

# Outdoor Heritage Fund Grant Application



## Instructions

After completing the form, applications and supporting documentation may be submitted by e-mail to [ndicgrants@nd.gov](mailto:ndicgrants@nd.gov). It is preferred that only electronic copies 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 by the application deadline. 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 Greenway Fishing Enhancement Project

Name of Organization City of Grand Forks

Federal Tax ID# 45-002085

Contact Person/Title Kim Greendahl, Greenway Specialist

Address 255 North 4<sup>th</sup> Street

City Grand Forks

State ND

Zip Code 58203

E-mail Address [kgreendahl@grandforksgov.com](mailto:kgreendahl@grandforksgov.com)

Web Site Address (If applicable) [www.greenwayggf.com](http://www.greenwayggf.com)

Phone (701) 738-8746

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.

**Abstract/Executive Summary.**

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

This project is located in an undeveloped area of the Greenway. The Greenway is 2,200 acres of open space between the flood protection system and Red River in Greater Grand Forks. In Grand Forks, the Greenway is over 7 1/2 miles long and features three parks connected by a paved shared-use path system.

The proposed project includes extending the existing paved trail south from 47th Avenue South, clearing trees in the area around the fishing site for accessibility, and adding benches, trash cans, and informational kiosk to the fishing area. This proposal aims to improve public access to public land, provide a safe and accessible fishing area for all users, and provide easier access for law enforcement and emergency responders.

**Project Duration:**

**Indicate the intended schedule for drawing down OHF funds.**

- Public input opportunities: Completed in 2023
- Secure engineering firm for technical design: April 2024
- Begin technical design: May 2024
- Advertise for construction bids: November 2024
- Begin construction: Spring 2025
- Complete construction: Fall 2025

**Amount of Grant request: \$ 239,389.45**

**Total Project Costs: \$ 478,778.90**

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

**Amount of Matching Funds: \$ 239,389.45**

**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 (Cash, In-kind or Indirect) |
|-----------------|--|---|
| \$ 239,389.45   | City of Grand Forks Flood Protection and Greenway Capital Fund | Cash                                      |
| \$              |  |   |
| \$              |  |   |
| \$              |  |   |
| \$              |  |   |
| \$              |  |   |

## Certifications

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

Ø 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 Grand Forks is a municipality governed by a seven-member city council, mayor, and city administrator. It is located on the bank of the Red River and is home to over 58,000 residents. Grand Forks serves as a regional hub for the surrounding region, including the 9,000+ residents across the river in East Grand Forks, MN. The University of North Dakota, Altru Health System, and several industrial and manufacturing facilities are major employers of Grand Forks residents and also draw employees from the surrounding area.

The Greenway is an outdoor recreation area along the Red River floodplain. It is over 7 ½ miles long and is bordered by the flood protection system and Red River. The entire Greenway is over 2,200 acres, of which 900 are in Grand Forks. The city of Grand Forks owns all 900 acres of land located in the Grand Forks portion of the Greenway.

The Greenway vision statement is:

"The Greenway of Grand Forks and East Grand Forks is a community asset that protects residents from flooding, preserves the ecological stability of the river corridor, provides year-round recreation, and supports an active lifestyle while connecting the two cities and honoring our river history."

The variety of recreational activities in the Greenway has expanded since construction was completed in 2006. Over the years, numerous features have been added to the Greenway, including foot golf courses, a skateboard park, off-leash dog parks, and a boathouse that offers canoes, kayaks, and paddleboards. These amenities are the result of public requests and input.

### **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.

This project extends the existing paved trail .4 miles south from 47th Avenue South to an area along the riverbank. Benches, trash cans, and informational kiosks will be added to the fishing area to encourage users to spend more time at the site and enjoy the time in nature.

The leading goal of this project is to create a user-friendly connection and facility that meets the needs of all users. A paved shared-use path and benches for resting will encourage more visitors who have been excluded from using the area because of a lack of suitable access. The project area is well known to the surrounding residents but is hidden from other Greenway users.

Habitat preservation and restoration are also key components of the project. Many birds, including pileated woodpeckers and Coopers hawks are known to be nesting in the surrounding woods. Giving trail users a clear and defined route through the area will decrease disruptions to the natural habitat. This will also promote tree growth and discourage people from making new trails

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.

City staff from the Public Works Department will manage the project construction, with assistance from the Engineering Department and an engineering consultant firm. The employees involved in this project have many years of combined experience in accomplishing projects of this size. The city will prioritize this project and work closely with a contractor to ensure it is installed promptly. Construction will begin when the ground is ready.

The Greenway staff, which is part of the Grand Forks Public Works Department, manages the Greenway's day-to-day operations. This includes governance, vegetation management, debris cleanup after flooding, and project promotion. As part of this management, Greenway staff directs the work of service contracts and coordinates with other Public Works Divisions, departments within the City of Grand Forks, Grand Forks Park District, City of East Grand Forks, and other agencies involved with the Greenway to maximize resources.

**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 success of this project will be measured through several indicators. The first will be a decrease in calls for service to the Grand Forks Police Department and Greenway staff. The second will be decreased damage to the surrounding woods and other natural features.

**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 and mobilization                      | \$ 49,987            | \$ 49,987                      | \$                                | \$                                 | \$                            | \$ 99,974.00               |
| Trail paving   | \$ 115,320           | \$ 115,320                     | \$                                | \$                                 | \$                            | \$ 230,640.00              |
| Features at fishing area (railing, steps to riverbank) | \$ 12,000            | \$ 12,000                      | \$                                | \$                                 | \$                            | \$ 24,000.00               |
| Comfort amenities (benches, trash cans, kiosk, etc.)   | \$ 6,500             | \$ 6,500                       | \$                                | \$                                 | \$                            | \$ 13,000.00               |
| Contingencies  | \$ 36,128.59         | \$ 36,128.59                   | \$                                | \$                                 | \$                            | \$ 72,257.18               |
| Engineering costs                                      | \$ 19,453.86         | \$ 19,453.86                   | \$                                | \$                                 | \$                            | \$ 38,907.72               |
| <b>Total Costs</b>                                     | <b>\$ 239,389.45</b> | <b>\$ 239,389.45</b>           | <b>\$</b>                         | <b>\$</b>                          | <b>\$</b>                     | <b>\$478,778.90</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.**

- Site preparation and mobilization: Some trees will be removed from the project area to provide a better surface for installing the asphalt trail.

- Trail paving: Approximately .4 miles of paved asphalt shared-use path will connect the existing path system to the new recreation area.
- Features at fishing area: This will include amenities such as a safety railing along the fishing area and steps to the riverbank to allow closer access to the river.
- Comfort amenities: This will include several benches and trash cans throughout the project area. Informational kiosks will be located at the fishing site and at the northern end of the project area. These kiosks will provide important information about park and fishing regulations.
- Contingencies and engineering costs: Engineering fees are for the detailed design. This work is outside the skill set of the city engineering department, which focuses on the design and construction of bridges, streets, and other city infrastructure.

**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 has allocated funding for project construction from the Flood Protection Capital Maintenance Fund for 2025. This fund is supported through annual special assessments and is not associated with the General Fund.

The City of Grand Forks will take charge of managing the project. The associated maintenance costs will be covered by the Greenway Administration and Maintenance budget, which is sustained by utility fees paid by Grand Forks residents and businesses as part of the ongoing Stormwater Enterprise Fund.

Please provide verification that these matching funds are available for your project.

Funding for this project will come from the Flood Protection Capital Maintenance Fund. This fund receives capital through the collection of annual special assessments and fees. This fund is separate from the General Fund and has a surplus of funds available for projects like this one.

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

Partial funding will not impact the completion of this project. The City of Grand Forks is committed to providing this enhanced recreation for the community. The goal of this application is to reduce the local cost share, which will enable funding for other recreation projects within the Greenway.

**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.***

Signage at the site will recognize all donors and funding sources. Additional recognition will be given through all publicity related to the project.

**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.

Maintenance – Activities that preserve or keep infrastructure in a given existing condition, including repairs. Repair means to restore to sound condition after damage, to renew or refresh; except repairs due to damage caused by Acts of God.

## 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, the Commission can be reached at 701-328-3722 or [outdoorheritage@nd.gov](mailto:outdoorheritage@nd.gov).

Revised: November 4, 2019, April 12, 2023







Greenway Trail - Fishing Area

Grand Forks, North Dakota  
12-11-2023











Greenway Trail - Fishing Area

Grand Forks, North Dakota

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