

2017 Grant Application

Outdoor Recreation Grant Program

Submission Deadline: March 31, 2017

Before completing this application please read the [2017 Outdoor Recreation Program Manual](#) for further program information. Only one park may be included in an application. Applicants are eligible to receive more than one grant.

This program is very competitive. Staff members are available to discuss your project or review application materials. You are encouraged to submit any draft application or materials by March 3rd if you would like staff to provide comments. Be sure to allow enough time to complete the Applicant Resolution and any appraisals (if your project includes land acquisition). Only complete applications submitted by the deadline will be considered

Applications are to be submitted electronically in a “.pdf” format by the due date above. Paper submission of applications will no longer be accepted unless arranged in advance of the due date with program staff. To submit the application, email a pdf version of the application and attachments to Parkgrants.DNR@state.mn.us.

Please format the entire application, including all attachments, as one pdf. Use the form provided for each item or reproduce it in the same format. Use Item 1 – Application Summary as your cover sheet. After submission, make sure you have received a confirmation email that your application has arrived in a useable form by the due date. Applications submitted in an unusable format will not be considered for funding.

Timeline: 2017 Grant Round

- Application materials become availableDecember 2016
- Submission deadlineMarch 31, 2017
- Awards are announcedJune 2017
- Agreements are signed – project may beginAugust-October 2017
- Grants expire – projects must be completedJune 30, 2019

For assistance, please contact

- Joe Hiller, 651-259-5538, joe.hiller@state.mn.us
- Audrey Mularie, 651-259-5549, Audrey.mularie@state.mn.us
- DNR Information Center, 1-888-646-6367

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ITEM 1 - APPLICATION SUMMARY – 2017 APPLICATION

Applicant Information

Name of applicant: Saint Paul Parks and Recreation

Name and title of contact: **Paul Sawyer, Management Assistant**

Address: 400 City Hall Annex, 25 W 4th St

City: Saint Paul State: Minnesota Zip: 55102

Phone: 651-266-6417 Email: paul.sawyer@ci.stpaul.mn.us

Park Information

Park Name: Willow Reserve

County: Ramsey

Existing Park Acres: 22.4 acres

Project Information

Acres to be purchased (if applicable): N/A

Provide a list of the project development and/or redevelopment activities for this project. (50 words maximum):

Construct two boardwalks over wetlands to complete perimeter trail; construct a wildlife observation overlook; add benches and signage; restore and manage native plant communities

Financial Information

The Applicant must provide a non-state match of at least 50% of the total cost. This match may consist of cash or the value of materials, labor and equipment usage by the local sponsor or donations or any combination of these. Applicants that provide at least 20% of the match from their own resources will receive additional consideration in the review criteria. The total cost shown below must equal the total costs shown in Item 3 – Cost Breakdown.

Grant Request:	\$105,000
Match Amount:	\$105,000
Total Project Cost:	\$210,000

Match Description: Provide source and type of match. Committed or pending.

The Capitol Region Watershed District has committed \$105,000 in in-kind work after the start of the grant period for invasive species removal, native species restoration, and ecological management, in addition to work that was started this year. The City will use this as the matching amount to complete implementation of the restoration plan for Willow Reserve resulting in a completed trail circuit and opportunities for wildlife observation in the urban core of Saint Paul, Minnesota.

ITEM 2 - PROJECT RELATION TO SCORP

Discuss any of the following topics from the Statewide Comprehensive Outdoor Recreation Plan (SCORP) that apply to your project. *The SCORP is available at this [link](#).*

Does the project connect people to the outdoors?

1. Does the proposed project contribute towards creating a welcoming environment? Are there accessible features included as part of this project or currently in the park, such as seating, restrooms and drinking water? Currently, Willow Reserve is not accessible or open to the general public. This grant request will complete the perimeter trail contributing towards a welcoming environment. Constructed boardwalks and observation overlook will allow access over existing wetlands that then connect to soft trails within the Reserve. The north boardwalk and overlook will be designed to be ADA accessible. In addition, benches will be provided at park entrances and seating at the overlook. Multiple entrance points into the reserve allows for adjacent residents and visitors to access Willow Reserve from all sides. The boardwalk construction requested with this grant will connect the soft trail resulting in a continuous pathway around the site. The north boardwalk provides a direct accessible connection from an entrance point to the overlook.
2. Does the proposed project create or improve access to outdoor recreation lands and facilities by providing alternative transportation and improving access for people of all abilities? Describe the forms of transportation available to access the park facility (e.g. trails, roads, public transportation, any transportation provided to the park for special events or programs, etc. The project greatly improves access to outdoor recreation lands in a heavily urbanized and highly diverse area through the completion of a trail network. Willow Reserve is a unique parcel of 22 acres of wetland in the middle of St. Paul. A soft trail is being created where feasible through the restoration work currently underway by Capitol Region Watershed District. However, there are two sections where a boardwalk is required to allow circulation over the existing wetland. Completing a trail loop will greatly improve access to outdoor recreation. In addition, the site will be accessible to public transportation, bicycles, and vehicular traffic. Three sides of the reserve are served by city streets, all of which allow on-street parking. Metro Transit Route 3 services the park, and a bus stop exists less than 200 feet from one of the proposed entrance points. The site is also accessible via bicycle due to a proposed entrance being at the intersection of the Ivy Avenue and Farrington Street which are proposed Bicycle Boulevards. The park is also near the Western Avenue Bikeway.
3. Does the proposed project result in quality experiences and facilities such as interpretive signs to enhance visitor' experience, redeveloping overused facilities, etc. This park will provide a high-quality opportunity to view wildlife in the city. Interpretive signage will be installed at the entrances to the park as well as in the observation overlook to provide information on the region's natural history, the history of Willow Reserve, the cultural history of the different groups who have lived in the area, the native ecosystem, ecological restoration and management practices, and wildlife and

their habitats. The reserve will improve the quality of life for people and add value to nearby property.

Does the project acquire land and/or create opportunities?

1. Does the proposed project acquire critical lands in jeopardy of being lost to development, or land use changes; or is this an exceptional one time opportunity to acquire high quality natural resources? The land for this project was obtained by the City of Saint Paul in the 1990s to contain high stormwater flows providing flood protection for nearby homes. It is currently overrun with invasive species growing on muck and fill material, and the site's native plant communities are degraded. This project will restore a valuable and rare parcel of land in the urban core to high-quality plant communities, wildlife habitat, and pollinator habitat, as well as enhance ecological functions.
2. Does the proposed project acquire land that protects shoreland, rivers, lakes, wetlands and critical watersheds? 80% of the Willow Reserve is wetland. The City's partnership with the Capitol Regional Watershed District on this project is critical to protecting and restoring the wetland, as well as the area's broader water resources.
3. Does the project meet the differing outdoor recreation needs of people of all abilities such as a quality natural setting, universal design, family friendly facilities, more separation of uses, privacy between camp sites, etc.? This project provides accessible boardwalks and an accessible overlook structure in a soon to be high-quality urban wildlife reserve. The primary recreational uses of the site will be for walking/hiking and wildlife observation. The project provides these opportunities for users of all abilities.
4. Does the project create an environment that is open and flexible to accommodate new and emerging nature based trends or develop group based recreational opportunities such as group campsites, picnic areas or gathering spaces, large open play areas or emerging nature based activities, etc. This project is developing the City of Saint Paul's first wildlife reserve. No other park in the system provides core wildlife areas with observation points along the perimeter. The project will provide a remarkably unique experience to visitors who live in a very urban setting. Emerging nature based trends and recreational activities would be considered if compatible with the setting.
5. Does the project establish a sustainable and resilient infrastructure to provide high quality recreational opportunities such as a) sustainable and resilient infrastructure, b) energy efficient, easy to maintain and recycled/recyclable materials and/or c) conservation of water use and the design of facilities to effectively manage storm water on site. The perimeter trail is being developed to be minimal- to no-maintenance. Except where boardwalks are constructed over wetland areas, the trail will be compacted soil topped with wood chips made from chipping invasive woody species removed from the site. Trails are being constructed to minimize soil erosion. The benches will be made from recycled plastic. The wetland is fed during heavy rain events by an overflow structure in a storm sewer interceptor which helps manage the area's storm water and ensures that the wetland receives water throughout the year. No improvements to the site will generate significant stormwater runoff. The native

vegetation being installed with this project will provide filtration to any runoff from the site as well as to stormwater entering the wetland from the storm sewer system.

Does the project take care of what we have?

1. Does the project result in redevelopment, renovation or rehabilitation of current infrastructure such as restoring worn out, degraded facilities and improvements to meet current codes and standards? Restoration of Willow Reserve includes removal of invasive plant communities and re-establishing native plant communities. The project will construct boardwalks and a wildlife observation deck meeting current codes and standards allow people of all abilities to enjoy Willow Reserve.
2. Does the project result in maintaining the quality of natural resources through preservation, restoration or reconstruction? This project is being directed by a restoration plan that was developed following significant public engagement and natural resource inventorying. The first phase of this project provides important natural resource restoration. All invasive species will be removed replanted with native species to restore native plant communities. A variety of birds, amphibians, and insects will be supported by the vegetation structure and plant life, and flowering will be season-long in support of pollinators. The wetland's overall quality will be better than today despite stormwater inputs. People will be able to enjoy the natural bounty of Willow Reserve without detracting from its establish natural values and functions.

ITEM 3 - COST BREAKDOWN

Development (see Program Manual for eligibility) Contingency costs are not eligible. Design/Engineering costs in excess of 10% of the total project construction cost are not eligible. Enter information in the table(s) below.

Facility (e.g. picnic area, campground)	Description (linear feet, dimensions, material used, number of components, etc.)	Estimated Cost	Expected Completion Date
North boardwalk	450 linear feet, 8' wide, treated lumber or composite	\$61,800	Fall 2018
South boardwalk	150 linear feet, 8' wide, treated lumber or composite	\$20,600	Fall 2018
Observation overlook	64 square feet, 8' wide by 8' long, treated lumber or composite	\$9,600	Fall 2018
Benches	3 benches, recycled plastic and metal	\$3,000	Fall 2018
Design/engineering		\$10,000	Fall 2017
Total		\$105,000	

Land Acquisition (if applicable)

Parcel Identification Number or location	Acres	Appraised Value	Expected Acquisition Date
Not applicable			

ITEM 4 - PROJECT SITE EVALUATION

All applicants must prepare and submit a Project Site Evaluation using the format shown below. The project site evaluation will provide information necessary to determine the impacts of the project, if any, on the environmental and cultural resources of the area.

The following sources of information may be helpful in completing the evaluation:

Endangered Species:

Information on animals and plants that are endangered, threatened or merit special consideration or management is available from the Minnesota Natural Heritage Program/Nongame Wildlife Program, Section of Wildlife, Department of Natural Resources (DNR). A booklet entitled [Minnesota's List of Endangered and Threatened Animal Species](#), that includes a list of all species of Minnesota's animals and plants listed under the provisions of the Federal Endangered Species Act of 1973, Public Law 93-205, and/or Minnesota Statute 84.0895, is available from the DNR by calling (651) 296-6157 or (888) 646-6367 or at the DNR website [Minnesota's Endangered, Threatened, and Special Concern Species](#)

Additional information may be obtained by calling the Division of Ecological Resources information number at (651) 259-5100. The DNR is also developing biological surveys on a county-by-county basis on sensitive natural habitats and rare plant and animal species. Several publications are available which provide detailed information on these subjects. Additional information about county biological surveys is available at [Minnesota Biological Survey](#).

Wetlands:

Minnesota has adopted a "no-net-loss" wetlands policy. Each state agency must ensure that its activities, including state sponsored, financed or assisted projects, do not contribute to the loss or diminishment of the many important values of wetlands. Unavoidable impacts must be minimized and compensatory mitigation must be provided for all values that have been lost or diminished. It is very important, therefore, that the project site evaluation identify all possible wetlands impacts of the proposed project. This will help in determining whether any changes in project scope or design may be required or whether mitigation measures must be undertaken. The basic reference for wetland determination will be the National Wetlands Inventory produced by the U. S. Fish and Wildlife Service and available at the DNR. Questions regarding implementation of the "no-net-loss" policy and identification of wetlands may be directed to the Ecological Resources Division, DNR at (651) 259-5100.

PROJECT SITE EVALUATION - FORMAT

Please prepare a project site evaluation using the following format and subject categories. Address all of the points covered under each category and be specific. It is important that the project site evaluation be a complete and accurate assessment of the natural and/or scenic characteristics of the area and the likely impacts of the project, either positive or negative, on those characteristics.

Project Site Evaluation:

Description of the Environment and the Environmental Impact of the Proposed Project

- A. Present Land Use: Describe the present land use of the proposed project site. Is the property to be acquired a high priority inholding or addition crucial to the use of, ecological integrity of, or access to an existing natural or scenic area? Address any other impacts the proposed project may have on the present land use of the project site or adjacent lands.

The project site is currently undeveloped. The wetland is used for stormwater management and the surrounding area is vegetated. Wildlife has frequently been observed on the site, and the site is near Como and Loeb Lakes, the Wheelock Prairie, and the Mississippi Flyway. Migrating birds use this site and others in the area. An Odonata survey found multiple species on the site and breeding, hunting, and territorial displays were witnessed. The prevalence of invasive cattails seems to be impeding frog and toad habitat. The project will greatly benefit the site in that it will restore healthy plant communities and provide richer habitat for wildlife. The project is not expected to adversely impact the surrounding residential and commercial uses, and instead is expected to provide a new community amenity.

- B. Environmental Intrusions: Describe all man-made developments on, above, below or adjacent to the proposed project site, including buildings, utility poles and lines, roads, driveways, pipelines, sewer and water lines, fences, ditches, bridges, billboards, railroad tracks, and related structures or facilities. Explain how these intrusions, if any, might affect the use, protection, and enjoyment of the proposed project site and what measures will be taken to minimize any adverse impacts. All existing and future overhead power lines serving the park must be placed underground. The cost of placing the power lines underground can be included in this application.

Regional sanitary sewers run under the westerly and northerly boundaries of site and include three manholes. A Watershed District storm sewer interceptor runs under the westerly and northerly boundaries of site and includes one manhole. There are three stormwater outfalls on the site which provide inlets and outlets to the City and Watershed sewer system. Xcel Energy transmission lines run above ground through center of park with no service to park. BNSF railroad tracks exist on an embankment adjacent to site along the northerly boundary.

- C. Fish and Wildlife: Indicate whether the proposed project site is on or adjacent to, a national, state or local wildlife management area, park or natural area. Describe the known fish and wildlife species common to the project site and any known species that are listed as endangered, threatened or of special concern. Describe the likely impacts of the proposed project on habitat, population levels, and any other factors related to the fish and wildlife resources.

The site is owned by the City of Saint Paul and the vision is to enhance existing infrastructure into a local wildlife reserve. Wildlife surveys have found at least twelve species of dragonflies and damselflies, including *Erythemis simplicicollis*. Twenty-eight species of birds have been observed on the site. The site is used as a stopping ground during seasonal migrations. Some common species on the site include Common Yellowthroat, Red-Winged Blackbird, Indigo Bunting, Great Crested Flycatcher, Yellow-Rumped Warbler, Black-Capped Chickadee, Baltimore Oriole, Red-Eyed Vireo,

Downy Woodpecker, and Wood Duck. There were also incidental observations of Nashville Warbler, Cedar Waxwing, Sandhill Crane, Merlin, and Wild Turkey. There are presently no known wildlife species that are endangered, threatened, or of special concern. Upon full restoration of the site, it is expected that Species of Greatest Conservation Need present elsewhere in the Saint Paul-Baldwin Plains and Moraines Subsection will be attracted to the reserve.

- D. Vegetation: Describe the major plant species and communities common to the project site and any known species that are listed as endangered, threatened or of special concern. Describe the distribution of major plant communities or types on the site. Indicate the extent of cutting, clearing, removal or other disturbance that will result from the proposed project, as well as any restoration and/or protection activities planned as part of the project.

The predominant plant communities currently on the site that will be restored are upland forest, lowland forest, wet meadow, and cattail marsh. Non-native plant communities present on the site are old field and maintained lawn, both of which will be restored to prairie communities. Dominant native woody species include box elder, eastern cottonwood, silver maple, quaking aspen, green ash, tamarack, sandbar willow, and common elderberry. Non-native woody species which will be removed include common buckthorn, Tartarian honeysuckle, and Siberian elm. Other invasive species which will be removed include burdock, creeping Charlie, garlic mustard, bittersweet nightshade, reed canary grass, Canada thistle, curly dock, and non-native cattails. There are no known endangered, threatened, or special concern plant species on the site. Invasive species clearing will occur throughout the entire site. Special emphasis is being placed in the restoration of the site on avoiding habitat fragmentation and protecting sensitive natural areas.

- E. Water Resources: Describe any existing wetland areas on or adjacent to the proposed project site. Indicate any likely physical disturbances of these wetlands, including (but not limited to) draining and filling that would result from the proposed project. Describe any other potential impacts to wetlands, such as water level fluctuations or water pollution that may result from the proposed project. Discuss possible alternatives that would avoid or minimize negative wetland impacts. Also describe any other water resources on or adjacent to the site, proposed uses of surface or groundwater, and any possible impacts on these resources, including depletion or pollution, resulting from the proposed project. Explain how the proposed project would help to protect water quality on or adjacent to the site.

Nearly the entire site is identified as a wetland. Boardwalks will be constructed over any delineated wetland areas around the perimeter, but no wetlands will be filled in or drained. Most surface water is within the core wildlife area and would not be available for recreational purposes. All development activities on the site are being conducted with concern toward erosion and protecting water quality. Additionally, as this site is part of a larger stormwater treatment system, the wetland serves an important function in managing stormwater that ultimately drains into the Mississippi River.

- F. Geologic and Physiographic Features: Describe any interesting, unique or fragile geologic and/or physiographic features on the proposed project site and any likely impacts on these features that would result from the proposed project. Also describe any proposed

protection activities or measures to provide public education, interpretation and enjoyment of these resources.

This site does not contain any significant geologic or physiographic features.

- G. Air Quality/Noise: Describe any temporary or permanent air or noise pollution that will result from the development and use of the site and the impacts on adjacent land uses or land owners.

Willow Reserve will not produce noise or other air quality issues in excess of that normally found in a city park. The only noise anticipated from this project is the construction of the boardwalks and overlook which is anticipated to be minor with minimal impact on adjacent properties.

ITEM 5 – COMMUNITY INVOLVEMENT

Address the following questions regarding community involvement, planning process and how this project will increase outdoor recreation participation.

1. What efforts were made to get input from members of the community that will be affected by this project? For example, public meeting(s), notification of adjoining property owners, etc. There were three meetings held between community organization and government partners to the project and two public meetings targeted to the broader community. Postcards were sent out to announce the public meetings. Project information has been provided to the community in English, Hmong, and Karen. The input from partner meetings and public meetings helped inform the drafting of a restoration plan which guides this project. There are presently multi-lingual informational signs installed around the site. As construction and development activities begin, information about the project will also be placed on signage at the site.
2. What community planning process was used to show a need for this project and to define its scope? This project originated as a community proposal from the District 6 Planning Council, the neighborhood's non-profit community organization. That organization played an active role as a project partner throughout the development of the restoration plan. As noted, community input was utilized in the drafting of the plan.
3. How do you expect this project to increase outdoor recreation participation? This project will provide a recreational amenity to a densely-populated urban area. The uniqueness of this project will make it a different experience than other city parks and is anticipated to have a strong draw. There is also the possibility of area schools using Willow Reserve for environmental education. This site is serving a very diverse area, and helps with equitable access to parkland in Saint Paul. The surrounding neighborhood is 60.2% people of color. At the nearest elementary school to the reserve, 89% of students are low income and 62% are English Language Learners.

ITEM 6 – AVAILABILITY FOR PUBLIC USE

All facilities within the park must be designed and available for general public use and open during typical park hours. This includes restrooms, picnic shelters, campgrounds, playgrounds and other structures. For parks that include marina or campground facilities, a minimum of 50% of the berths/campground spaces must be available for short-term rental and an equitable method of allocating long-term rentals shall be used. No fixed improvements such as decks, porches, or signs are allowed.

State the specific hours of operation and any current or anticipated programmed use for the facilities proposed to be funded with this application. Saying the park will be open during normal park hours is not specific. Also describe any arrangements with schools, local organizations, clubs or city programs for the use of the facilities. Explain how this may impact facility availability to the general public.

Describe what fees, if any, will be charged for use of the park facilities and/or access to the park?

Willow Reserve will be open from sunrise to sunset daily and year-round. There is no anticipated programmed use, however if a school group or other group were to visit the park, it would remain available to other users. No fees will be charged to park users.

ITEM 7 - STATEMENT OF ACCESSIBILITY

Recipients must comply with the Americans with Disability Act (ADA) and the guidelines listed below. For each facility listed in the Item 3 - Cost Breakdown section, describe the specifications and access routes that will make it accessible. In addition, all critical components of the park must be made accessible even if they are not part of this application proposal. Critical components include parking, restroom, drinking fountains and accessible routes to all facilities. This program requires all facility access routes to be a minimum of 5 feet wide.

The following guidelines will help you design your facilities. Copies can be ordered from the U.S. Access Board at (800) 872-2253, or downloaded from their website at [United States Access Board](http://www.access-board.gov).

1. [ADA Accessibility Standards for Buildings and Facilities](http://www.access-board.gov/ada/)

(For buildings and certain recreation facilities including playgrounds, recreational boating facilities, and fishing piers)

2. [Final Accessibility Guidelines for Outdoor Developed Areas September 26, 2013](http://www.access-board.gov/ada/)

(For outdoor developed areas such as campgrounds, picnic areas, trails, and beaches. These guidelines, developed for federal facilities subject to the Architectural Barriers Act, are to be used for facilities improved by this Outdoor Recreation Grant Program.)

Boardwalks will be constructed of treated pine or composite material which will provide a firm surface that will resist deformation by indentation and will resist decay by normal weather

cycles. The slope and cross slope along the boardwalks will not exceed 1:48. Openings between boards will not exceed a half-inch. There will be no openings parallel to the primary direction of travel. Where there is a difference between the top of the boardwalk and the grade of the earth of more than 30 inches, a 42-inch tall handrail will be provided. When the difference is less than 30 inches, a curb along the edge of the boardwalk will be provided. The boardwalk will be 8 feet wide. Benches installed through this project will maintain a minimum clear ground space around them of 36 inches by 48 inches.

ITEM 8 - PROJECTED OPERATION AND MAINTENANCE COSTS

Estimate the projected operations and maintenance costs for each facility to be developed or improved by this grant. Include routine costs (such as labor, materials, utility costs and equipment costs), and planned major repairs or preventive maintenance (such as seal coating or replacement of plumbing, lighting, aglime, turf, etc.).

Operations and maintenance costs are projected to be minimal. \$500.00 will be needed annually for replacing any boards and/or railings and for any graffiti removal.

ATTACHMENT A - APPLICANT'S RESOLUTION

A copy of this approved resolution, with no wording changes, must be included with the application.

BE IT RESOLVED that the City of Saint Paul act as legal sponsor for the project contained in the Outdoor Recreation grant application to be submitted on March 24, 2017 and that Michael Hahm is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of the City of Saint Paul.

BE IT FURTHER RESOLVED that the City of Saint Paul has the legal authority to apply for financial assistance, and financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that the City of Saint Paul has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that the City of Saint Paul has or will acquire fee title or permanent easement over the land described in the site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the state, the City of Saint Paul may enter into an agreement with the State of Minnesota for the above-referenced project, and that the City of Saint Paul certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that the Director of Parks and Recreation is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the City Council of the City of Saint Paul on <DAY / MONTH / YEAR>.

SIGNED:

WITNESSED:

(Signature)

(Signature)

(Title) (Date)

(Title) (Date)

ATTACHMENT B - LOCATION MAP

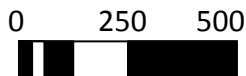
Provide a map that shows the location of the park within your community. The map should identify the main roads in the community to access the park.

ATTACHMENT C - RECREATIONAL SITE PLAN

This site plan must be drawn to scale, show the existing park boundary, all facilities now in the park and all acquisition and/or development listed in the Cost Breakdown. All facilities must be identified with legible labels.

Include the following:

- Title "Recreation Site Plan" and the project name.
- Draw and label the complete park boundary. This boundary must include all contiguous lands currently owned by the applicant and managed for public recreation and any additional land to be acquired with this grant.
- Entrance to site and location of existing or proposed public parking facilities. (Parking facilities must be developed to serve newly acquired areas within 12 months).
- Location of all existing and planned recreation and support facilities such as restrooms, shelters, and potable water.
- Access routes connecting each facility to accessible parking.
- Indicate any rights-of-way, easements, reversionary interests, etc. to the park area including overhead utility lines.
- Geographic reference point such as a section corner or designated road intersection.
- All lakes, rivers, streams and wetlands and adjacent land uses.
- Acreage of the park and/or each parcel to be acquired.
- Signed and dated by the applicant.
- North arrow and Graphic Bar Scale using the example below:



A Text Scale such as 1" = 500' is not acceptable.

Color Coding

- Red Park boundary.
- Green Existing facilities that will remain.
- Yellow Acquisition and/or development accomplished with this grant
- Blue Future acquisition and/or development.

ATTACHMENT D – PLANS

Please submit all applicable plan(s) according to the directions provided.

Building Plans

All buildings constructed with grant funds must meet the State Building Code. Building plans are required for all proposed facilities to ensure the development addresses accessibility and design priorities. Plans must include the following:

1. Front and side views.
2. A floor plan with all dimensions.

Trail Plans

Trail plans are required for projects that include the development of any type of trail and should include the following:

1. A typical cross section of the trail.
2. The trail width, surfacing and base materials

For the purposes of this grant program a multipurpose trail should be designed to a minimum 8' width. In some cases this minimum width may not be adequate and a width of 10' or more may be appropriate. All access routes connecting park facilities and parking lots must be a minimum of 5 feet wide.

Playground Plans

Priority will be given to playground designs that provide a high degree of safety and accessibility. The facility should be designed to provide an integrated play setting for both children and parents/care providers of all abilities. The playground must be built according to the plan provided if a grant is awarded.

Playground facilities should be designed using the [ADA Accessibility Guidelines, Chapter 10, 1008 Play Areas](#). Applications that do not include enough information to determine the degree of accessibility and safety typically do not rank high enough for funding.

The plan must legible and:

1. Show all the proposed playground components and all existing components that will remain. Label each component with its name and the height of its useable surfaces.
2. Indicate which components are ground level and which are elevated.
3. Highlight in yellow all accessible components.
4. Identify all type(s), depth(s) and location(s) of the fall-protection surfacing.
5. Highlight in green all accessible surface areas.

ATTACHMENT E – APPRAISAL(S) <<Only for proposals to acquire land>>

The application must include an appraisal report by a general real property appraiser licensed by the State of MN and meet the Uniform Appraisal Standards for Federal Land Acquisition (UASFLA). The appraisal must include the DNR and the National Park Service as intended users and the landowner or designated representative must be given an opportunity to accompany the appraiser during the inspection of the property. Appraisals must have an effective date within 13 months of the application deadline.

To ensure the appraiser understands the appraisal requirements, we suggest using the sample engagement letter provided.

If your application is selected for funding, you may be required to submit a technical review of the appraisal report conducted by an appraiser who is not associated with the original appraiser and who is qualified to perform technical reviews under the UASFLA and 49 CFR Part 24.104 See UASFLA Section C-1 for further guidance on technical reviews.

Sample Appraiser Engagement Letter

<<Date>>

<<Appraiser Name>>

<<Appraiser Address>>

Re: <<Title of Acquisition>>

Dear <<Appraiser Name>>:

<<Applicant Name>> is pleased to submit to you this letter of engagement. It outlines our understanding regarding the terms and conditions under which you are directed to complete a fair market value appraisal of the <<Title of Acquisition>>, containing approximately <<___>> acres located in <<County>> County, Minnesota, with an address of <<address>>.

The appraisal will establish the fair market value of the land together with improvements of contributory value, if any. The estate to be appraised is Fee Simple Title. The appraisal will be performed in accordance with the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA). In addition to <<Applicant Name>>, the State of Minnesota and the National Park Service must be named as intended users. Any technical corrections to the appraisal report required by <<Applicant Name>> and/or the State in the course of their review and acceptance will be performed within the fee set forth below. You will provide <<___>> copies of the appraisal report and an electronic file of the report in PDF format that will be submitted to the DNR. The appraisal will be completed on or before <<Completion Date>>. The cost of the appraisal will not exceed <<Appraisal Cost>>, including expenses. Payment in full will be made by <<Applicant Name>> subject to receipt of an invoice from you.

Please indicate your acceptance of this engagement by a signature in the space provided at the bottom of this letter and return a copy to me. I will contact you regarding notice to proceed.

Sincerely,

<<Applicant Contact>>

<<Applicant Name>>

<<Accepted this <<Acceptance Date>>

<<Appraiser Name>>

<<Appraiser's Business Name >>

By: _____

Its: _____