



# Jamestown Tourism Grant Request Form

Discover Jamestown

Name of Organization Applying Jamestown Area Bike Advocates- Jamestown Parks and Recreation Foundation  
 Organization Address 1002 2nd Ave SE  
 City Jamstown State ND Zip Code 58401 Phone 701-252-3982  
 Project Contact John Greenwood/Amy Walters Project Contact Phone 701-952-3988  
 Project Contact Email jegreenwood54@gmail.com State Tax ID/Nonprofit # 75-1597713

<b>Amount Requested:</b>	<b>\$5,000</b>
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### FILL IN YOUR GRANT TYPE SECTION ONLY

#### **Capital Construction/Deferred Maintenance/Feasibility Study**

Name and Location of Project Active Transportation Planning- Stakeholder Workshop

Description of Work The stakeholder workshop is the first, and essential step, in the process to implement an active transportation plan for the City of Jamestown. A half-day workshop would be facilitated by an engineering firm with experience in active transportation to gather stakeholders, define roles, and establish next steps in community walk/bikeability.

How will this project enhance or improve the visitor experience? A purposefully "connected" community with safe routes leads to improved social and community support by providing opportunities for healthy interactions with physical activity, economic stability, appeal to visitors and potential new residents, and increased access for improved mental and physical well-being.

Does this project have other monetary or in-kind support/partnership?  Yes [ ] No

Estimated number of visitors to your site: [ ] 100-500 [ ] 501-1,000 [ ] 1,001-5,000  5,000 +

#### **Unique Exhibits/Programs**

Name and Location of Project \_\_\_\_\_

Description of Exhibit or Program \_\_\_\_\_

How will this project enhance the visitor experience? \_\_\_\_\_

How long will this program/exhibit extend a visitors stay? [ ] 30 minutes – 1 hour [ ] 1-4 hours [ ] 4+ hours

Does this project have other monetary or in-kind support/partnership? [ ] Yes [ ] No

Estimated number of visitors to your site: [ ] 100-500 [ ] 501-1,000 [ ] 1,001-5,000 [ ] 5,000 +

**Events & Event Enhancements**

Name and Location of Event \_\_\_\_\_ Event Date(s) \_\_\_\_\_

Description of Event Enhancement \_\_\_\_\_

What gap is this filling for your event? \_\_\_\_\_

Does your event last multiple days?  Yes  No

Do you advertise outside Stutsman County?  Yes  No

How many visitors does your event draw?  100-500  501-1,000  1,000+

Attendee Demographics consists mainly of: Family groups  Couples/Singles  Large Groups

How long do you anticipate to run this event/use this enhancement?  1-3 years  3-5 years  5+ years

Sustainability: How will you maintain the event/enhancement for years to come? \_\_\_\_\_

**Submit the following with your grant application:**

Project Budget

Bids and/or Quotes

Requests of \$10,000 need to include a copy of the organization's Budget, Profit and Loss Statement, and any other appropriate financial statements.

**Letter of Agreement**

*I hereby certify that our organization, if awarded a grant, agrees to the terms and conditions set forth in the Jamestown Tourism (JT) Grant Fund Request Guidelines. All information provided to JT will be true and accurate at the time of the request. We have designated a "Program Contact" and indicated his/her name on page one of this application. We agree that all monies received from a successful grant application will be used by our organization as proposed within twelve months of grant notification. Our organization shall hold harmless the JT, its staff and Board of Directors for any losses incurred because of any legal action brought in connection with the use of the grant funds or in connection with any matter related to the grant process.*

Signature of Chief Executive of Organization Amy Walters Digitally signed by Amy Walters  
Date: 2025.03.14 09:36:50 -05'00' Date \_\_\_\_\_

Signature of designated Project Contact Amy Walters Digitally signed by Amy Walters  
Date: 2025.03.14 09:37:07 -05'00' \_\_\_\_\_

**Only completed applications will be considered and should include the required information as outlined on this Application Form.**

**Please return this application to:**

Jamestown Tourism, PO BOX 917, Jamestown, ND 58402 or [allison@DiscoverJamestownND.com](mailto:allison@DiscoverJamestownND.com)

## **Jamestown Tourism**

### **Grant Request March 2025**

#### **Jamestown Area Bike Advocates- Jamestown Parks and Recreation Foundation**

##### **Active Transportation Planning**

This grant application is for funds to hold a Stakeholder Workshop with the goal of implementing an active transportation plan in the city of Jamestown, North Dakota. Through a collaborative community effort, the development of safe and accessible walkability and trail systems would be completed. The aim is to enhance community connectivity, promote outdoor recreation, and improve overall public health by creating well-designed, user-friendly trails and pedestrian pathways. Current active transportation routes are disconnected, decreasing safety to both pedestrians and vehicles.

In 2015, the City of Jamestown adopted the Forward Jamestown Land Use & Transportation Plan, furthermore, referred to as "Forward Jamestown." In *Forward Jamestown*, the city adopted an Active Transportation Plan, but it has never been implemented in the community. Recently, a local advocacy group of bicycle riders is now requesting implementation by the city of this plan. They have proposed a map which specifically outlines active transportation routes, which safely connect existing facilities in the city to parks, schools, and existing walking/biking paths. For this project to come to fruition, an incremental plan consisting of five tasks has been previously outlined, with the first task being a Stakeholder Workshop. The Workshop will be facilitated by Interstate Engineering to engage a core group of community stakeholders to design a comprehensive project outline ending in implementation.

The Stakeholder Workshop is only the first step in the process, but essential in getting the Active Transportation Plan of Forward Jamestown implemented, which should lead to positive effects in the community. Investing in biking and walking paths, fosters safety, health, and economic growth in Jamestown and surrounding areas. Prioritizing the development and maintenance of these infrastructure elements, a safer environment for pedestrians and cyclists (roller bladers, wheelchair, scooters) is created by reducing the risk of accidents and consequently preventing injuries and deaths. Safer environments foster a sense of security, which encourages more people, young and old, to participate in active transportation options. Exercises, such as biking and walking, have known benefits regarding cardiovascular health, reduced rates of obesity and chronic disease, which can lead to an overall healthier community. Additionally, investing in biking and walking paths has the potential to spur economic growth by attracting tourists and potential residents that can enhance the appeal of Jamestown and boost local business.

##### **Project Description**

Interstate Engineering will facilitate a half-day Stakeholder Workshop designed to gather key stakeholders, define roles, and establish next steps in community walkability. The workshop will

be hosted by the bike advocacy group and is anticipated to include representatives from local government, community organizations, environmental groups, and other relevant parties, including but not limited to City Planning, City Engineering, Stutsman County, Stutsman County Park Board, Jamestown Parks & Recreation District, Jamestown Chamber of Commerce, Jamestown Tourism, Jamestown Public Schools, North Dakota Department of Transportation, University of Jamestown, local development corporation, and Central Valley Health District.

The Workshop will focus on identifying stakeholder interest and concern, clarifying individual and organizational roles in the project, and developing a clear, actionable plan for the next phases. The expected outcomes of the Workshop are a comprehensive understanding of stakeholder contributions and a detailed roadmap to guide future project activities. It will be an interactive workshop, incorporating group discussions, and strategic planning sessions to ensure all voices are heard and collaborative solutions are developed.

### **Project Management and Budget**

Jamestown Parks and Recreation, Amy Walters, will serve as the fiscal agent and hold responsibility for project management in partnership with the Jamestown Area Bike Advocates group led by John Greenwood.

The total cost for this project is \$6,500. The quote from Interstate Engineering to facilitate a half-day Stakeholder Workshop is \$6,500. They would host the meeting, organize, lead, and facilitate an interactive discussion and develop a strategic plan to continue progression of the overall project. \$1500 in funding has already been secured. This request for \$5000 would allow the project to move forward immediately.



# Engineering Services: Proposal and Agreement

This proposal is valid for 90 days from the Order Date listed below.

## CLIENT INFORMATION:

NAME: John Greenwood  
 BILLING ADDRESS: \_\_\_\_\_  
 CITY, STATE, ZIP: Jamestown, ND 58401  
 EMAIL: Jegreenwood54@gmail.com  
 ORDER PLACED BY: \_\_\_\_\_

PROJECT #: EC24-06-003.021  
 ORDER DATE: June 20, 2024  
 PHONE: \_\_\_\_\_  
 CELL: 701-320-2243

## PROJECT DESCRIPTION:

The advocacy group seeks professional technical assistance for the development of safe and accessible walkability and trail systems within Jamestown, North Dakota. This endeavor aims to enhance community connectivity, promote outdoor recreation, and improve overall public health by creating well-designed, user-friendly trails and pedestrian pathways. Interstate Engineering will provide consulting services to help the group execute their mission and ensure compliance with regulatory and best-practice standards.

Work may include assistance with securing funding through grant writing, facilitating meetings, planning services, developing RFP/Qs, and providing comprehensive support for project development and implementation. The long-term goal is to develop a comprehensive trails network that meets the needs of all residents, including children, elderly individuals, and people with disabilities, thereby fostering a more inclusive and active community. The advocacy group is committed to working collaboratively with technical experts to ensure the project aligns with best practices and community values.

This effort is planned to be funded incrementally through grants, donations, and in-kind services. To address the funding source, we have prepared the following scope of work in a "menu format" to meet the group's needs. Each task will be conducted on an hourly, estimated fee basis and may change depending on the actual task needs. Additional services not described in this scope of work may be completed for an additional fee on an as-needed basis.

## DESCRIPTION OF WORK:

### 1. Task 1: Half Day Stakeholder Workshop - \$6,500

Interstate Engineering will facilitate a half-day workshop designed to gather key stakeholders, define roles, and establish next steps in community walkability. This workshop will be hosted by the advocacy group and is anticipated to include representatives from local government, community organizations, environmental groups, and other relevant parties, including but not limited to City Planning, City Engineering, Stutsman County, Stutsman County Parks, Jamestown Parks & Recreation District, Jamestown Public Schools, North Dakota Department of Transportation, local development corporation, and Central Valley Health District.

The agenda will focus on identifying stakeholder interests and concerns, clarifying individual and organizational roles in the project, and developing a clear, actionable plan for the next phases. The expected outcome is a comprehensive understanding of stakeholder contributions and a detailed roadmap to guide future project activities. The workshop will be interactive, incorporating group discussions, and strategic planning sessions to ensure all voices are heard and collaborative solutions are developed.

### 2. Task 2: Review Funding Opportunities for Trail Planning, Design & Improvement - \$4,000

Interstate Engineering will conduct a thorough review of funding opportunities for trail planning, design, and improvement. This task involves researching and identifying potential grants, loans, and other financial resources available from federal, state, and local governments, as well as private foundations and organizations. The review will encompass an analysis of eligibility criteria, application processes, funding cycles, and deadlines to ensure alignment with project timelines and objectives. Additionally, the task will include the preparation of a comprehensive report summarizing the findings and providing strategic recommendations for pursuing these funding opportunities.

### 3. Task 3: Grant Writing Services - \$5,000 (per grant)

Interstate Engineering will provide grant writing services on an as-needed basis. We specialize in crafting compelling grant proposals tailored to the unique needs and objectives of each client. By writing grants tailored to each grant request, this process enhances the scoring and ranking of the grant and increases the likelihood of success.

**4. Task 4: Pilot & Demonstration Project Development & Implementation - \$30,000**

The scope of work for this project includes several key tasks:

- Reviewing, refining, and further prioritizing the identified projects (by the advocacy group) based on feasibility, impact, and community alignment.
- Develop budgetary opinions of probable cost for the full implementation of each prioritized project.
- Develop a scope of work for one (1) demonstration project and one (1) pilot project, detailing objectives, methodologies, timelines required resources, and expected outcomes. The demonstration project is a one-day, short-term implementation, while the pilot project is a one-month, short-term project intervention.
  - o **Demo Project:** Interstate Engineering will assist with running and gathering qualitative data gathering (e.g. surveys) for the one-day demonstration project, which should align with a larger community event. The purpose of the demonstration project is to begin generating public interest in community connectivity.
  - o **Pilot Project:** Interstate Engineering will assist with the initial implementation of the pilot project and the month-long monitoring. We anticipate using three (3) traffic counters to monitor the pilot project. Data will be pulled on a weekly basis to generate a useage report. Any necessary adjustments could be made over time. Qualitative data gathering will be conducted by the advocacy group. A final report will detail the findings of the traffic use and qualitative process.

**5. Task 5: City-Wide Active Transportation Plan - \$120,000 to \$200,000 (budgetary range)**

Developing a comprehensive Active Transportation Plan involves analyzing data, engaging stakeholders, and identifying infrastructure needs. The plan would prioritize safety, accessibility, and sustainability, aligning with community needs and best practices. Studies highlight the health and economic benefits of active transportation, emphasizing its role in combating obesity and attracting new residents and businesses. The final plan should outline short and long-term goals, funding strategies, and implementation timelines. It will recommend infrastructure improvements, policy changes, and programs to promote active transportation. Investments in active transportation can bolster local economies by attracting residents, employers, and visitors while improving safety and health outcomes.

Services not included in this proposal, unless otherwise contracted, are engineering survey, public engagement (unless specified otherwise in each task), design development, construction plan development, engineer design, utility design, 3D graphics/renderings, construction contract administration, pre-construction services, and post-construction services.

COST OF ENGINEERING SERVICES: SEE TASKS ABOVE Hourly (HR)

PROPOSAL PROVIDED BY: Travis Dillman, PE & Gordon Lemmel, PLA, ASLA

IE OFFICE: 1903 12th Ave SW, Jamestown, ND 58402

To the fullest extent permitted by law, Client and Engineer (1) waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, and (2) agree that Engineer's total liability to Client under this Agreement shall be limited to: \$25,000.

**Payment for engineering services is due and payable when billed. Interest in the amount of 1.5% per month shall be added to accounts not paid within thirty (30) days of the invoice date.**

**AUTHORIZATION:** I hereby authorize the above-described engineering services to be performed by Interstate Engineering, Inc. under the terms and conditions set forth.

SIGNATURE:

DATE: