

North Dakota Outdoor Heritage Fund Grant Application



**Trailhead/Neighborhood Park
Bismarck Parks and Recreation District**

Outdoor Heritage Fund Grant Application

The purpose of the North Dakota Outdoor Heritage Fund is to provide funding to state agencies, tribal governments, political subdivisions, and nonprofit organizations to:

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

Directive B. Improve, maintain, and restore water quality, soil conditions, plant diversity, animal systems and to support other practices of stewardship to enhance farming and ranching;

Directive C. Develop, enhance, conserve, and restore wildlife and fish habitat on private and public lands; and

Directive D. Conserve natural 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:

- A. Litigation;
- B. Lobbying activities;
- C. 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;
- D. The acquisition of land or to encumber any land for a term longer than twenty years; or
- E. 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.

Application Deadline

Applications for the first grant round cycle are due on **December 2, 2013 at 5:00 p.m. CST.** All information, including attachments, must be submitted by that date. See instructions below for submission information.

Instructions

It is our intent to have this form available on line. However, until that on-line form is available we are asking that you submit your application as a Word document. Please download this Word document (available on the Industrial Commission/Outdoor Heritage Fund Program website at <http://www.nd.gov/ndic/outdoor-infopage.htm>) to your computer and provide the information as requested. You are not limited to the spacing provided except in those instances where there is a limit on the number of words. After completing the application, save it and attach it to an e-mail and send it to outdoorheritage@nd.gov .Then submit the Word document as noted in the following paragraph.

Attachments in support of your application may be sent 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 . 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. Early submission is appreciated and encouraged to allow adequate time to review your application and ensure that all required information has been included. Incomplete applications may not be considered for funding. Any item noted with an * is required.

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 tentatively scheduled for the week of January 13, 2014. 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.

Name of Organization Bismarck Parks and Recreation District (BPRD)

Federal Tax ID# 45-0409352

Contact Person/Title Greg Smith, Operations Director

Address 400 East Front Avenue

City Bismarck

State North Dakota

Zip Code 58504

E-mail Address gsmith@bisparks.prg

Web Site Address www.bisparks.org

Phone 701 222 6464

Fax # (if available) 701 221 6838

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

MAJOR Directive:

Choose only one response

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

Directive B. Improve, maintain, and restore water quality, soil conditions, plant diversity, animal systems and to support other practices of stewardship to enhance farming and ranching;

Directive C. Develop, enhance, conserve, and restore wildlife and fish habitat on private and public lands; and

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

Additional Directive: Choose all that apply

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

Directive B. Improve, maintain, and restore water quality, soil conditions, plant diversity, animal systems and to support other practices of stewardship to enhance farming and ranching;

Directive C. Develop, enhance, conserve, and restore wildlife and fish habitat on private and public lands; and

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

Type of organization: (select the category that describes your 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))

Project Name: Trailhead/Neighborhood Park

Abstract/Executive Summary. An Executive Summary of the project stating its objectives, expected results, duration, total project costs and participants.* (no more than 500 words)

The 15.6-acre trailhead/neighborhood park being planned (see attached location map) will serve local residents with approximately 3.5 acres being developed for recreation and 12 acres being conserved as natural habitat for native bird nesting and wildlife observation. The project will provide an outdoor space for the neighborhood to gather and play close to home.

The plan (see attached concept plan) is to provide both active and passive activities for multiple generations to enjoy, such as a 2 to 5-year old playground, a 5 to 12-year old playground, junior tennis courts/pickleball courts, community gardens and natural wetlands, prairie land and floodplain. A large portion of the park land will remain native with an interpretive overlook planned to educate patrons on the importance of wetlands and waterways, native bird habitat and wildlife observation.

The park is bordered by a retirement community and single family housing with young families. As such, it is important to provide a space that can be enjoyed by all. The programmed elements are specifically tailored toward a wide range of users. Through the development of this space, a shared-use path is planned separately to provide access through the public space. This project is being partially funded through both the North Dakota Department of Transportation - Transportation Alternative Program (NDDOT TAP), the North Dakota State Parks - Recreation Trails Program (RTP) and BPRD.

Amount of Grant request \$ 313,960

Total Project Costs \$ 627,920

(Note that in-kind and indirect costs can be used for matching funds)

Amount of Matching Funds:

\$313,960 – \$163,960 BPRD – Cash
\$150,000 Grant Funding – In-Kind

If applicable

Please indicate if the matching funds will be in-kind, indirect or cash.

Source(s) of Matching Funds

Matching funds for the shared-use path portion of the project provided by NDDOT TAP program, ND State Parks RTP and BPRD.

Trailhead/neighborhood park matching funds provided by BPRD – cash.

If applicable

Certifications *

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

I certify that if awarded grant funding none of the funding will be used for any of the exemptions noted on Page 1 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)

Bismarck Parks and Recreation District (BPRD) was established in 1927 and has a five-member Board of Park Commissioners, an Executive Director, three directors and a full-time staff of 54. In addition to full-time staff, BPRD also employs more than 800 seasonal, part-time staff members and partners with volunteer groups when appropriate. BPRD is an accredited agency and has been designated a Playful City USA due to its dedication to providing quality, safe and accessible playgrounds.

The mission of BPRD is to work with the community to provide residents and visitors the highest quality parks, programs, facility and event experience. Our core purpose is to provide affordable and accessible public park and recreation services. BPRD offers a large and diverse variety of recreational opportunities in both programs and facilities.

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. Please 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.

The Trailhead/Neighborhood Park project will provide access to the community for recreation activities in designated areas of the park property. The primary project goal is to provide outdoor

space, both for active and passive uses, for residents to enjoy within a reasonable distance from home. The project will provide much-needed park space for this portion of the community; without the development of this space, residents in the area must drive approximately two miles to a park space. By developing this new park space in a growing neighborhood, residents are provided more space to gather and take advantage of the natural beauty of the Hay Creek valley.

The proposed project will also fill two niches within the larger community. The proposed junior tennis courts/pickleball courts will be the only facilities of their kind in the north part of Bismarck, allowing for additional programming by tennis staff for children, and all ages for pickleball. In addition, community gardens are planned at this site, which will benefit a growing demand for community garden spaces within Bismarck, and will be the only available space in north Bismarck.

Management of Project – Provide a description of how the 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 BPRD has a longstanding relationship with design consultants in the community; BPRD requires construction administration with set goals, budgets and project deadlines on all projects. This project would be managed similarly during the construction process.

BPRD also has an Operations Director with more than 30 years experience in all forms of parks and recreation projects, who will work in conjunction with the hired consultant as the in-house project manager.

Evaluation – Describe your plan to document progress and results. *

How will you tell if the project is successful? 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.

Project success will be measured by construction of the neighborhood park elements and improved access to recreation by the neighborhood residents. With Edgewood Community in close proximity and Park Operations Staff high frequency inspections, it will be easy to gather anecdotal data regarding the numbers of residents and families using the park.

Financial Information

ATTACHMENT: Project Budget – Using the standard project budget format that is available on the website at <http://www.nd.gov/ndic/outdoor-infopage.htm> , please include a detailed total project budget that specifically outlines all the funds you are requesting.*

The project budget should identify all matching funds, funding sources and indicate whether the matching funds are in the form of cash or in-kind services. As noted on the standard project budget format, certain values have been identified for in-kind services. Please utilize these values in identifying your matching funds. **NOTE: No indirect costs will be funded.**

X I certify that a project budget will be sent to the Commission*

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

Include information on the sustainability of this project after all the funding from the Outdoor Heritage Fund has been expended and whether the sustainability will be in the form of ongoing management or additional funding from a different source.

Once developed, the park will be maintained by the BPRD with its ongoing park maintenance budget. Doing so will make certain the park can be sustained and in existence for generations to come.

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

As the cost of construction escalates, the types and quantity of activities within a park need to be evaluated. If the project cannot be constructed in 2014 or if only partial funding is available, some items may need to be postponed or not implemented at all.

Scoring of Grants

All applications will be scored by the Outdoor Heritage Fund Advisory Board after your ten-minute oral presentation. The ranking sheet(s) 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. Applicants whose proposals have been approved will receive a contract outlining the terms and conditions of the grant. Please note the appropriate sample contract for your organization on the website at <http://www.nd.gov/ndic/outdoor-infopage.htm> that set forth the general provisions that will be included in any contract issued by the North Dakota Industrial Commission. Please indicate if you can meet all the provisions of the sample contract. If there are provisions in that contract that your organization is unable to meet, please indicate below what those provisions would be. *

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 Karlene Fine at 701-328-3722 or kfine@nd.gov

Budget Standard Form

Please use the table below to provide a detailed total project budget that specifically outlines all the funds you are requesting and if there are any matching funds being utilized to fund this project. Please note 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. Match can come from any source (i.e. private sources, State and Federal funding, Tribal funding, etc.) Note match funding is not required but an application will be scored higher if match funding is provided. (See Scoring Form.)

Please feel free to add columns and rows as needed. Please include narrative to fully explain the proposed budget.

Note that NO INDIRECT COSTS will be funded from the Outdoor Heritage Fund.

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
Grading/Earthwork	\$55,506.19	\$22,353.81				\$77,860
Shared Use Path		\$37,520	\$150,000			\$187,520
Sidewalks	\$26,519.78	\$10,680.22				\$37,200
Tennis/Pickleball Courts	\$88,755.72	\$35,744.28				\$124,500
Water Service	\$8,162.67	\$3,287.33				\$11,450
Parking Lot	\$21,415.44	\$8,624.56				\$30,040
Shelter	\$17,822.43	\$7,177.57				\$25,000
Playgrounds	\$61,665.62	\$24,834.38				\$86,500
Park Signage	\$5,703.18	\$2,296.82				\$8,000
Park Amenities	\$28,408.96	\$11,441.04				\$39,850
Total Project Costs	\$313,960	\$163,960	\$150,000	\$0	\$0	\$627,920
	\$313,960	\$163,960	\$150,000	\$0	\$0	\$627,920

DRAW TEXT BOX FOR DETAILS HERE

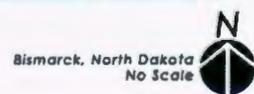
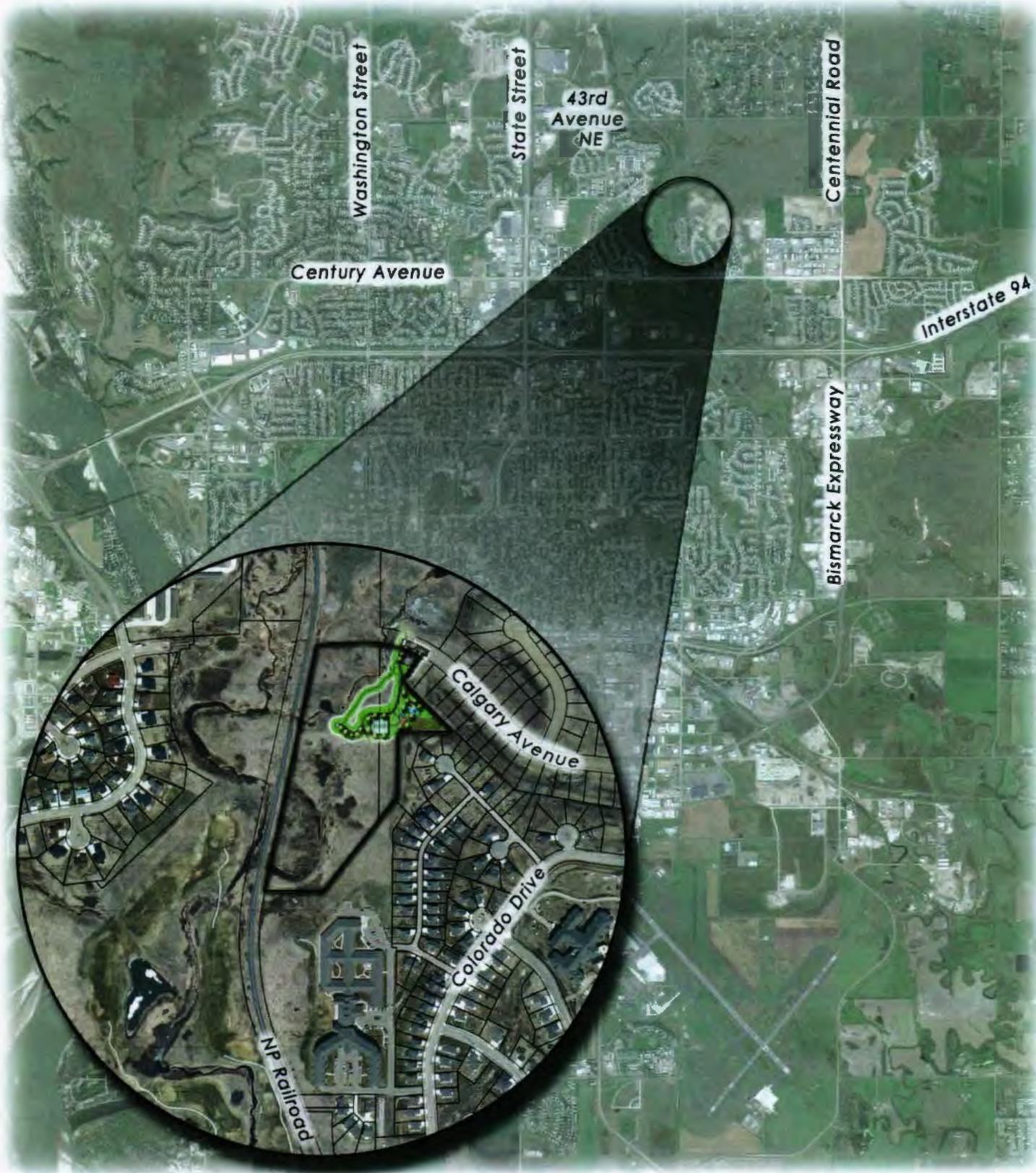
In-kind services used to match the request for Outdoor Heritage Fund dollars shall be valued as follows:

- 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
- Equipment Any equipment purchased must be listed separately with documentation showing actual cost.
- 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.

Approved by OHF Advisory Board: October 17, 2013
Approved by Industrial Commission: October 22, 2013



Trailhead/Neighborhood Park - Location Map

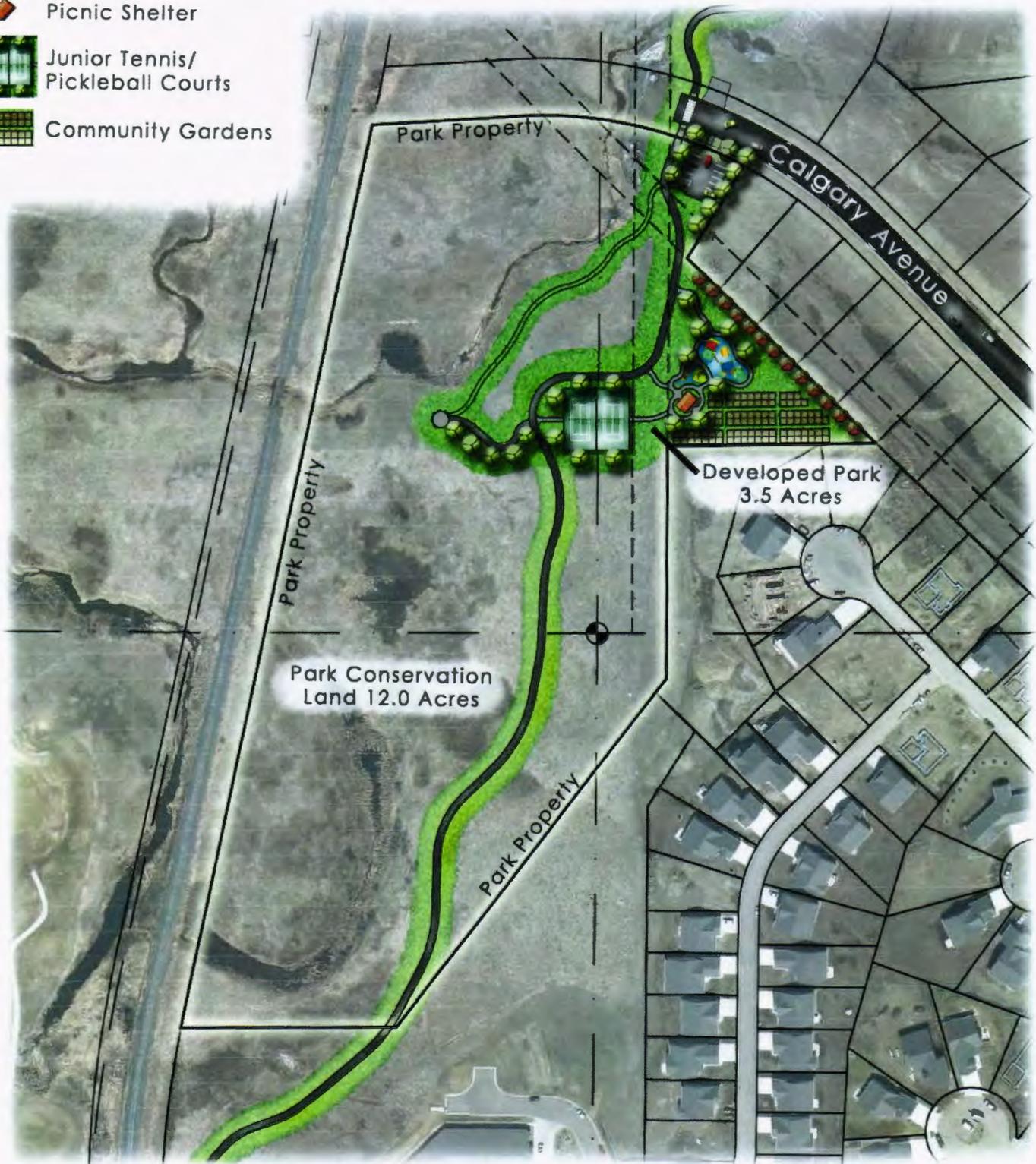
Bismarck, North Dakota

11.20.2013



Legend

-  5-12 Age Playground
-  2-5 Age Playground
-  Picnic Shelter
-  Junior Tennis/
Pickleball Courts
-  Community Gardens



Trailhead/Neighborhood Park - Concept Plan
Bismarck, North Dakota
11.20.2013

