

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

NO CONSIDERATION:

In addition to those specific items in law that are ineligible for funding, in the absence of exceptional circumstances, the following projects will NOT receive consideration for funding:

- Projects that are already completed;
- Projects that are on-going (Phased projects would be considered);
- Staffing;
- Feasibility studies;
- Annual maintenance;
- Paving projects for roads and parking lots;
- Swimming pools;
- Non-permanent equipment (such as tractors, snowmobiles);
- Research;
- Projects where the applicant is not directly involved in the project.

Application Deadline

Applications for the second grant round cycle are due on **November 3, 2014 at 5:00 p.m. CT.** All information, including attachments, must be submitted by that date. See instructions below for submission information.

Instructions

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 or print it and mail it to the address noted in the next 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.

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.

Name of Organization: ***City of Dickinson***

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

Contact Person/Title: ***Shawn Kessel, City Administrator***

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

City: ***Dickinson***

State: ***ND***

Zip Code: ***58601***

E-mail Address: ***shawn.kessel@dickinsongov.com***

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

Phone: 701-456-7739

Fax # (if available) 701.456.7723

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

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

Type of organization: ***Political Subdivision***

Project Name: ***Crooked Crane Trail: Phase I – Exercise and Fitness Loop***

Abstract/Executive Summary:

Overview: This proposal seeks funding for Phase I of a 3-phase project to reestablish an 18-mile trail around Patterson Lake two miles west of the Dickinson city limits. The Crooked Crane Trail (CCT) was created in 1998. The trail was an unimproved path surrounding Patterson Lake and primarily used by mountain bikers, outdoor enthusiasts and joggers. Trail markers were installed along the path to delineate the course and Dickinson Park and Recreation mowed the trail 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.

Current Status: Patterson Lake is controlled by the Federal Bureau of Reclamation (BoR) and physically located within Stark County approximately two miles west of the current Dickinson city limits. Dickinson Park and Recreation manages a portion of the BoR land, specifically the land located on the north shore of Patterson Lake. Improved facilities include boat docks, primitive camping sites, public beach, picnic benches, 18+ hole disc golf course, public restrooms and a playground.

Funding: Due to the tremendous population gain, an interest in the provision of quality of place features and the resulting land requirements to house the population gain the city of Dickinson has taken a renewed interest in improving the CCT as a place of destination for residents of Dickinson, Stark County and visitors to the area. Improvements will be identified by the CCT Steering committee and the Friends of the CCT. Funding for the improvements will combine, grant funds, donations of cash and in-kind services from the city of Dickinson,

Dickinson Park and Recreation, Stark County and the Stark County Park Board plus additional private fundraising from stakeholders and businesses.

Proposed Improvements: *The proposed improvements and reestablishment of the CCT are included in a multi-phased implementation master plan (attached). The multi-phased improvements create a centerpiece element that incorporates and connects the CCT into the city of Dickinson's Master Trail Plan.*

Phase I Details: *The initial improvement phase would create a 1.8 mile fitness trail on the north side of the lake. The fitness trail would begin and end near the existing entrance to the public beach and Camp Nyoda. This area provides access to existing parking and public restrooms. The trail itself would begin at a cluster of 3-4 fitness machines designed to allow multiple users to stretch muscles for the beginning of their fitness trail experience. An additional 3-4 machines within the same cluster would be designed to challenge the strength of fitness path users and provide a solid conclusion to the path experience. Of course, users may bypass the use of all fitness equipment and simply enjoy the path itself on a run, jog, or walk by themselves in a group or with their children in or out of a stroller. The hard surface of the trail would be designed to be 10' wide asphalt pathway to safely accommodate a variety of simultaneous users such as bikers, rollerbladers, skateboarders, and other non-motorized rolling stock. Two additional clusters with 3-5 pieces of fitness equipment would be placed along the fitness trail. Safety along the trail is enhanced by strategically placed lighting. 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.*

Project Duration: *Construction to start in Fall 2015 and be complete in Summer 2016, depending on successful construction bids for the project.*

Amount of Grant request: **\$ 975,000**

Total Project Costs: **\$ 1,300,000**

A minimum of 25% Match Funding is strongly encouraged.

Amount of Matching Funds: **\$ 325,000 (cash), see budget form.**

Source(s) of Matching Funds: *Please provide verification that these matching funds are available for your project.*

The city of Dickinson has allocated from its annual budget for trail funds \$125,000 for the initial phase of construction. Dickinson Park and Recreation has also pledged \$50,000 for this phase of construction. The Friends of the CCT are poised to begin a private fundraising effort (see attached). The Friends of the CCT have effectively used social media, primarily Facebook, to generate interest with regard to the CCT and the community has responded with over \$15,000 in donations before the initiation of the fund raising efforts have officially begun.

The private fund raising effort has two components. One designed for the individual and one designed for the commercial sector and high net worth individuals.

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 on Page 1 of this application.

Narrative

Organization Information –

Include an overview of your organizational structure, including board, staff and volunteer involvement. *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. 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 CCT project is a conduit for anyone who chooses to partake in the beautiful scenery provided by the backdrop of Patterson Lake 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 trail will provide opportunities to encourage healthy living through exercise. Two members of the Friends of the CCT are already planning a half-marathon and triathlon.

Combining the children’s play features with the clusters of fitness equipment is 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. I’m told this combination is a first in ND.

Our goal with Phase 1 is to begin construction in the spring of 2015 and conclude in 2016. We hope to begin Phase 2 in 2015 as well.

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.

DPR will act as the project managers during construction and 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 explosive growth. This experience is only a phone call away.

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.

The project's success will be based upon 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 the trailhead through 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 one and indicators of interest in subsequent phases. The first report will be generated for Phase 1 six months and one year after its completion.

Programming the specific areas will be a key to usership. As I mentioned earlier, half-marathons, triathlons, 5k walks and runs, road and mountain bike races, duathlons, family walks, etc. will be the key to generating usership and therefore success.

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. Note that a minimum of 25% match funding is strongly encouraged.*

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.

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 mile markers, will be generated by the Friends of the Crooked Crane

Trail. 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.

There are furnishings, equipment and boardwalks that could be reduced if necessary, but would affect and reduce overall level of service and recreational offering at the project site.

Partnership Recognition - If you are a successful recipient of Outdoor Heritage Fund dollars, how would you recognize the Outdoor Heritage Fund partnership?

Part of our fundraising recognition includes the installation of a project sign that recognizes all stakeholders that provided a significant investment into the project. The sign would include a statement essentially similar to "this project funded in part by the North Dakota Outdoor Heritage Fund".

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.

I had a conversation with Ms. Fine about Section 10 and she indicated new language is present in the agreement but that the new language was not changed on the agreement currently posted to the website. I am comfortable with the revised Section 10 language she read to me.

All of the Phase 1 improvements being made will be affixed to the ground in some fashion. In light of this fact we request that Section 11 of the agreement be eliminated.

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.

Budget Standard Form

Project Expenses Narrative:

The following table includes an estimated breakdown of the associated construction activities and professional services that will be required to construct the entire fitness loop as described in the Abstract / Executive Summary.

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
1. Site Preparation	\$ 100,000	\$ 25,000	\$	\$	\$	\$ 125,000
2. Grading and Earthwork	\$ 200,000	\$ 25,000	\$	\$	\$	\$ 225,000
3. Trail Aggregate and Pavement	\$ 445,000	\$ 25,000	\$	\$	\$	\$ 470,000
4. Fitness and Play Equipment with Fall Surfacing	\$ 150,000	\$ 25,000	\$	\$	\$	\$ 175,000
5. Erosion Control and Site Restoration	\$ 57,500	\$ 25,000	\$	\$	\$	\$ 82,500
6. Site Lighting	\$ 22,500	\$ 25,000	\$	\$	\$	\$ 47,500
7. Project Design Engineering, and Construction Administration		\$ 175,000		\$		\$ 175,000
Total Costs	\$ 975,000	\$ 325,000	\$	\$	\$	\$ 1,300,000

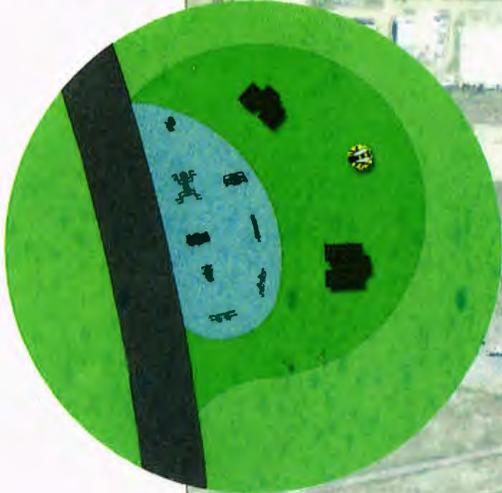
1. Contracted labor will be hired to prepare the site which includes mobilization, clearing and grubbing, weed control, and miscellaneous project removals.
2. Contracted labor will be hired to perform grading and earthwork for the trail, which includes topsoil stripping and stockpiling, common excavation, imported fill, and subgrade preparation.
3. Contracted labor will be hired to import aggregate base material, install asphalt and concrete surfacing, and necessary ramps and pavement striping for crosswalks.
4. Contracted labor will be hired to purchase and install fitness equipment, play equipment, and rubber surfacing.
5. Contracted labor will be hired to provide erosion control, landscape seeding, and restoration of the disturbed site areas.

6. Contracted labor will be hired to furnish and install site lighting to provide safety and security measures along the trail.
7. City will pay for professional services to perform survey, engineering, construction administration and materials testing, to ensure the project is completed to specifications and applicable standards.



Crooked Crane Trail Master Plan

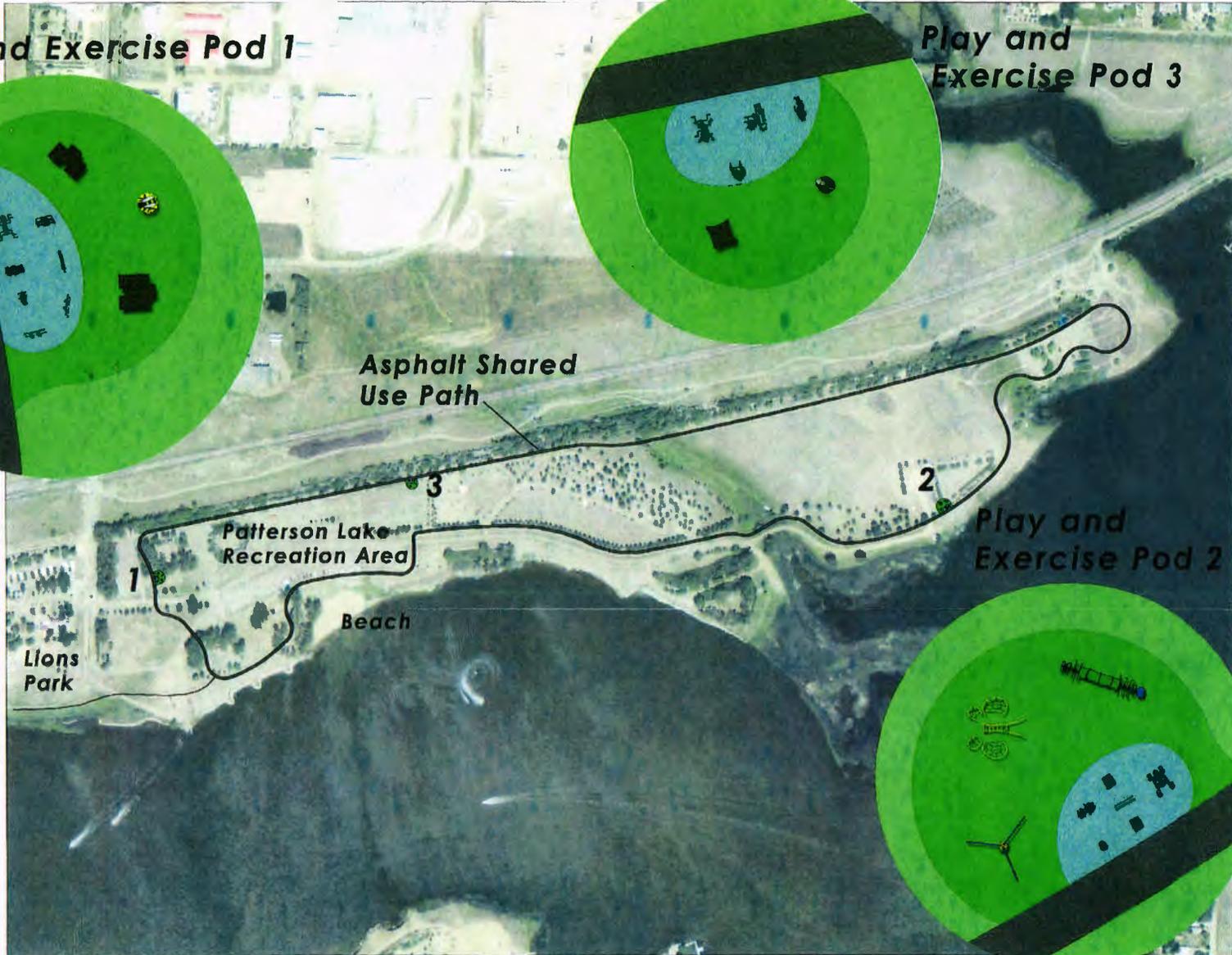
Play and Exercise Pod 1



Play and Exercise Pod 3



Asphalt Shared Use Path



Lions Park

Patterson Lake Recreation Area

Beach

Play and Exercise Pod 2



Crooked Crane Trail - Fitness Trail