

## 2001 Project Abstract

For the Period Ending June 30, 2003

# FINAL REPORT

**TITLE:** Outdoors for Everyone  
**PROJECT MANAGER:** Michael J. Passo  
**ORGANIZATION:** Wilderness Inquiry  
**ADDRESS:** 808 14<sup>th</sup> Ave SE, Minneapolis, MN 55414  
**WEB SITE ADDRESS:** [www.wildernessinquiry.org](http://www.wildernessinquiry.org)  
**FUND:** Minnesota Environment and Natural Resources Trust Fund  
**LEGAL CITATION:** ML 2001, 1<sup>st</sup> Special Session, Ch. 2, Sec. 14, Subd. 5(d)

**APPROPRIATION AMOUNT:** \$ 230,000

### Overall Project Outcome and Results

Wilderness Inquiry has conducted Universal Design / Accessibility Consultations in **71 different agencies, comprising approximately 181 separate recreation areas**. Following is a summary of the outdoor elements surveyed as compared to those proposed in the original grant:

| Outdoor Developed Element          | # Proposed | # Actual | % Accomplished |
|------------------------------------|------------|----------|----------------|
| Trails and Access Routes (miles):  | 130        | 108.6    | 83%            |
| Picnic Areas:                      | 40         | 170      | 425%           |
| Camping Areas:                     | 20         | 37       | 185%           |
| Beaches and Swimming Ponds/ Pools: | 10         | 12       | 120%           |
| Playgrounds:                       | 50         | 112      | 224%           |
| Fishing Piers / Sites:             | n/a        | 56       | n/a            |
| Visitor Centers                    | n/a        | 12       | n/a            |

In comparison to our stated goals for this grant, these numbers constitute an average of a **200% increase** over the original proposed number of elements estimated to be assessed under current funding levels.

Greg Lais also conducted research and completed a report on the viability and means of sustaining the Outdoors for Everyone program beyond the current funding cycle (see attached report). This report fully outlines the means by which the program can be sustained in the future and provides an action plan that Wilderness Inquiry will follow to further develop this program.

### Project Results Use and Dissemination

WI has calculated, compiled, and sent reports of the findings from each park's Universal Design Consultation to all 71 agencies served.

At the close of the Outdoors for Everyone grant, **109 recreation areas** have agreed to post the findings of their Wilderness Inquiry park assessments on *Minnesota's Accessibility Guidebook*. By upgrading the existing web site to a **database-driven website**, we have the capacity for all surveys to be continually updated by park managers, park users and WI staff. This creates a progressively better information source as time goes on with little additional outlay of money outside of the Outdoors for Everyone Grant.

June 30, 2003

## **LCMR Final Work Program Report**

Date of Workprogram Approval: June 29, 2001  
Project Completion Date: June 30, 2003

**I. PROJECT TITLE:** Outdoors for Everyone: Accessing Recreational Trails and Facilities

**Project Manager:** Mike Passo, Access Outdoors Program Director  
**Affiliation:** Wilderness Inquiry  
**Address:** 808 14<sup>th</sup> Ave SE  
**Telephone Number:** 612/676-9416  
**E-mail:** mikepasso@wildernessinquiry.org  
**Fax:** 612/676-9401  
**Web Address:** www.accessoutdoors.org

**Total Biennial Project Budget:**

**LCMR Appropriation: \$230,000 - Amount Spent: \$229,966 = Balance: \$34**

**Legal Citation:** ML 2001, 1st Special Session, Ch.2, Sec. 14, Subd. 5(d).

**Appropriation Language:**

5(d) Outdoors for Everyone: Accessing Recreational Trails and Facilities

\$115,000 the first year and \$115,000 the second year are from the trust fund to the commissioner of natural resources for an agreement with Wilderness Inquiry to provide technical assistance to local units of government for development of publicly funded trails and outdoor recreation facilities to ensure that federal standards for accessibility for persons with disabilities are met.

## II. and III. FINAL PROJECT SUMMARY

### Overall Project Outcome and Results

Wilderness Inquiry has conducted Universal Design / Accessibility Consultations in **71 different agencies, comprising approximately 181 separate recreation areas**. Following is a summary of the outdoor elements surveyed as compared to those proposed in the original grant:

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### Project Results Use and Dissemination

WI has calculated, compiled, and sent reports of the findings from each park's Universal Design Consultation to all **71 agencies** served.

At the close of the Outdoors for Everyone grant, **109 recreation areas** have agreed to post the findings of their Wilderness Inquiry park assessments on *Minnesota's Accessibility Guidebook*. By upgrading the existing web site to a **database-driven website**, we have the capacity for all surveys to be continually updated by park managers, park users and WI staff. This creates a progressively better information source as time goes on with little additional outlay of money outside of the Outdoors for Everyone Grant.

#### IV. OUTLINE OF PROJECT RESULTS:

- **Result 1: Technical assistance for trails and facilities:** Technical assistance for compliance with new federal accessibility standards will be provided to publicly funded local, regional and private recreation initiatives to develop new or significantly reconstructed trails, campgrounds, picnic areas, beaches and playgrounds.

Assistance will include evaluation of design documents and on-site survey work. Assistance will be provided according to prioritized need and impact on people with disabilities.

The budget for this result is based upon 130 days of on-site assessment, with an estimated cost of \$1500 / day, over a 2-year period. For example, this funding could accomplish accessibility assessments of:

- 150 miles of trails
- 40 picnic areas
- 20 campgrounds
- 10 beaches
- 50 playgrounds

Beginning in July of 2001, Wilderness Inquiry will identify projects that include new construction or significant reconstruction of outdoor recreation facilities. These projects will be identified by contacting managers and members of the following agencies directly:

- Projects funded by the DNR through the Local Grants Initiative
- Projects funded through LCMR funding initiatives
- Minnesota Recreation and Parks Association (MRPA)
- Minnesota League of Cities
- Met Council
- Association of Minnesota Counties (AMC)
- Minnesota Department of Transportation (MnDOT)
- Natural Resource Conservation Service (NRCS)

Initially, it is anticipated that the consultations will entail 3 different stages, depending on the stages of construction that the project is in.

- **Stage One** includes a single person consultation with designers to review project development and design drawings to ensure that they fully comply with accessibility guidelines, and to give universal design suggestions for improvements.
- **Stage Two** would include a mid-construction, site visit to ensure that no on-the-ground decisions were made that compromise any ADA guidelines or universal design recommendations.
- **Stage Three** would include a site visit after construction is completed. The existing site conditions would be assessed and documented for dissemination to the public, so that they may make decisions of whether the site meets their individual accessibility needs.

The majority of the first summer consultations will consist of Stage One and Two assessments. Most Stage Three assessments will occur during the second half of the funding period.

**Benchmarks:**

- ☐ Wilderness Inquiry anticipates that 40 – 50 individual outdoor developed areas will be identified and consultations will be scheduled by the end of July, 2001.
- ☐ By the end of October, 2001, WI will have conducted 60 days worth of assessments at designated outdoor recreation areas.
- ☐ Reports will be prepared and distributed to all outdoor recreation areas that received consultation services in 2001 by the end of January, 2002.
- ☐ Additional outdoor developed areas will be scheduled to fulfill the requirements of the grant by the end of May, 2002.
- ☐ The remaining 70 days worth of consultation services will be completed by the end of October, 2002.
- ☐ Final reports will be prepared and distributed by June30, 2003

**Result 1:   LCMR Budget:   \$ 143,222.07**  
**Balance:         \$         0.02**

**Personnel: \$ 116,843.24**

|                          |             |
|--------------------------|-------------|
| Project Coordinator      | \$60,127.13 |
| Crew Leader              | \$24,916.80 |
| Crew Members             | \$ 6,734.00 |
| Administrative Assistant | \$ 5,493.25 |
| Communications Director  | \$ 2,965.95 |
| Personnel benefits       | \$16,606.11 |

**Equipment: \$ 7,553.84**

**Other:         \$ 18,824.99**

|   |              |
|---|--------------|
| Communications/printing/supplies:         | \$ 6,161.00  |
| Local mileage/travel allowances/ lodging: | \$ 12,563.70 |
| Technical support:                        | \$ 100.29    |

**Completion Date:** November 30, 2002

## Result 1 Status:

### Agencies Served:

Wilderness Inquiry has completed the Outdoors for Everyone project. As of June 30, 2003, WI has conducted Universal Design / Accessibility Consultations in **71 different agencies, comprising approximately 181 separate recreation areas**. Below is the comprehensive list of agencies served.

|                     |                                   |   |
|---------------------|-----------------------------------|---|
| Akeley              | Eveleth                           | Palisade                                |
| Alexandria          | Falcon Heights                    | Park Rapids                             |
| Andover             | Farmington                        | Ramsey                                  |
| Appleton            | Finlayson                         | Ramsey County                           |
| Avon                | Gilman                            | Redwood Falls Community Development     |
| Badger              | Grand Marais                      | Rochester                               |
| Battle Lake         | Greenbush                         | Sartell                                 |
| Blue Earth County   | Hastings                          | Sherburne County                        |
| Brooklyn Park       | Hennepin Parks                    | Stearns County                          |
| Bemidji             | Industrial Township               | Stillwater                              |
| Blackberry Township | Inver Grove Heights               | Stillwater Environmental Education Ctr. |
| Blackduck           | Jackson County Tourism Department | St Louis County                         |
| Blooming Prairie    | Kenwood Isles                     | St Paul                                 |
| Breitung Township   | Leech Lake                        | St Peters                               |
| Browns Valley       | LeSuer County                     | Tailors Falls                           |
| Buffalo             | Meeker County                     | Traverse County                         |
| Cambridge           | Menaga                            | Vermillion                              |
| Carver County       | Minneapolis                       | Wabasha                                 |
| Cass County         | Nevis                             | Washington County                       |
| Chisago County      | New York Mills                    | Windom                                  |
| Cottage Grove       | Lauderdale                        | Winona                                  |
| Dakota County       | Long Lake Conservation Center     | Winona County                           |
| Duluth              | Northfield                        | Wright County                           |
| Emmons              | Owatanna                          |   |

### Reporting to Agencies:

WI has calculated, compiled, and sent reports of the findings from each park's Universal Design Consultation. The reports have been well received by the park managers. Special attention has been paid to providing a wide variety of accessibility information with each report, so that the report can be useful in all future construction projects. Here are some of the comments we have received from park managers:

*Thank you so much for the work you put into the Accessibility Assessment of the Chisago County Parks. This will be an invaluable document for our staff to begin working to improve our system.*

**- Laird Mork, Chisago County Parks**

*Thank you for visiting Badger / Durgin Park. It was wonderful to have positive comments – so many state agencies are accustomed to a more grandiose level than a very small community can deliver – so, I truly appreciate you practical, do-able ideas to improve our park. And, yes, we will want to list it on your website!*

**- Carolyn Eeg, City of Badger**

71 agencies have received reports as of June 30, 2003.

Result 1 of the Outdoors for Everyone grant has been completed. It is estimated that Wilderness Inquiry has conducted assessments of the following outdoor elements:

| Outdoor Developed Element          | # Proposed | # Actual | % Accomplished |
|------------------------------------|------------|----------|----------------|
| Trails and Access Routes (miles):  | 130        | 108.6    | 83%            |
| Picnic Areas:                      | 40         | 170      | 425%           |
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| Beaches and Swimming Ponds/ Pools: | 10         | 12       | 120%           |
| Playgrounds:                       | 50         | 112      | 224%           |
| Fishing Piers / Sites:             | n/a        | 56       | n/a            |
| Visitor Centers                    | n/a        | 12       | n/a            |

In comparison to our stated goals for this grant, these numbers constitute a **200% increase** over the original proposed elements stated in the grant.

Wilderness Inquiry also completed a marketing effort to help to publicize the Access Outdoors program and *Minnesota's Accessibility Guidebook* website. **Haberman and Associates** has contacted press sources throughout Minnesota to inform people of the availability of this valuable resource (see attached press release).

#### **Problems encountered:**

The most significant problem encountered was evident in the delay between completion of the on-the-ground survey and the distribution of the reports to the agencies. This delay was the result of a very busy schedule of surveys that allowed no time for the generation of the report. Other contributing factors include the lack of a computerized data entry system that could be utilized in the field for the first summer season. Because of this, a backlog occurred in the entry of data into the Wilderness Inquiry database. This backlog was not overcome until the last few months of the grant, and caused a consistent wait of 2-3 months for the managing agency to receive the report of their field assessment.

#### **How might we have changed our procedures?**

In hind-sight, the obvious change to our procedures would have been to spend significantly more energy thinking through the structure of the final product early in the funding cycle. It would have been very helpful to have a clear outline and structure of the reports to the managing agencies, and had a more finalized computer data entry system into which data could have been directly entered.

As it happened, WI crews gathered data, in hard copy only, on consistently changing forms. These forms in turn had to return to the WI office to be entered into the computer by someone that had never physically been to the park that was assessed. This often resulted in data divergence that had to be rectified by the crew leaders reviewing all reports for accuracy. Too much time was spent in data entry and report review. If WI could have solidified a system by which data forms could be entered straight into a laptop computer while in the field, much of the duplicative data manipulation could have been avoided, and then the reports could have been generated and reviewed while still at the park.

The same change would have greatly sped up the process of putting the data on *Minnesota's Accessibility Guidebook*. By getting the gathered data immediately entered into the computer and reviewed for accuracy, the website could have been a useful tool in getting the information to park managers quickly, as well as for promoting the program to potential partners.

**Result 2: Establish a review committee for future recommendations.** Project partners will establish a review committee to evaluate progress of the effort and make recommendations to the legislature on how to best provide technical assistance on accessibility in the future. This committee will meet quarterly throughout the duration of this grant, at Wilderness Inquiry.

The review committee will consist of each of the project partners:

Wayne Sames, MN Department of Natural Resources  
Tom Balcom, MN Department of Natural Resources  
Karl Weissenborn, MN Department of Transportation  
Arne Stefferud, Metropolitan Council  
Margo Imdieke, MN State Council on Disability

In addition to the project partners, **Outdoors for Everyone** will seek participation in the review committee from representatives from the following organizations:

Minnesota Recreation and Park Association  
Trails Initiative  
Natural Resources Conservation Service  
Minnesota League of Cities  
Association of Minnesota Counties

It is hoped that this review committee will form relationships and lines of communication between these key outdoor recreation providers in Minnesota that will remain useful and effective long after the end of this LCMR funding period.

**Benchmarks:**

- ☐ Review Committee will be gathered and all member will agree to participate over the duration of the LCMR funding cycle by the end of July, 2001.
- ☐ The Review Committee will meet quarterly throughout the grant.
- ☐ The Review Committee will review and provide feedback on the final report by the end of May, 2003, so that comments can be incorporated into the final report submitted to the LCMR on or before June 30, 2003.

**Result 2:      LCMR Budget:      \$ 9,400.00**  
**Balance:                      \$        0.00**

**Personnel: \$ 9,200.00**

|                                   |             |
|-----------------------------------|-------------|
| Project Coordinator               | \$ 1,200.00 |
| Consultant for Strategic Planning | \$ 8,000.00 |

**Other                      \$ 200.00**

|   |           |
|---|-----------|
| Communications/printing/supplies:                   | \$ 200.00 |
| Implementation of Strategic Plan for Sustainability | \$ 0.00   |

**Completion Date:**                      June 30, 2003



## **Result 2 Status:**

### **Steering Committee Meeting:**

The Outdoors for Everyone Steering Committee met consistently throughout the course of this grant. Listed below are the primary issues addressed during these meetings, and a synopsis of the ideas generated.

### ***How do we promote this service to a wider range of agencies, and what key agencies are we missing?***

Ideas generated include:

*Contact the Metro Regional Parks*

- Ramsey County Parks (new beach)
- Anoka County Parks
- Washington County Parks
- Hennepin Parks

*Contact the Cities of Minneapolis and St Paul.*

*Contact the Rivers, Trails, Conservation Association (RTCA) office at the NPS*

*Write an article for various Agency Newsletters*

- MRPA Newsletter
- Volunteer (DNR Newsletter)
- MnDOT Design Quarterly
- League of Minnesota Cities Newsletter.

### ***How do we sustain this program after the current grant cycle is complete?***

Ideas generated include:

*Develop a "Model Park for Accessibility"?*

- Include Outdoors for Everyone type service and training program in the proposal.
- Universally designed park / facility
- Training center
- Partner with DNR, WI, U of M and Wilder Forest?
- Funding source – LCMR,

*LAWCON funding support for regional center*

- Perhaps tie into RTCA technical assistance program
- Tom Ross may be a good contact – Mike knows through American Trails Board.

*Survey agencies that have received Outdoors for Everyone assessments to find out whether they would be able/willing to pay for these types of services, and if so, how much?*

### **Sustaining the program beyond LCMR funding:**

Greg Lais conducted research and completed a report on the viability and means of sustaining the Outdoors for Everyone program beyond the current funding cycle (see attached "Access Outdoors: the Campaign to Improve Access to Outdoor Recreation Opportunities for People of All Abilities" report). This report fully outlines the means by which the program can be

sustained in the future and provides an action plan that Wilderness Inquiry will follow to further develop this program.

This report was developed through the cooperation and input of decision-makers from around the country. These individuals identified several of the key issues that they face when seeking to provide accessibility to people with disabilities, and offered suggestions of how a program like Outdoors for Everyone might approach addressing these issues on an ongoing basis. Through this input, Wilderness Inquiry has developed a sustainable system that will allow the Outdoors for Everyone program to flourish for years to come.

- **Result 3: Train Wilderness Inquiry crews to conduct accessibility assessments.**  
This result focuses on the training of a cadre of individuals that are capable of consulting with agencies on an individual basis. Using the pool of Wilderness Inquiry employees that have been trained in past years to conduct accessibility assessments of trails and facilities, WI will choose 3-7 of the strongest and most knowledgeable people to conduct further training.

The goal of this training will be to:

- 1) Develop a strong core of people that are able to independently review design documents and conduct accessibility consultations with agency land managers.
- 2) Bring this core group up to date on the most recent Access Board proposed and existing guidelines.

The training conducted in July 2001 will be an in-depth training that will include up to 10 individuals. This training will focus on bringing the trainees up to speed and giving them controlled scenarios to practice their skills. In addition, each trainee will shadow one master trainer on at least one consultation. Once the master trainers are convinced of the trainee's competency, they will move on to conducting assessments on their own.

The training conducted in the summer of 2002, will be a significantly less involved training aimed at refreshing skills of returning staff, and replacing any staff lost from the year before, as needed.

It is anticipated that this cadre of staff will continue to be an available resource to agencies throughout the state of Minnesota long after this LCMR funding cycle is over.

#### **Benchmarks:**

- ☐ Crews will be hired by the end of July, 2001.
- ☐ The first staff training will take place at a partnering organization site by the end of August, 2001.
- ☐ The second summer's staff training will take place by the end of June, 2002.

|                  |                     |                   |
|------------------|---------------------|-------------------|
| <b>Result 3:</b> | <b>LCMR Budget:</b> | <b>\$1,410.00</b> |
|                  | <b>Balance:</b>     | <b>\$ 0.00</b>    |

#### **Personnel: \$1,200.00**

|                     |          |
|---------------------|----------|
| Project Coordinator | \$600.00 |
| Crew Leader         | \$600.00 |

#### **Other \$ 210.00**

|                                   |          |
|-----------------------------------|----------|
| Communications/printing/supplies: | \$150.00 |
| Meeting space and logistics       | \$ 0.00  |
| Food                              | \$ 60.00 |

#### **Completion Date:**

November 30, 2002

### **Result 3 Status:**

Throughout the course of the Outdoors for Everyone grant, Wilderness Inquiry provided professional training once per year to Crew leaders and Survey Crew members. Each of these trainings consisted of the following:

- 3 day training that included a review of procedures, an analysis of new procedures, and on-the-job training in the collection of data and appropriate reporting techniques.
- 3 Survey Crew Leaders and 4 Crew Members were hired and trained. All but two of the Crew Members were returning staff from previous Trail and Facility assessment grant funded projects.
- Significant changes in the technology and automation of the assessment process, caused the training to be quite extensive and involved. It required a full 3 days of supervision to ensure that all crew members had a thorough understanding of the new procedures, and were able to convey this information clearly and consistently to the park managers they would work with throughout the summer.

All trainings were augmented throughout the summer with consistent meetings with the Project Director to review the status of the data they had been submitting and checking past surveys and reports for accuracy.

Overall, by keeping a small, but consistent crew of professional accessibility surveyors, the Outdoors for Everyone grant was able to produce remarkably consistent reports and output for use in disseminating the gathered data to the public. This lack of turn-over allowed the trainings to focus effectively on the changing technology, rather than in re-teaching individuals the basics of proper accessibility assessment procedures.

• **Result 4: Publication of results for consumers with disabilities:**

Results of the survey work will be added to the existing **Minnesota Guidebook on Accessible Outdoor Recreation** on the internet, further augmenting this valuable resource for persons with disabilities who wish to use park and recreation lands in the state of MN. This site can be seen at: [www.accessoutdoors.org](http://www.accessoutdoors.org)

The majority of the work associated with this result is the data entry and report writing that transforms the raw data gathered in Stage 3 of the assessment process into user-friendly information that individuals can use to determine the level of accessibility of the outdoor recreation area.

Data entry will be accomplished by an administrative assistant, and will take 1-2 hours per outdoor recreation area. Reports will be created by the Communications Director, and will be market appropriate and appropriate for the web forum. The Web Master will handle uploading and maintenance of the individual park web pages throughout the duration of the grant.

**Benchmarks:**

- ☐ Data entry of the survey data into the Filemaker Pro database for the first summer's assessments will be completed by the end of April, 2002.
- ☐ Data entry of the survey data into the database for the second summer's assessments will be completed by the end of April, 2003.
- ☐ The data and reports will be created and uploaded onto the **Minnesota Guidebook** in an ongoing fashion and will be completed by June 30, 2003.

**Result 4: LCMR Budget: \$ 75,967.93**  
**Balance: \$ 33.67**

**Personnel: \$40,568.15**

|                          |             |
|--------------------------|-------------|
| Administrative Assistant | \$ 4,715.00 |
| Communications Director  | \$13,873.60 |
| Web Master               | \$17,288.04 |
| Personnel benefits       | \$ 4,691.51 |

**Equipment: \$ 5,271.25**

|                               |             |
|-------------------------------|-------------|
| Servers and Related Equipment | \$ 5,271.25 |
|-------------------------------|-------------|

**Other: \$30,128.53**

|                                   |             |
|-----------------------------------|-------------|
| Communications/printing/supplies: | \$ 7,904.77 |
| Technical support:                | \$22,223.76 |

**Completion Date:** June 30, 2003

## Result 4 Status:

The transformation of *Minnesota's Accessibility Guidebook* into a database driven website has been completed. **109 parks** have agreed to include the information gathered in their accessibility assessments on the website. This site has been upgraded and improved to include the following functionalities:

### Database Driven Website –

- Allows real-time updates of information easily, with no consultation or hiring of internet professionals.
- Allows park manager's access to their park information, and the ability to update the information contained on the site with current information.
- Allows a survey crew or park manager to download survey forms and upload the gathered information over the internet.

### Improved, "At-A-Glance," Information –

- Allows website users to see the overall accessibility of a park or recreation element at a glance.

Please visit *Minnesota's Accessibility Guidebook* at: [www.accessoutdoors.org](http://www.accessoutdoors.org) or at [www.wildernessinquiry.org/mnparks](http://www.wildernessinquiry.org/mnparks).

### **Dissemination via *Minnesota's Accessibility Guidebook* website:**

Result 1 has been completed to a level that is at least **200%** over the stated goals of the Outdoors for Everyone Grant. One key to the future success of this project is to make the information gathered to date more than just a snapshot in time. To that end, *Minnesota's Accessibility Guidebook* has been upgraded and improved to provide just-in-time data, easy editing by park managers, and access to future assessment teams over the internet.

The information provided on this site is now easily updated by park staff rather than WI. By upgrading the existing web site to a **database-driven website**, we have the capacity for all surveys to be continually updated by park managers and park users. This creates a progressively better information source as time goes on with little additional outlay of money outside of the Outdoors for Everyone Grant.

*Minnesota's Accessibility Guidebook* website provides a public dissemination system that is much more sustainable in the future. Without this dissemination system in place, it becomes much more costly and labor intensive to keep this program operating without state funding.

Park managers are now able to update the information about their park via the world wide web. They are able to download a form that identifies the changes made within the park, and then submit that form electronically to Wilderness Inquiry for instant incorporation into the website. Wilderness Inquiry envisions an annual or bi-annual email request for updated information from each park surveyed. Then all information received from that request can be reviewed and uploaded to the website in a very efficient manner.

At the close of the Outdoors for Everyone grant, **109 parks** have agreed to post the findings of their Wilderness Inquiry park assessments on *Minnesota's Accessibility Guidebook*.

We are also receiving positive feedback from website users, such as:

*Wish I'd have known about this site before we left! Would have helped me to prepare! ... It was my first time to be able to do anything like that and I was really excited about it. Plus, I had my husband and teenage son with to help in the steep parts, but it was worth it! Love the site, won't leave home without checking it first from now on!*

**- Debi Smith, re: Forestville State Park**

### **Problems encountered:**

Wilderness Inquiry encountered the following significant obstacles to the development of *Minnesota's Accessibility Guidebook*:

- Managing agencies were unsure of the results of the accessibility assessments and were therefore reluctant to have the data provided on the Guidebook website. This caused significant delays between gathering the data and receiving permission to post the results on the Guidebook website.
- Delays in the data entry of assessment data caused a consecutive delay in the integration of the gathered information into the Guidebook website.
- Some information that is required on the Guidebook website was not initially gathered by Survey crews. This in turn caused blank information to be displayed on the website or required a paid staff to conduct research that allowed the missing information to be filled.

### **How might we have changed our procedures?**

As previously discussed in Result 1, the changes that might have been implemented to avoid the problems discussed above would include:

- Early emphasis on developing the structure of the final reports and website structure.
- Avoid the delay of reentering the data from hard copy surveys into the computer database. As it happened, WI crews gathered data, in hard copy only, on consistently changing forms. If WI could have solidified a system by which data forms could be entered straight into a laptop computer while in the field, much of the duplicative data manipulation could have been avoided, and then the reports could have been generated and reviewed while still at the park.
- Improve the entry of parks onto *Minnesota's Accessibility Guidebook*. By getting the gathered data immediately entered into the computer and reviewed for accuracy, the website could have been a useful tool in getting the information to park managers quickly, as well as for promoting the program to potential partners.

## V. TOTAL PROJECT BUDGET:

|   |           |
|---|-----------|
| All results: Personnel:   | \$146,514 |
| All results: Equipment:   | \$ 12,825 |
| All results: Communications/printing/supplies:                    | \$ 14,416 |
| All results: Local mileage/travel allowances/ lodging:            | \$ 12,564 |
| All results: Personnel benefits, training, and technical support: | \$ 43,681 |

**TOTAL BUDGET:** **\$ 230,000**

### A.)ATTACHMENT A- Deliverable Products and Related Budget

## VI. PAST, PRESENT AND FUTURE SPENDING:

### A. Past Spending (1995-99)

- a. LCMR Budget History:
  - \$84,564 (95-96) Survey 50 facilities in MN and develop a Guidebook on Accessible Outdoor Recreation
- b. Non-LCMR Budget History:
  - \$110,000 (1996) Department of Administration funding to conduct 19 State Park trail surveys
  - \$150,000 (1997) General Fund Appropriation to conduct 31 State Park trail surveys
  - \$240,000 (1998-99) Bonding Bill to complete trail surveys at 18 State Parks and 32 State Forests, Scientific and Natural Areas, Wildlife Mgmt. Areas, and other state outdoor recreation areas.
- c. TOTAL: \$584,564

### B. Current and Future Spending

LCMR: \$55,000 (99-01) survey 50 facilities and add to Guidebook on Accessible Outdoor Recreation

### C. Project Partners:

|   |                             |
|---|-----------------------------|
| Wayne Sames, MN Department of Natural Resources   | (.01FTE no cost to project) |
| Tom Balcom, MN Department of Natural Resources    | (.01FTE no cost to project) |
| Karl Weissenborn, MN Department of Transportation | (.01FTE no cost to project) |
| Arne Stefferud, Metropolitan Council              | (.01FTE no cost to project) |
| Margo Imdieke, MN State Council on Disability     | (.01FTE no cost to project) |

### D. Time: 24 months.

Although the deliverables of this project will be completed in 2-years, we do anticipate the need to continue providing technical expertise for several years. It is also anticipated that this will have an effect on future capital expenditures by various agencies to implement accessibility standards, ultimately saving money by avoiding reconstruction to meet Americans With Disabilities Act standards, providing better design, and allowing more effective use of capital expenditures.



## **VII. DISSEMINATION:**

The results of this project will help many people including families, the elderly, and people with disabilities, to access information that will allow them to effectively use Minnesota's outdoor recreation environments. The internet consumer guidebook – Minnesota's Guide to Accessible Outdoor Recreation – will be our primary means of disseminating the information gathered. The site is located at [www.accessoutdoors.org](http://www.accessoutdoors.org) or at [www.wildernessinquiry.org/mnparks](http://www.wildernessinquiry.org/mnparks)

Information will also be distributed to the land managers through detailed reports of findings. These reports will include a prioritized list of barrier removal projects and summary information on the overall accessibility of the facility.

**VIII. LOCATION:** Statewide local, regional, and private agencies that receive public funding.

## **IX. REPORTING REQUIREMENTS:**

Periodic workprogram progress reports will be submitted not later than October 1, 2001, June 1, 2002, and November 1, 2002

A final workprogram report and associated products will be submitted by June 30, 2003, or by the completion date as set in the appropriation.

|   | Result 1<br>Budget                             | Result 1 Current<br>Invoice | Result 1<br>Balance: | Result 2<br>budget           | Result 2 Invoice | Result 2<br>alance: | Result 3<br>Budget:            | Result 3<br>Invoice | Result 3 Balance: | Result 4<br>Budget:                                    | Result 4<br>Invoice | Re Balance: | PROJECT TOTAL        |                       |                                     |                |
|---|--|-----------------------------|----------------------|------------------------------|------------------|---------------------|--------------------------------|---------------------|-------------------|--|---------------------|-------------|----------------------|-----------------------|-------------------------------------|----------------|
| Budget Item (Title of Result)                             | Technical Assistance for Trails and Facilities |                             |                      | Establish a review committee |                  |                     | Train Wilderness Inquiry Crews |                     |                   | Publication of Results for Consumers with Disabilities |                     |             | Revised Budget Total | Current Invoice Total | Current Invoice as per grant budget | Balance Total: |
| Staples, pens, pencils,                                   | 465.93   | 0.00                        | 0.00                 | 25.00                        | 0.00             | 0.00                | 25.00                          | 0.00                | 0.00              | 249.00   | 131.28              | -56.28      | 764.93               | 131.28                | 75.00                               | 0.00           |
| 12. Local automobile mileage paid                         | 8,490.76                                       | 0.00                        | 0.00                 | 0.00                         | 0.00             | 0.00                | 0.00                           | 0.00                | 0.00              | 0.00   | 0.00                | 0.00        | 8,490.76             | 0.00                  | 0.00                                | 0.00           |
| 13. Travel expenses in Minnesota (travel allowances and   | 4,072.94                                       | 0.00                        | 0.00                 | 0.00                         | 0.00             | 0.00                | 0.00                           | 0.00                | 0.00              | 0.00   | 0.00                | 0.00        | 4,072.94             | 0.00                  | 0.00                                | 0.00           |
| 14. Tools and equipment (list categories)                 |  |                             | 0.00                 |                              |                  | 0.00                |                                |                     |                   |  |                     | 0.00        |                      | 0.00                  | 0.00                                | 0.00           |
| Survey Equipment  | 0.00   | 0.00                        | 0.00                 | 0.00                         | 0.00             | 0.00                | 0.00                           | 0.00                | 0.00              | 0.00   | 0.00                | 0.00        | 0.00                 | 0.00                  | 0.00                                | 0.00           |
| Adaptive Mobility Aids                                    | 4,500.00                                       | 0.00                        | 0.00                 | 0.00                         | 0.00             | 0.00                | 0.00                           | 0.00                | 0.00              | 0.00   | 0.00                | 0.00        | 4,500.00             | 0.00                  | 0.00                                | 0.00           |
| 15. Office equipment & computers (be specific)            |  |                             | 0.00                 |                              |                  | 0.00                |                                |                     |                   |  |                     | 0.00        |                      | 0.00                  | 0.00                                | 0.00           |
| (1) IBM Compatible Computer                               | 0.00   | 0.00                        | 0.00                 | 0.00                         | 0.00             | 0.00                | 0.00                           | 0.00                | 0.00              | 0.00   | 0.00                | 0.00        | 0.00                 | 0.00                  | 0.00                                | 0.00           |
| Upgrades to existing 2 Apple laptop computers, CD burner, | 1,087.00                                       | 0.00                        | 0.00                 | 0.00                         | 0.00             | 0.00                | 0.00                           | 0.00                | 0.00              | 0.00   | 0.00                | 0.00        | 1,087.00             | 0.00                  | 0.00                                | 0.00           |
| (2) Palm-top Computers                                    | 914.00   | 0.00                        | 0.00                 | 0.00                         | 0.00             | 0.00                | 0.00                           | 0.00                | 0.00              | 0.00   | 0.00                | 0.00        | 914.00               | 0.00                  | 0.00                                | 0.00           |
| Servers and related equipment for Website Hosting         | 0.00   | 0.00                        | 0.00                 | 0.00                         | 0.00             | 0.00                | 0.00                           | 0.00                | 0.00              | 5,271.25   | 0.00                | 0.00        | 5,271.25             | 0.00                  | 0.00                                | 0.00           |
| Other Capital equipment (list specific items)             |  |                             | 0.00                 |                              |                  | 0.00                |                                |                     |                   |  |                     | 0.00        |                      | 0.00                  | 0.00                                | 0.00           |
| Digital Camera  | 1,052.84                                       | 0.00                        | 0.00                 | 0.00                         | 0.00             | 0.00                | 0.00                           | 0.00                | 0.00              | 0.00   | 0.00                | 0.00        | 1,052.84             | 0.00                  | 0.00                                | 0.00           |
| COLUMN TOTAL  | 143,222.07                                     | 9,061.33                    | -277.48              | 9,400.00                     | 649.81           | 0.00                | 1,410.00                       | 0.00                | 0.00              | 75,967.93  | 26,968.94           | -995.59     | 230,000.00           | 36,680.08             | 35,373.32                           | 33.69          |

I certify that I have direct knowledge of all of the effort of these employees. I certify further that to the best of my knowledge the above effort reasonably reflects the actual effort of these employees.

Michael J. Passo  
Printed Name of Project Manager:  
Michael J. Passo 8/2/03  
Signature Date

Project Number: 05(d)  
Year 2, 4/1/03-6/30/2003  
LCMR Recommended Funding:  
\$230,000

| Attachment A Deliverable Products and Related Budget   |  |                          |                   |                              |                  |                   |                                 |                  |                   |  |                  |                   |                      |                       |                                     |                |
|--|--|--------------------------|-------------------|------------------------------|------------------|-------------------|---------------------------------|------------------|-------------------|--|------------------|-------------------|----------------------|-----------------------|-------------------------------------|----------------|
| 2001 LCMR Project Biennial Budget  |  |                          |                   |                              |                  |                   |                                 |                  |                   |  |                  |                   |                      |                       |                                     |                |
| Objective / Result   |  |                          |                   |                              |                  |                   |                                 |                  |                   |  |                  |                   |                      |                       |                                     |                |
|  | Result 1 Budget                                | Result 1 Current Invoice | Result 1 Balance: | Result 2 budget              | Result 2 Invoice | Result 2 Balance: | Result 3 Budget:                | Result 3 Invoice | Result 3 Balance: | Result 4 Budget:                                       | Result 4 Invoice | Result 4 Balance: | PROJECT TOTAL:       |                       |                                     |                |
| Budget Item (Title of Result)  | Technical Assistance for Trails and Facilities |                          |                   | Establish a review committee |                  |                   | Train Wildernes s Inquiry Crews |                  |                   | Publication of Results for Consumers with Disabilities |                  |                   | Revised Budget Total | Current Invoice Total | Current Invoice as per grant budget | Balance Total: |
| 1. Wages, salaries & benefits – Be specific on who is paid \$                                    |  |                          |                   |                              |                  |                   |                                 |                  |                   |  |                  |                   |                      |                       |                                     |                |
| Project Director - Mike Passo  | 60,127.13                                      | 5,653.83                 | 0.02              | 1,200.00                     | 0.00             | 0.00              | 600.00                          | 0.00             | 0.00              | 0.00   | 0.00             | 0.00              | 61,927.13            | 5,653.83              | 5,653.83                            | 0.02           |
| Crew Leaders - Mark Herbert, Elizabeth Swanson, Tip Ray  | 24,916.80                                      | 2,777.50                 | -277.50           | 0.00                         | 0.00             | 0.00              | 600.00                          | 0.00             | 0.00              | 0.00   | 0.00             | 0.00              | 25,516.80            | 2,777.50              | 2,500.00                            | 0.00           |
| Crew Members - Luke Herbert, Evan Ray  | 6,734.00                                       | 0.00                     | 0.00              | 0.00                         | 0.00             | 0.00              | 0.00                            | 0.00             | 0.00              | 0.00   | 0.00             | 0.00              | 6,734.00             | 0.00                  | 0.00                                | 0.00           |
| Administrative Assistant - Stephanie Schmit, Deb Jo Sathrum                                      | 5,493.25                                       |                          | 0.00              | 0.00                         | 0.00             | 0.00              | 0.00                            | 0.00             | 0.00              | 4,715.00   | 1,122.07         | 0.00              | 10,208.25            | 1,122.07              | 1,122.07                            | 0.00           |
| Communications Coordinator - Sarah Milligan-Toffler  | 2,965.95                                       | 0.00                     | 0.00              | 0.00                         | 0.00             | 0.00              | 0.00                            | 0.00             | 0.00              | 13,873.60  | 8,649.02         | 33.67             | 16,839.55            | 8,649.02              | 8,649.02                            | 33.67          |
| Web Master - Amy Scheller  | 0.00   | 0.00                     | 0.00              | 0.00                         | 0.00             | 0.00              | 0.00                            | 0.00             | 0.00              | 17,288.04  |                  | 0.00              | 17,288.04            | 0.00                  | 0.00                                | 0.00           |
| 2. ***Benefits   | 16,606.11                                      | 630.00                   | 0.00              | 0.00                         | 0.00             | 0.00              | 0.00                            | 0.00             | 0.00              | 4,691.51   | 1,736.31         | -31.69            | 21,297.62            | 2,366.31              | 2,334.62                            | 0.00           |
| 3. ProfessionalStrategic Planning Consultant - moderates and organizes a sustainability program. | 0.00   | 0.00                     | 0.00              | 8,000.00                     | 649.81           | 0.00              | 0.00                            | 0.00             | 0.00              | 0.00   |                  | 0.00              | 8,000.00             | 649.81                | 649.81                              | 0.00           |
| 4. Computer system Tech Support  | 100.29   | 0.00                     | 0.00              | 0.00                         | 0.00             | 0.00              | 0.00                            | 0.00             | 0.00              | 22,223.76  | 8,523.00         | -527.00           | 22,324.05            | 8,523.00              | 7,996.00                            | 0.00           |
| Other direct operating costs   |  |                          | 0.00              |                              |                  | 0.00              |                                 |                  |                   |  |                  | 0.00              |                      | 0.00                  | 0.00                                | 0.00           |
| 5. Implementation of Strategic Plan for Sustainability of Project                                | 0.00   | 0.00                     | 0.00              | 0.00                         | 0.00             | 0.00              | 0.00                            | 0.00             | 0.00              | 0.00   | 0.00             | 0.00              | 0.00                 | 0.00                  | 0.00                                | 0.00           |
| 6. Rental of Training Space  | 0.00   | 0.00                     | 0.00              | 0.00                         | 0.00             | 0.00              | 0.00                            | 0.00             | 0.00              | 0.00   | 0.00             | 0.00              | 0.00                 | 0.00                  | 0.00                                | 0.00           |
| 7. Food for Trainings  | 0.00   | 0.00                     | 0.00              | 0.00                         | 0.00             | 0.00              | 60.00                           | 0.00             | 0.00              | 0.00   | 0.00             | 0.00              | 60.00                | 0.00                  | 0.00                                | 0.00           |
| 8. Printing  | 957.38   |                          | 0.00              | 50.00                        | 0.00             | 0.00              | 50.00                           | 0.00             | 0.00              | 372.32   | 492.87           | -324.90           | 1,429.70             | 492.87                | 167.97                              | 0.00           |
| 9. Advertising   | 1,893.00                                       | 0.00                     | 0.00              | 0.00                         | 0.00             | 0.00              | 0.00                            | 0.00             | 0.00              | 6,357.00   | 5,780.96         | -30.96            | 8,250.00             | 5,780.96              | 5,750.00                            | 0.00           |
| 10. Communications, telephone, mail, etc.  | 2,437.42                                       |                          | 0.00              | 100.00                       | 0.00             | 0.00              | 50.00                           | 0.00             | 0.00              | 622.00   | 402.15           | -2.15             | 3,209.42             | 402.15                | 400.00                              | 0.00           |
| 11. Office Supplies (list specific categories)   |  |                          | 0.00              |                              |                  | 0.00              |                                 |                  |                   |  |                  | 0.00              |                      | 0.00                  | 0.00                                | 0.00           |
| Paper (water-proof and report)   | 407.27   | 0.00                     | 0.00              | 25.00                        | 0.00             | 0.00              | 25.00                           | 0.00             | 0.00              | 304.45   | 131.28           | -56.28            | 761.72               | 131.28                | 75.00                               | 0.00           |