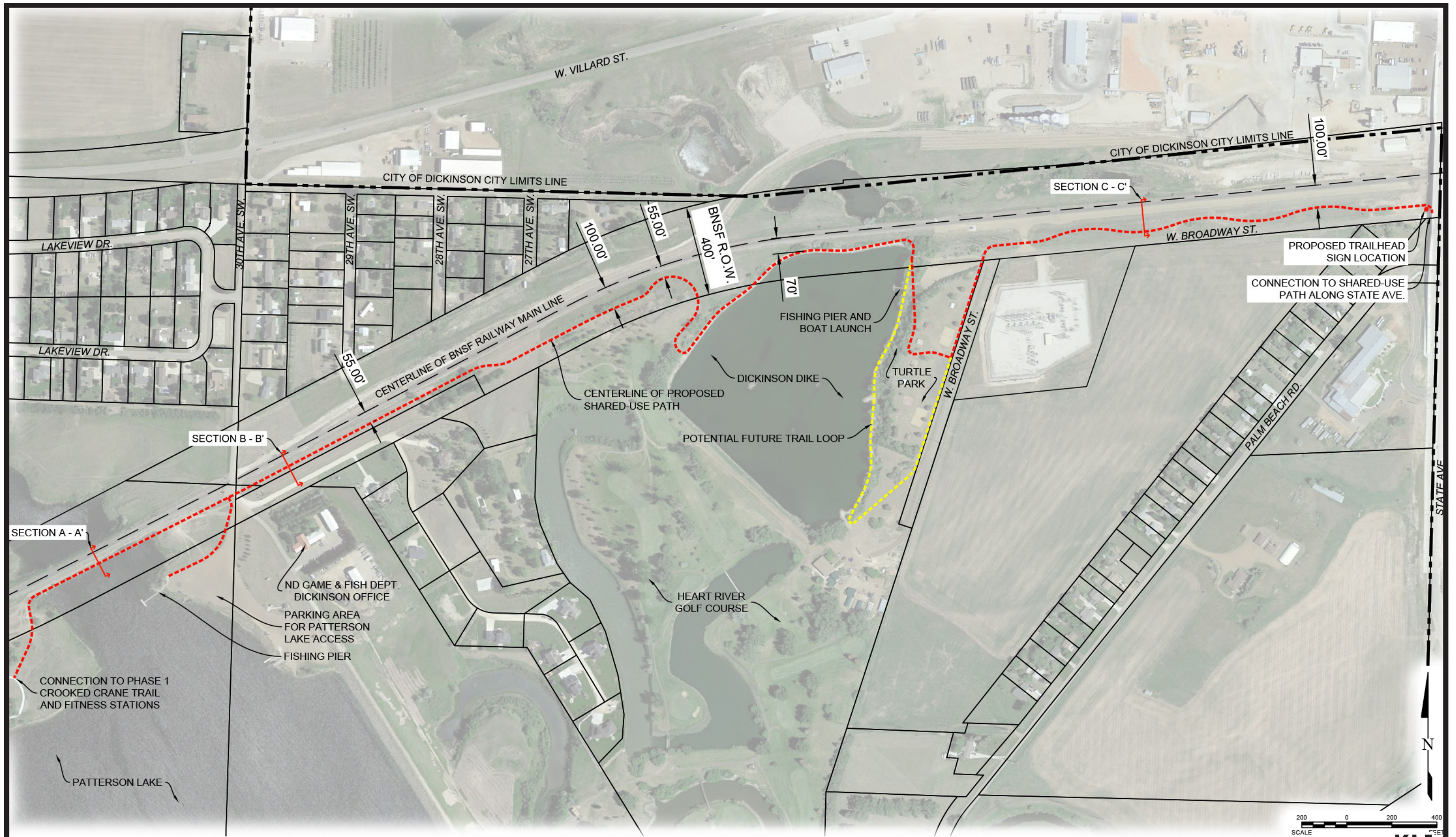
If you have any questions about the application or have trouble submitting the application, please contact Andrea Pfennig at 701-328-3786 or apfennig@nd.gov.

Revised: September 14, 2018



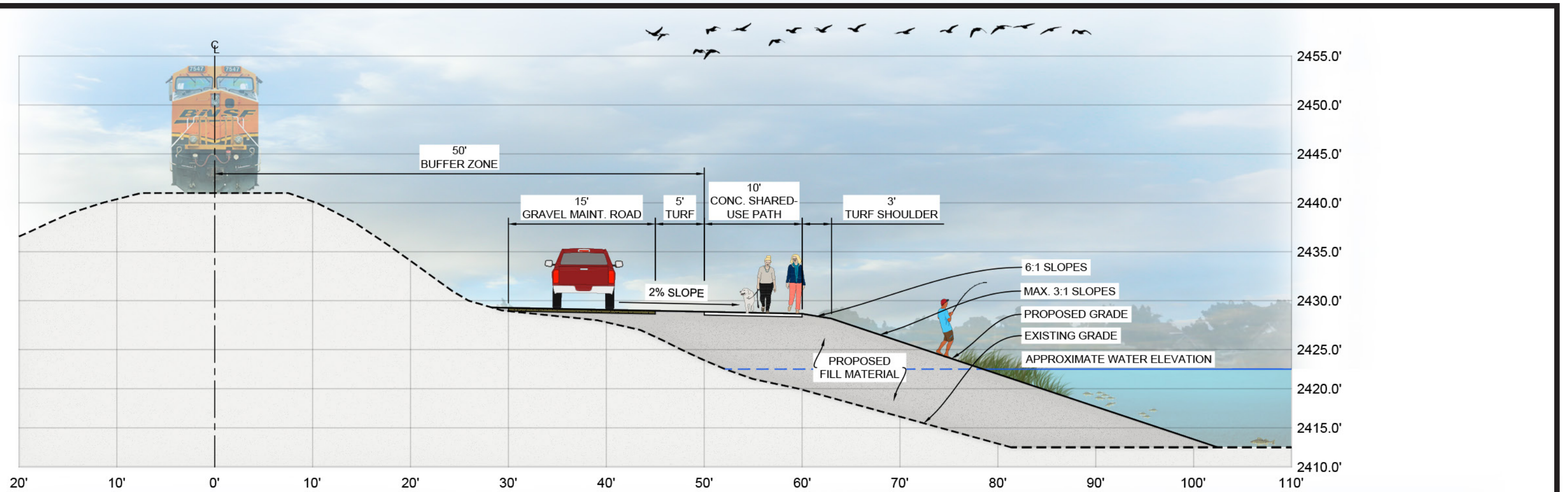
CROOKED CRANE TRAIL - PHASE 2



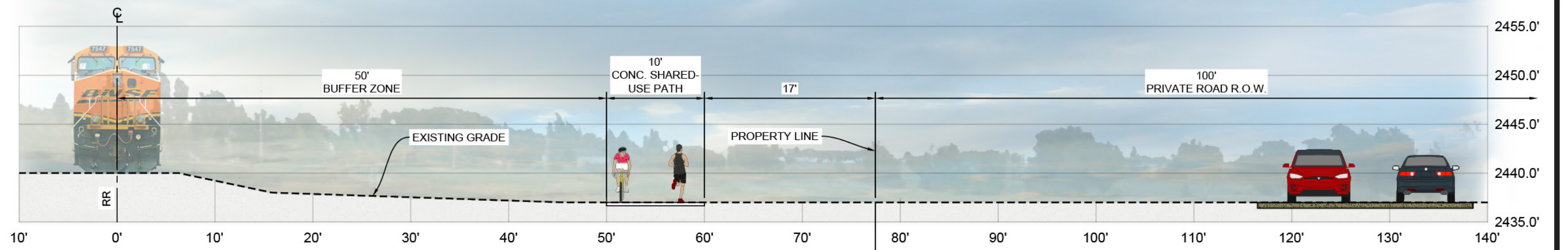


CROOKED CRANE TRAIL - PHASE 2





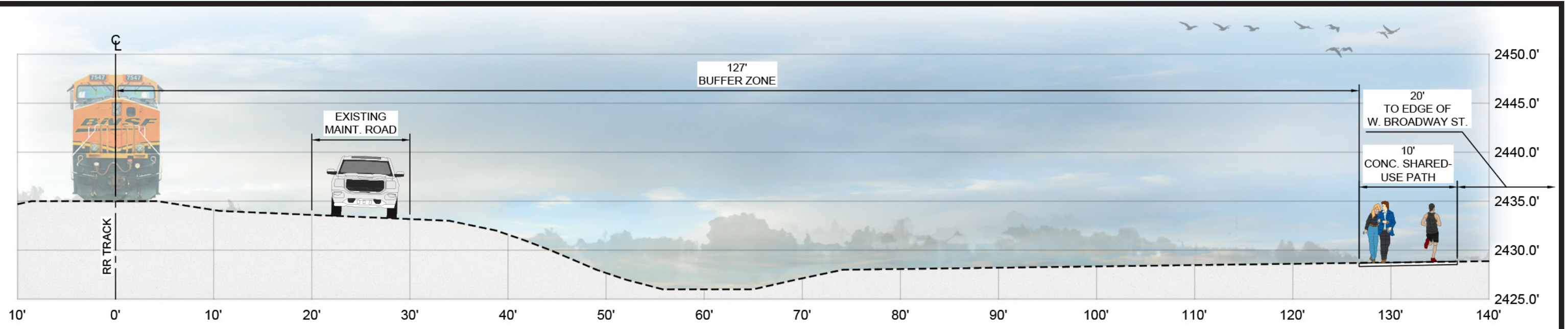
SECTION A - A'



SECTION B - B'

CROOKED CRANE TRAIL - PHASE 2





SECTION C - C'

CROOKED CRANE TRAIL - PHASE 2

