

# 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](mailto: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: **Minot Family Recreation Area Day-Use Park**

Name of Organization: **Minot Park District (MPD)**

Federal Tax ID#: **47-0792436**

Contact Person/Title: **Elly DesLauriers, Director of Marketing & Development**

Address: **420 3<sup>rd</sup> Avenue SW**

City: **Minot**

State: **North Dakota**

Zip Code: **58702**

E-mail Address: **elly@minotparks.com**

Web Site Address: **www.minotparks.com**

Phone: **701-857-4136**

Fax #: **701-857-4769**

List names of co-applicants if this is a joint proposal

**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, as described in United States Internal Revenue Code (26 U.S.C. § 501 (c))

**Abstract/Executive Summary.**

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

After the devastating flood in 2011, the Minot Park District began efforts to explore potential properties for the implementation of a new public golf course and recreation area due to the extensive flood damage at the Souris Valley Golf Course and other City parks throughout the Souris River floodplain in Minot. This, in conjunction with the ongoing energy-related population growth has placed significant pressure on the supply and demand of outdoor recreational opportunities in Minot.

The site chosen for the Minot Family Recreation Area consists of 240-acres of undeveloped property on the western edge of the City of Minot. The Minot Park District has adopted a master plan developed for the entire 240-acre site that includes a proposed 18-hole golf course, preserved natural prairie areas, recreational trails (hiking, mountain biking trails, paved, unpaved, shared-use paths), club house/warming facility, picnic areas, winter park (cross country skiing, snow shoeing, and sledding/tubing runs), stormwater management & irrigation supply areas that serve dual purpose as stocked fishing ponds, and community partnership opportunities (community gardens, orchard, fitness challenge courses).

The Day-use Park portion of the 240-acre master plan comprises approximately 18-acres of the property. The main objectives of the park include the development of a regional destination that will draw people of all ages and abilities, have a strong focus on family recreation opportunities, preserve and/or enhance existing landforms, features, and wetlands, and create an optimum and integrated balance between the proposed golf course and recreation components with a focus on pedestrian safety. Other objectives important to the project include the promotion of multi-use facilities and infrastructure throughout the year, preservation of open space for future expansion, and to ensure a “good fit” with adjacent land uses and residential dwellings.

The grant funding requested will be used to build a new Day-Use Park, which meets the objectives of Directive D, by creating a new park and recreation area and by conserving existing natural resources and habitat in the area from being developed for other purposes.

The Minot Park District will manage and provide regular maintenance of the new park for the long term and will not convey or sell the property for other purposes. They will measure success of the new park by continually communicating with community members, stakeholders, and visitors of the park through user-group surveys, public input, and ongoing social media outlets.

The Minot Park District will include matching cash funds in excess of 25% of the total estimated project costs as shown on the project budget form which will pay the costs of constructing the paved park access from the road, parking lot, and professional consulting fees to design, bid, and administer the construction of the project.

**Project Duration:** The Minot Park District is planning for phase one construction to start in the spring of 2020 and complete in the fall of 2021, depending on successful construction bids for the project.

**Indicate the intended schedule for drawing down OHF funds.** Funds will be drawn down in ten (10) equal requests as follows:

1. **July 2020**
2. **August 2020**
3. **September 2020**
4. **October 2020**
5. **November 2020**
6. **December 2020**

- 7. July 2021
- 8. August 2021
- 9. September 2021
- 10. October 2021

**Amount of Grant request: \$1,365,000**

**Total Project Costs: \$1,830,000**

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

**Amount of Matching Funds: \$465,000 (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
\$465,000	Minot Park District	<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 mission of the Minot Park District is to provide broad-based opportunities for the citizens of Minot and its visitors to enhance their quality of life through its parks and recreational facilities. We strive to increase public awareness of the benefits available from the Minot Park District, to promote professionalism in the delivery of these services, and to increase the understanding of the contribution made by parks to the economy and the economic development of the region.

We currently maintain 24 parks with amenities, trail systems, and sports complexes (including a baseball complex, softball complex, Minot Auditorium, tennis center soccer complex, ice arena, zoo, outdoor pool, splash park, and dog park). We maintain over 1,000 acres of public property with buildings and facilities, and we strive to keep everything well maintained. The Minot Park District is a political subdivision of the State of North Dakota. It was created by the City of Minot with Ordinance #50. The Ordinance was passed on August 28, 1911 and reads as follows:

“The Park District of the City of Minot heretofore created by the council in accordance with and under the provisions of the appropriate laws of the State then in existence, the laws now being embodied in chapters 40-49 in the North Dakota Century Code, is hereby continued.”

The first board was elected on September 26, 1911, and officially seated on October 3, 1911. The board consists of five elected commissioners on three-year terms.

**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.

**Purpose of Grant:**

The purpose of the grant application is to request partial funding for the first phase to successfully launch the Day-Use Park component of the 240-Acre Master Plan for the property (See “Day-Use

Park Area Master Plan – Phase 1” for an illustrated view of proposed park features to be constructed in Phase 1.)

### **1) Project Goals**

- a) The following goals were developed during the master plan for the project:
  - i) Maintain a strong focus on family recreation opportunities
  - ii) Provide diverse age group recreational offerings
  - iii) Provide diverse recreational offerings for all abilities
  - iv) Strive for preservation of existing landforms and features
  - v) Promote Environmental stewardship and efficient use of resources
  - vi) Protection of wetlands and environmentally sensitive areas
  - vii) Provide optimum and integrated balance between golf course and recreation components with a focus on pedestrian safety
  - viii) Preservation of open space for future expansion
  - ix) Promote multi-use facilities and infrastructure throughout the year
  - x) Offer flexibility and innovation in design
  - xi) Create a regional destination
  - xii) Ensure a “good fit” with adjacent land uses and residential dwellings
  - xiii) Vault Restroom Facility

### **2) Project Strategies**

- a) The overall strategy for the project is to provide a family regional park and recreation destination that provides the following recreational attributes within the 240-acre parcel:
  - i) Regional recreation opportunities
  - ii) Trails
  - iii) Day-Use Park
  - iv) Golf Course
  - v) Nature and Preservation
  - vi) Uses throughout all seasons, including a winter park in golf course areas to promote dual purpose of land assets
  - vii) Mountain biking
  - viii) Picnic areas and shelters
  - ix) Playground area
  - x) Community partnership opportunities
  - xi) Sustainable park development strategies

### **3) Project Benefits**

- a) The project (Phase 1) will provide the following benefits
  - i) Diverse recreational opportunities within the region. Phase 1 will focus on the implementation of a catalyst or launching phase for the Day-Use Park area to allow residents and visitors safe and efficient access to the park area and a trail loop for exercise and recreation that will connect to future access points and other trail segments in future phases.
  - ii) A parking area which will serve as off-street parking during events and day-use of the park.
  - iii) A shared use path connection to existing non-motorized shared-use path transportation along 4<sup>th</sup> Ave. NW / County Rd. 15 W and to the City of Minot.
  - iv) A west bound dedicated right turn lane from 4<sup>th</sup> Ave. NW / County Rd. 15 W to the Day-Use Park Area

- v) A pavilion or shelter for park use, family gatherings, and events, with electrical supply for lighting for safety and security.
- vi) A 10' wide concrete shared-use path loop for exercise, fitness, and access to future park components and trails.
- vii) A park sign with OHF grant funding information along with other site furnishings like benches, trash receptacles, picnic tables, and bike racks.

**4) Timetable for Implementation**

- a) The following timetable is presented for this phase of the project:
  - i) Design and Bidding: December 2019 – April 2020
  - ii) Construction: June 2020 – October 2021

**5) Tree Shrub Plantings**

- a) The project includes the planting of several tree species within the park and a community fruit orchard for harvesting fresh edible fruits, which is proposed to include the following species:
  - i) Apple species 'Dakota Gold', 'Honeycrisp' and 'Haralson'
  - ii) Pear Species 'Ure', 'Early Gold', and 'Luscious'
  - iii) Juneberry (Serviceberry)
  - iv) Plum species 'Underwood' and 'Waneta'
- b) A planting plan of the Community Orchard will be prepared by a Professional Landscape Architect with professional licensure in the State of North Dakota as part of the bid documents for the project.

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

If yes, provide a copy with the application. **Attached.**

*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 consultant will act as the project manager during construction and the MPD will maintain the project after construction.

**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 growing population in Minot and the surrounding area brings challenges along with opportunities to Minot Park District. We are seeing a younger demographic of users that not only want more trails and amenities such as those included in the proposed plan, they see them as a need for their community. In the fall of 2018, Minot Public School enrolled 722 kindergarteners and 488 seniors. Our customer base is growing, and we need to have parks for them to access, facilities that can support the number of participants, and programming that can engage all ages and abilities. This is imperative for us to be a successful community where people want to live, work and play.

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

This masterplan includes great amenities to enjoy every season outside. One of the beautiful components of North Dakota is being able to experience all four seasons. The many colors of fall, the beauty that comes with a fresh coat of snow on the rolling hills in winter, the first signs of green in the spring and the wildflowers that come with our extended summer days. The trails, parking lot, and access road will be maintained for year-around use, making the park not only a great location for biking, running/walking, and exploring in the warmer months, but also a great location for cross country skiing and snow shoe trails when the snow begins to fall. Also included in the masterplan is a tow rope and sledding hill which is unique to Minot and our region. Winter can be long and grueling, but we want to embrace it and give our citizens a chance to experience it from a different state of mind.

## 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, Demolition, & Earthwork	\$320,000	\$0	\$	\$	\$	\$320,000
Parking Lot & Access Road	\$0	\$270,000	\$	\$	\$	\$270,000
Sidewalks & Shared-use Paths	\$355,000	\$0	\$	\$	\$	\$355,000
Park Pavilion & Monument Sign	\$310,000	\$0	\$	\$	\$	\$310,000
Site Furnishings & Landscaping	\$305,000	\$0	\$	\$	\$	\$305,000
Site Utilities	\$75,000	\$0	\$	\$	\$	\$75,000
Project Design, Engineering, & Construction Administration	\$0	\$195,000	\$	\$	\$	\$195,000
<b>Total Costs</b>	<b>\$1,365,000</b>	<b>\$465,000</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$1,830,000</b>

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.**

In our Minot Family Recreation Area Master Plan, we have separated the plan into three key phases. Phase one will establish the main components of the Day-Use Park, which include an access road and parking lot, park pavilion gathering space, and shared-use paths. There will be a shared-use path connection to an existing shared-use path along County Road 15 W. that connects to the City's trail system. All site preparation, demolition, and earthwork will be completed in phase one to minimize site disturbance during future phase improvements. All areas disturbed by construction activities will be restored/reseeded. All trees will be planted as part of phase one. As the saying goes, "The best time to plant a tree was yesterday. The second-best time is now." Other key items important to the phase one establishment of the Day-Use Park include a park monument sign with OHF recognition, site furnishings, water connection to a nearby rural water supply (for phase two restrooms, drinking fountain, and potential irrigation use), drainage improvements at the new access road connection to County Road 15 W., and an electrical feed to light the park pavilion and parking lot. We would like to install these utilities to minimize future site disturbance and set the park up for a successful phase two. Phase two includes the addition of an accessible playground, restroom building and septic drainfield, an additional park shelter associated with the playground, and three additional park shelters that will overlook the phase three golf course and preserved prairie areas. Additional sidewalks and hiking trails will be added in phase two to connect these new components. Phase three includes the construction of an 18-hole golf course. Although park users will be able to hike, bike, snowshoe, and sled in the Day-Use Park after phase one is complete, phase 3 will connect the 18-acre park space to trails that meander across the 240-acre parcel. Potential future improvements that are being explored at this time include a low/high ropes courses, challenge course, and zip line.

This grant request is to aid in the construction of phase one only (See attached Day-Use Park Area Master Plan – Phasing). See the attached Opinion of Cost for a detailed breakdown of the phase one 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.

Once the project is complete, the ongoing management of the Minot Family Recreation Area will be the responsibility of the Minot Park District. Funding for maintenance and sustainability of the Park will be allocated from general fund sources. There are additional opportunities for future phase developments of the Park in which Outdoor Heritage Funds may be applied for ongoing improvements to the Park area.

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

Proposed site features/amenities such as site furnishings and tree plantings may be planned for a future phase(s) if less funding is available. The proposed park pavilion may also be planned for a future phase, if necessary.

**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.***

A park entry monument sign is proposed to be installed near the proposed park pavilion (See attached Master Plan.) with OHF partnership recognition printed on it.

**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.

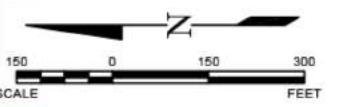
If you have any questions about the application or have trouble submitting the application, please contact Andrea Pfennig at 701-328-3786 or [apfennig@nd.gov](mailto:apfennig@nd.gov).

Revised: September 14, 2018





PROJECT LOCATION MAP - MINOT, NORTH DAKOTA



# M MINOT FAMILY RECREATION AREA



240-ACRE SITE OVERALL MASTER PLAN

August, 2019 | Project No. 1415118

NOT FOR CONSTRUCTION









PROJECT LOCATION MAP - MINOT, NORTH DAKOTA



**MASTER PLAN KEY  
PROPOSED PARK FEATURES & AMENITIES**

- ① PARK ACCESS ROAD
- ② OFF-STREET PARKING LOT (±65 STALLS)
- ③ CONNECTION TO EXISTING ASPHALT SHARED-USE PATH
- ④ SHARED-USE CONCRETE PATH
- ⑤ HIKING TRAIL TO SHELTER
- ⑥ HIKING AND MOUNTAIN BIKING TRAIL
- ⑦ COMMUNITY GARDEN PLOTS (55 12'X12' PLOTS)
- ⑧ CHILDREN'S PLAY EQUIPMENT AREA
- ⑨ OPEN UNPROGRAMMED PARK SPACE
- ⑩ COMMUNITY ORCHARD
- ⑪ PARK ENTRY MONUMENT SIGN
- ⑫ 12' SQUARE PARK SHELTER
- ⑬ 24' SQUARE PARK SHELTER
- ⑭ PARK PAVILION
- ⑮ PROPOSED FUTURE GOLF COURSE
- ⑯ LOW ROPES COURSE / CHALLENGE COURSE
- ⑰ HIGH ROPES COURSE / CHALLENGE COURSE
- ⑱ ADMISSIONS, STORAGE, ORIENTATION
- ⑲ ZIP LINE
- ⑳ RESTROOMS
- ㉑ SEPTIC DRAINFIELD FOR RESTROOMS



# MINOT FAMILY RECREATION AREA

DAY-USE PARK AREA MASTER PLAN



August, 2019 | Project No. 1415118

NOT FOR CONSTRUCTION





PROJECT LOCATION MAP - MINOT, NORTH DAKOTA



- MASTER PLAN KEY**  
PROPOSED PARK FEATURES & AMENITIES
- ① PARK ACCESS ROAD
  - ② OFF-STREET PARKING LOT (±65 STALLS)
  - ③ CONNECTION TO EXISTING ASPHALT SHARED-USE PATH
  - ④ SHARED-USE CONCRETE PATH
  - ⑤ HIKING TRAIL TO SHELTER
  - ⑥ HIKING AND MOUNTAIN BIKING TRAIL
  - ⑦ COMMUNITY GARDEN PLOTS (55 12'X12' PLOTS)
  - ⑧ CHILDREN'S PLAY EQUIPMENT AREA
  - ⑨ OPEN UNPROGRAMMED PARK SPACE
  - ⑩ COMMUNITY ORCHARD
  - ⑪ PARK ENTRY MONUMENT SIGN
  - ⑫ 12' SQUARE PARK SHELTER
  - ⑬ 24' SQUARE PARK SHELTER
  - ⑭ PARK PAVILION
  - ⑮ PROPOSED FUTURE GOLF COURSE
  - ⑯ LOW ROPES COURSE / CHALLENGE COURSE
  - ⑰ HIGH ROPES COURSE / CHALLENGE COURSE
  - ⑱ ADMISSIONS, STORAGE, ORIENTATION
  - ⑲ ZIP LINE
  - ⑳ RESTROOMS
  - ㉑ SEPTIC DRAINFIELD FOR RESTROOMS

**PHASE 1 IMPROVEMENTS**  
\*ALL TREES TO BE INCLUDED IN PHASE 1



# MINOT FAMILY RECREATION AREA

DAY-USE PARK AREA MASTER PLAN - PHASE 1



August, 2019 | Project No. 1415118

NOT FOR CONSTRUCTION





PROJECT LOCATION MAP - MINOT, NORTH DAKOTA



**MASTER PLAN KEY**  
PROPOSED PARK FEATURES & AMENITIES

- ① PARK ACCESS ROAD
- ② OFF-STREET PARKING LOT (±65 STALLS)
- ③ CONNECTION TO EXISTING ASPHALT SHARED-USE PATH
- ④ SHARED-USE CONCRETE PATH
- ⑤ HIKING TRAIL TO SHELTER
- ⑥ HIKING AND MOUNTAIN BIKING TRAIL
- ⑦ COMMUNITY GARDEN PLOTS (55 12'X12' PLOTS)
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- ㉑ SEPTIC DRAINFIELD FOR RESTROOMS

- PHASE 1 IMPROVEMENTS
- \*ALL TREES TO BE INCLUDED IN PHASE 1
- PHASE 2 IMPROVEMENTS
- PHASE 3 - 18-HOLE GOLF COURSE AREA
- POTENTIAL FUTURE IMPROVEMENTS



# MINOT FAMILY RECREATION AREA

DAY-USE PARK AREA MASTER PLAN - PHASING

August, 2019 | Project No. 1415118

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BIRD'S-EYE VIEW OF DAY-USE PARK LOOKING NORTHEAST





FUTURE TRAIL DEVELOPMENT OPPORTUNITIES



Opinion of Cost					
Minot Family Recreation Area - Day Use Park Master Plan, Phase 1					
North Dakota Outdoor Heritage Fund Grant Application					
August, 2019					
ITEM	DESCRIPTION	UNIT	Quantities	UNIT PRICE	Total Cost
<b>PROJECT EXPENSE: SITE PREPARATION, DEMOLITION, &amp; EARTHWORK</b>					
1	Contract Bond	LS	1	\$ 22,000.00	\$ 22,000.00
2	Mobilization	LS	1	\$ 110,000.00	\$ 110,000.00
3	Construction Entrance	LS	1	\$ 3,000.00	\$ 3,000.00
4	Clearing and Grubbing	LS	1	\$ 10,000.00	\$ 10,000.00
5	Temporary Facilities and Controls	LS	1	\$ 2,500.00	\$ 2,500.00
6	Erosion and Sediment Control	LS	1	\$ 10,000.00	\$ 10,000.00
7	Remove and Replace Topsoil (Approx. 6 Acres at 6" Depth = Approx. 5,000 CY x \$5/CY)	LS	1	\$ 25,000.00	\$ 25,000.00
8	Unclassified Earthwork (Approx. 6 Acres at 12" Depth = Approx. 10,000 CY x \$5/CY)	LS	1	\$ 50,000.00	\$ 50,000.00
9	Remove Asphalt Pavement (Removal of Existing Asphalt Shared-use Path Along County Road 15 W. for Replacement)	SY	719	\$ 6.50	\$ 4,673.50
10	Construction Staking and Layout	LS	1	\$ 30,000.00	\$ 30,000.00
<b>Subtotal</b>					<b>\$ 267,173.50</b>
<b>Contingency (20%) =</b>					<b>\$ 53,434.70</b>
<b>Subtotal w/ Contingency =</b>					<b>\$ 320,608.20</b>
<b>PROJECT EXPENSE: PARKING LOT &amp; ACCESS ROAD</b>					
11	Concrete Curb and Gutter - Parking Lot & Access Road	LF	1051	\$ 30.00	\$ 31,530.00
12	Asphalt Parking Lot and Access Roads - 4" Thick	TON	1024	\$ 105.00	\$ 107,520.00
13	Class 5 Aggregate Base - Asphalt Parking Lot, Curb & Gutter, and Access Roads	TON	1588	\$ 35.00	\$ 55,580.00
14	Subgrade Preparation Under Parking Lot and Access Roads	SY	4834	\$ 4.00	\$ 19,336.00
15	Parking Lot Striping	LS	1	\$ 2,500.00	\$ 2,500.00
16	Access Road and Right Turn Lane Striping	LS	1	\$ 3,000.00	\$ 3,000.00
17	24" Stop Bar Striping	LF	19	\$ 22.00	\$ 418.00
18	12" Crosswalk Striping	LF	200	\$ 10.00	\$ 2,000.00
19	Signage (Parking Lot & Access Road)	EA	4	\$ 750.00	\$ 3,000.00
<b>Subtotal</b>					<b>\$ 224,884.00</b>
<b>Contingency (20%) =</b>					<b>\$ 44,976.80</b>
<b>Subtotal w/ Contingency =</b>					<b>\$ 269,860.80</b>
<b>PROJECT EXPENSE: SIDEWALKS &amp; SHARED-USE PATHS</b>					
20	4" Thick Unreinforced Concrete Pavement (Includes Sidewalks Surrounding Pavilion & Approximately 3/4 Mile of 10'-Wide Shared-use Path)	SY	4793	\$ 45.00	\$ 215,685.00
21	Thickened Edge Concrete Pavement (Includes Shared-use Path Adjacent to Parking Lot)	SY	183	\$ 55.00	\$ 10,065.00
22	5 1/2" Thick Reinforced Concrete Pavement (Includes Pavement Under Park Pavilion & Curb Ramps Adjacent to County Road 15 W.)	SY	250	\$ 65.00	\$ 16,250.00
23	2 3/4" Thick, 10'-Wide Asphalt Shared-Use Path Replacement Along County Road 15 W.	TON	61	\$ 115.00	\$ 7,015.00
24	Class 5 Aggregate Base - Under All Concrete Pavement & Asphalt Shared-Use Path	TON	1231	\$ 35.00	\$ 43,085.00
25	Detectable Warning Panels	SF	138	\$ 35.00	\$ 4,830.00
<b>Subtotal</b>					<b>\$ 296,930.00</b>
<b>Contingency (20%) =</b>					<b>\$ 59,386.00</b>
<b>Subtotal w/ Contingency =</b>					<b>\$ 356,316.00</b>
<b>PROJECT EXPENSE: PARK PAVILION &amp; PARK MONUMENT SIGN</b>					
26	Park Entry Monument Sign w/ OHF Acknowledgement	LS	1	\$ 6,500.00	\$ 6,500.00
27	Park Pavilion Shelter & Footings (300 Person Capacity)	EA	1	\$ 250,000.00	\$ 250,000.00
<b>Subtotal</b>					<b>\$ 256,500.00</b>
<b>Contingency (20%) =</b>					<b>\$ 51,300.00</b>
<b>Subtotal w/ Contingency =</b>					<b>\$ 307,800.00</b>
<b>PROJECT EXPENSE: SITE FURNISHINGS &amp; LANDSCAPING</b>					
28	Park Bench	EA	8	\$ 800.00	\$ 6,400.00
29	Trash Receptacles	EA	6	\$ 500.00	\$ 3,000.00
30	Picnic Tables	EA	10	\$ 800.00	\$ 8,000.00
31	Bike Rack	EA	1	\$ 500.00	\$ 500.00
32	Deciduous Trees (Includes Shade Trees, Ornamental Trees, and Orchard Trees)	EA	300	\$ 350.00	\$ 105,000.00
33	Coniferous Trees (Includes Spruce and Pine Species)	EA	450	\$ 250.00	\$ 112,500.00
34	Seeding and Hydraulic Mulch	ACRE	4	\$ 4,500.00	\$ 18,000.00
<b>Subtotal</b>					<b>\$ 253,400.00</b>
<b>Contingency (20%) =</b>					<b>\$ 50,680.00</b>
<b>Subtotal w/ Contingency =</b>					<b>\$ 304,080.00</b>
<b>PROJECT EXPENSE: SITE UTILITIES</b>					
35	15" Storm Sewer Pipe (Drainage Improvements Where Proposed Park Access Road Connects to County Road 15 W.)	LF	25	\$ 40.00	\$ 1,000.00
36	18" Storm Sewer Pipe (Drainage Improvements Where Proposed Park Access Road Connects to County Road 15 W.)	LF	100	\$ 45.00	\$ 4,500.00
37	18" Flared End Section (Drainage Improvements Where Proposed Park Access Road Connects to County Road 15 W.)	EA	2	\$ 600.00	\$ 1,200.00
38	48" Storm Manhole (Drainage Improvements Where Proposed Park Access Road Connects to County Road 15 W.)	EA	1	\$ 5,500.00	\$ 5,500.00
39	36" Curb Inlet (Drainage Improvements Where Proposed Park Access Road Connects to County Road 15 W.)	EA	1	\$ 4,500.00	\$ 4,500.00
40	Site Water Provision (Connection to Rural Water Service, Curb Stop & Box, & Meter Vault)	LS	1	\$ 15,000.00	\$ 15,000.00
41	Site Electrical Provisions (Pavilion and Parking Lot Lighting)	LS	1	\$ 30,000.00	\$ 30,000.00
<b>Subtotal</b>					<b>\$ 61,700.00</b>
<b>Contingency (20%) =</b>					<b>\$ 12,340.00</b>
<b>Subtotal w/ Contingency =</b>					<b>\$ 74,040.00</b>

<b>Phase 1 Estimated Construction Costs =</b>	<b>\$ 1,360,587.50</b>
<b>Contingency (20%) =</b>	<b>\$ 272,117.50</b>
<b>Total Estimated Phase 1 Construction Costs w/ Contingency =</b>	<b>\$ 1,632,705.00</b>
<b>Design &amp; Construction Administration =</b>	<b>\$ 195,924.60</b>
<b>Total Estimated Project Costs =</b>	<b>\$ 1,828,629.60</b>

In providing estimates of probable construction cost, the Client understands that the Consultant has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing and that the Consultant's estimates of probable construction costs are made on the basis of the Consultant's professional judgment and experience. The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the Consultant's estimate of probable construction cost. The Client assumes all liability if using this Probable Construction Cost for determining project feasibility or securing project funding/financing.

Notes:

- Budget amounts indicated on Outdoor Heritage Fund Grant Application represent subtotals plus contingency, rounded to nearest \$5,000.00 interval.