

Outdoor Heritage Fund Grant Application



The purpose of the North Dakota Outdoor Heritage Fund is to provide funding to state agencies, tribal governments, political subdivisions, and nonprofit organizations, with higher priority given to projects that enhance conservation practices in this state by:

Directive A. Providing access to private and public lands for sportsmen, including projects that create fish and wildlife habitat and provide access for sportsmen;

Directive B. Improving, maintaining and restoring water quality, soil conditions, plant diversity, animal systems and by supporting other practices of stewardship to enhance farming and ranching;

Directive C. Developing, enhancing, conserving and restoring wildlife and fish habitat on private and public lands; and

Directive D. Conserving natural areas and creating other areas for recreation through the establishment and development of parks and other recreation areas.

Exemptions

Outdoor Heritage Fund grants may not be used to finance the following:

- A. Litigation;
- B. Lobbying activities;
- C. Any activity that would interfere, disrupt, or prevent activities associated with surface coal mining operations; sand, gravel, or scoria extraction activities; oil and gas operations; or other energy facility or infrastructure development;
- D. The acquisition of land or to encumber any land for a term longer than twenty years; or
- E. Projects outside this state or projects that are beyond the scope of defined activities that fulfill the purposes of Chapter 54-17.8 of the North Dakota Century Code.

NO CONSIDERATION:

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

- A completed project or project commenced before the grant application is submitted;
- A feasibility or research study;
- Maintenance costs;
- A paving project for a road or parking lot;
- A swimming pool or aquatic park;
- Personal property that is not affixed to the land;
- Playground equipment, except that grant funds may be provided for up to 25% of the cost of the equipment not exceeding \$10,000 per project and all playground equipment grants may not exceed 5% of the total grants per year (see Budget Form for how this will be calculated);
- Staffing or outside consultants except for costs for staffing or an outside consultant to design and implement an approved project based on the documented need of the applicant and the expenditures may not exceed 5% of the grant to a grantee if the grant exceeds \$250,000 and expenditures may not exceed 10% of the grant to a grantee if the grant is \$250,000 or less (see Budget Form for how this will be calculated);

- A building except for a building that is included as part of a comprehensive conservation plan for a new or expanded recreational project (see Budget Form for definition of comprehensive conservation plan and new or expanded recreational project); or
- A project in which the applicant is not directly involved in the execution and completion of the project.

Application Deadline

Applications for this grant round cycle are due on **November 1, 2017 at 5:00 p.m. CT.** All information, including attachments, must be submitted by that date. See instructions below for submission information.

Instructions

Please download this Word document (available on the Industrial Commission/Outdoor Heritage Fund Program website at <http://www.nd.gov/ndic/outdoor-infopage.htm>) to your computer and provide the information as requested. You are not limited to the spacing provided except in those instances where there is a limit on the number of words. After completing the application, save it and attach it to an e-mail and send it to outdoorheritage@nd.gov or print it and mail it to the address noted in the next paragraph.

Attachments in support of your application may be sent by mail to North Dakota Industrial Commission, ATTN: Outdoor Heritage Fund Program, State Capitol – Fourteenth Floor, 600 East Boulevard Ave. Dept. 405, Bismarck, ND 58505 or by e-mail to outdoorheritage@nd.gov. The application and all attachments must be received or postmarked by the application deadline. You will be sent a confirmation by e-mail of receipt of your application.

You may submit your application at any time prior to the application deadline. Early submission is appreciated and encouraged to allow adequate time to review your application and ensure that all required information has been included. Incomplete applications may not be considered for funding. **Any item noted with an * is required.**

Oral Presentation. Please note that you will be given an opportunity to make a ten-minute Oral Presentation at a meeting of the Outdoor Heritage Fund Advisory Board. These presentations are strongly encouraged.

Open Record. Please note that your application and any attachments will be open records as defined by law and will be posted on the Industrial Commission/Outdoor Heritage Fund website.

Name of Organization * Mayville Park Board

Federal Tax ID# * 45-6002783

Contact Person/Title * Jeff Hovde/Instructor of Biology, Mayville State University

Address * c/o Mayville State University Science Club, 330 3rd St. NE

City * Mayville

State * ND

Zip Code * 58257

E-mail Address * jeffrey.hovde@mayvillestate.edu

Web Site Address (Optional)

Phone * 218-779-0604

Fax # (if available)

List names of co-applicants if this is a joint proposal

MAJOR Directive: (select the Directive that best describes your grant request)*

Choose only one response

- Directive A.** Providing access to private and public lands for sportsmen, including projects that create fish and wildlife habitat and provide access for sportsmen;
- Directive B.** Improving, maintaining and restoring water quality, soil conditions, plant diversity, animal systems and by supporting other practices of stewardship to enhance farming and ranching;
- Directive C.** Developing, enhancing, conserving and restoring wildlife and fish habitat on private and public lands; and
- Directive D.** Conserving natural areas and creating other areas for recreation through the establishment and development of parks and other recreation areas.

Additional Directive: (select the directives that also apply to the grant application purpose)*

Choose all that apply

- Directive A.** Providing access to private and public lands for sportsmen, including projects that create fish and wildlife habitat and provide access for sportsmen;
- Directive B.** Improving, maintaining and restoring water quality, soil conditions, plant diversity, animal systems and by supporting other practices of stewardship to enhance farming and ranching;
- Directive C.** Developing, enhancing, conserving and restoring wildlife and fish habitat on private and public lands; and
- Directive D.** Conserving natural areas and creating other areas for recreation through the establishment and development of parks and other recreation areas.

Type of organization: (select the category that describes your organization)*

- State Agency
- Political Subdivision
- Tribal Entity
- Tax-exempt, nonprofit corporation.

Project Name* Mayville Nature Trail

Abstract/Executive Summary. An Executive Summary of the project stating its objectives, expected results, duration, total project costs and participants.* (no more than 500 words)

The Mayville Park Board, with help from the Mayville State University Science Club, is creating a .75-mile nature trail within the Mayville park system. Conservation of the natural land and habitat, along with a place to develop and enhance the wildlife experience, is of top priority for this project.

Due to the high-quality soil and presence of agriculture, there are currently no other undisturbed natural areas of conservation in the Mayville area that provide access to native grasses, soil, trees, animals and a river to which the public has access.

The purpose of the trail is to provide a recreational, unpaved walking and hiking trail for local residents and visitors that also can function as an outdoor classroom for area schools. The trail, near the Goose River, will have several points of interest with marked signs, a dock providing on-foot access to the Goose River and a fully accessible bathroom and large parking lot for bus access.

The Mayville Park Board, Mayville State University Science Club and the Mayville-Portland Economic Development Corporation are fully supportive of this project and each is committed to ensuring this project is sustainable for decades to come for both educational and recreational purposes alike.

The ultimate goal is to create a nature trail that meets accessibility requirements so that anyone is able to access and enjoy the trail. Several educators in the area have voiced support for the project, as well, as a way to give students a firsthand look at foundational aspects of science and conservation.

Project Duration:*

The project is expected to last approximately six months, with work being completed in three stages spanning from spring to fall. The exact dates depend on the weather and subsequent working conditions.

Once completed, the project will require minimal seasonal and annual maintenance. On-going maintenance costs will be covered by the Mayville Park Board, with volunteer labor assisting as needed throughout the year from the Mayville State University Science Club.

Amount of Grant request \$ * \$48,445.95

Total Project Costs \$* \$97,305.51

(Note that in-kind and indirect costs can be used for matching funds)

A minimum of 25% Match Funding is required. Amount of Matching Funds \$* 16,640

Please indicate if the matching funds will be in-kind, indirect or cash.

The matching funds are a combination of cash (\$8,000) and in-kind (\$8,640) as detailed in the budget.

Source(s) of Matching Funds*

Please provide verification that these matching funds are available for your project. Note that effective as of July 1, 2015 no State General Fund dollars can be used for a match unless funding was legislatively appropriated for that purpose.

In addition to the Mayville Park Board's own \$8,000 designated for the project, the following funds have been secured:

- Garrison Diversion Conservancy District Recreation Grant Program - \$13,500
- MayPort Economic Development Corporation - \$15,000

The Mayville Park Board and the Mayville State University Science Club are committed to raising the additional funding as necessary.

Certifications *

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

● I certify that if awarded grant funding none of the funding will be used for any of the exemptions noted on Page 1 of this application.

Narrative

Organization Information – Briefly summarize your organization's history, mission, current programs and activities. *

Include an overview of your organizational structure, including board, staff and volunteer involvement. (no more than 300 words)

The Mayville Park Board is an active and engaged organization in eastern North Dakota, with involvement and ownership of numerous parks and nature areas throughout the City of Mayville. The board works closely with the City of Mayville along with the board in their sister city, the Portland Park Board.

The Board of Directors meets monthly and additionally during the summer for specific project work. Board members often attend the Mayville City Council meetings, as well. For this project, the Mayville Park Board has appointed a task force to include:

- David Torgeson - Mayville Park Board
- Joni Lorenz - Mayville Park Board
- Brian Aune - Mayville Park Board
- Dr. Joseph Mehus - Mayville State University Science Club
- Jeff Hovde – Mayville State University Science Club
- Mayville State University Science Club – Community Volunteers
- Gary Kaldor – Community Volunteer
- Mark Strand – Community Volunteer

The Mayville Park Board has staff members throughout the year in charge of the waterpark, park/playground maintenance, frisbee golf course and other park properties. The administration of all work and staff is handled by the Mayville Park Board.

Purpose of Grant – Describe the proposed project identifying how the project will meet the specific directive(s) of the Outdoor Heritage Fund Program *

Identify project goals, strategies and benefits and your timetable for implementation. Include information about the need for the project and whether there is urgency for funding. Please indicate if this is a new project or if it is replacing funding that is no longer available to your organization. Identify any innovative features or processes of your project. Please note that if your proposal provides funding to an individual, the names of the recipients must be reported to the Industrial Commission/Outdoor Heritage Fund. These names will be disclosed upon request.

If your project includes tree/shrub/grass planting, please provide a planting plan describing the site design, planting methods, number of trees/shrubs by species and stock size, grass species and future maintenance. A statement certifying that the applicant will adhere to USDA-NRCS tree/shrub/grass planting specifications along with the name of the governmental entity designing the planting may be substituted for a planting plan.

If your project includes Section 319 program funding, please provide, in detail, the specific best management practices that will be implemented and the specific projects for which you are seeking funding.

If you are requesting funding for fencing, please note that the Board/Commission's preference is for a minimum cost share of 40% by the recipient. Please include detailed information on the type of fencing to be installed, whether funding is requested for boundary fencing, new or replacement of existing fencing, and/or cross fencing.

The ultimate goals of this new project are twofold: first, to provide an additional recreational trail option for any and all residents and visitors who wish to use the trail and, second, to provide a facility that area schools can make use of as a hands-on learning lab for students and student-teachers.

To accomplish these goals, the Mayville Park Board is working with the Mayville State University Science Club in planning the trail. These subject matter experts can help ensure

that the trail is completed in such a way as to provide a well-developed trail with minimal impact to the surroundings, and also to help with the educational aspects of the trail.

The trail will be cleared and wide enough to be wheelchair accessible, with a rope and pigtail post railing on the borders of the path. Science Club members will donate their time in a service-learning aspect to develop educational science- and conservation-related materials such as soil, plant and insect identification charts; placards that denote items of interest such as erosion, ecosystems and seasonality; animal trail identifiers; bat boxes; and a decomposition setup.

The project also includes a dock on the Goose River with an overlook and fishing area. Railings will be included to help keep children safe, but the overlook area will be accessible to area fishermen and those who need access to the river, such as the local River Watch group that regularly collects and analyzes water samples.

It's estimated that the project will take approximately six months from start to completion: phase one will be the infrastructure to support accessibility, such as creating a parking area and developing onsite facilities; phase two will be the creation of the trail itself; and phase three will add the finishing touches, such as the rope railing, signage and educational aspects.

The Mayville Nature Trail will improve recreational and wellness facilities in the area and help foster a love of scientific learning in local students.

The project's many innovations include its function as a fully accessible outdoor classroom. The Mayville Park Board, local economic development organizations and K-12 and higher-education institutions all have expressed support in making use of a nature trail, especially one that is made accessible for all students to enjoy. In addition, instructors at the education departments at Mayville State University and the University of North Dakota have indicated interest in allowing their students to lead some of the educational efforts at the trail. This experience would give future teachers more hands-on experience and allow area elementary and high school students to learn about a variety of scientific areas from subject matter experts who can present the information in a way that helps students engage in their learning and understand how the principles of science apply to everyday life. When students can connect with the science of the natural beauty that surrounds them, they often are less likely to take it for granted.

Educators are excited about the project, citing the need for a wheelchair-accessible area for students to be able to experience nature, but area residents also will enjoy the trail as a recreational facility.

Organized hiking and nature trails are a rare commodity in Traill County. The 2013-2017 North Dakota State Comprehensive Outdoor Recreation Plan studying recreational trail needs cites non-motorized trails as the primary need among the region's trail priorities. The study states that 43 percent of households in the region are interested in using unpaved multi-use trails and that demand currently exceeds supply by 27 percent.

There is some urgency to get the project fully funded before the spring of 2018 so that the project can be completed and ready to use by late summer/early fall of the year. Without all funding secured prior to the project breaking down, the project could stretch out across multiple years, making some of the existing funding sources unavailable.

Management of Project – Provide a description of how you will manage and oversee the project to ensure it is carried out on schedule and in a manner that best ensures its objectives will be met.*

Include a brief background and work experience for those managing the project.

The project's management and oversight will be a joint effort of the Mayville Park Board and the Mayville State University Science Club, and will be conducted in three phases.

At the start of each phase, a meeting will be held that includes a park board representative, a science club member and any contractor who will be part of that phase.

The park board representative, who will be chosen by the board at a later date, will be the fiscal manager of the project and also will ensure that the project is completed in such a manner that the board will be able to provide adequate maintenance when the trail is completed. This representative also will make regular reports to the park board. The science club representative is Jeff Hovde. The club's role will be that of the architect and driving force behind the completion of the project.

Evaluation – Describe your plan to document progress and results. *

How will you tell if the project is successful? Please be specific on the methods you will utilize to measure success. Note that regular reporting, final evaluation and expenditure reports will be required for every grant awarded.

Although it will be difficult to track all usage statistics because the trail will be free and open to the public, organizations that use the trail as an outdoor classroom, such as public schools and college classes, will provide their usage statistics. Any organizations using the trail will be asked to fill out surveys detailing their experience so that the Mayville Park Board can make improvements to the trail as needed.

Financial Information

ATTACHMENT: Project Budget – Using the standard project budget format that is available on the website at <http://www.nd.gov/ndic/outdoor-infopage.htm> , please include a detailed total project budget that specifically outlines all the funds you are requesting. Note that a minimum of 25% match funding is required.*

The project budget should identify all matching funds, funding sources and indicate whether the matching funds are in the form of cash or in-kind services. Effective July 1, 2015 no State General Fund dollars can be used for a match unless funding was legislatively appropriated for that purpose. As noted on the standard project budget format, certain values have been identified for in-kind services. Please utilize these values in identifying your matching funds. **NOTE: No indirect costs will be funded.**

- I certify that a project budget will be sent to the Commission*

Sustainability – Indicate how the project will be funded or sustained in future years. *

Include information on the sustainability of this project after all the funding from the Outdoor Heritage Fund has been expended and whether the sustainability will be in the form of ongoing management or additional funding from a different source.

The Mayville Park Board will retain ownership of the trail and its future maintenance. Sustainability funding for the trail's maintenance and upkeep will be supplied by the park board. The board does have paid staff who will be tasked with maintaining the trail.

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

If the project is only partially funded, the creation of the nature trail would become a multi-year project, which could threaten the viability of the project because some of the funding sources can be used only during a specific time frame. This likely would impact some of the infrastructure enhancements the most, which has a trickle-down effect on the number of residents and educational visitors who would be able to use the trail in the interim. Additional recreational enhancements, such as the Goose River observation and fishing area, also might be at risk if the project is scoped down.

Partnership Recognition - If you are a successful recipient of Outdoor Heritage Fund dollars, how would you recognize the Outdoor Heritage Fund partnership? * Please note it is a requirement that there be signage at the location of the project acknowledging the funding from the Outdoor Heritage Fund if appropriate for your project.

The nature trail will include signage, such as that denoting various points of interest and also some of the general rules for using the trail – for example, noting that no items should be brought in or taken out unless visitors have received permission to do so. Project sponsors will be recognized on the signage, as well, and the Outdoor Heritage Fund would be listed as a major sponsor of the project.

Scoring of Grants

All applications will be scored by the Outdoor Heritage Fund Advisory Board after your ten-minute oral presentation. The ranking sheet(s) that will be used by the Board is available on the website at <http://www.nd.gov/ndic/outdoor-infopage.htm> .

Awarding of Grants*

All decisions on requests will be reported to applicants no later than 30 days after Industrial Commission consideration. The Commission can set a limit on duration of an offer on each application or if there isn't a specific date indicated in the application for implementation of the project, then the applicant has until the next Outdoor Heritage Fund Advisory Board regular meeting to sign the contract and get the project underway or the commitment for funding will be terminated and the applicant may resubmit for funding. Applicants whose proposals have been approved will receive a contract outlining the terms and conditions of the grant. Please note the appropriate sample contract for your organization on the website at <http://www.nd.gov/ndic/outdoor-infopage.htm> that set forth the general provisions that will

be included in any contract issued by the North Dakota Industrial Commission. Please indicate if you can meet all the provisions of the sample contract. If there are provisions in that contract that your organization is unable to meet, please indicate below what those provisions would be. *

Responsibility of Recipient

The recipient of any grant from the Industrial Commission must use the funds awarded for the specific purpose described in the grant application and in accordance with the contract. The recipient cannot use any of the funds for the purposes stated under Exemptions on the first page of this application.

If you have any questions about the application or have trouble submitting the application, please contact Karlene Fine at 701-328-3722 or kfine@nd.gov

Revised: June 30, 2017

Budget Standard Form

Please use the table below to provide a detailed total project budget that specifically outlines all the funds you are requesting and the matching funds being utilized to fund this project. Please note if the matching funds are in the form of cash, indirect costs or in-kind services. The budget should identify all other committed funding sources and the amount of funding from each source. Match can come from any source (i.e. private sources, State and Federal funding, Tribal funding, etc.) Effective as of July 1, 2015 no State General Fund dollars can be used for a match unless funding was legislatively appropriated for that purpose. Note a minimum of 25% match funding is required. An application will be scored higher the greater the amount of match funding provided. (See Scoring Form.)

Please feel free to insert columns and rows as needed. Please include narrative to fully explain the proposed budget.

Note that NO INDIRECT COSTS will be funded from the Outdoor Heritage Fund. Also by law several items are ineligible for funding -- see Exemptions in the Application Form. Effective June 10, 2015 the following guidelines were approved by the Industrial Commission:

NO CONSIDERATION:

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

- A completed project or project commenced before the grant application is submitted;
- A feasibility or research study;
- Maintenance costs;
- A paving project for a road or parking lot;
- A swimming pool or aquatic park;
- Personal property that is not affixed to the land;
- Playground equipment, except that grant funds may be provided for up to 25% of the cost of the equipment not exceeding \$10,000 per project and all playground equipment grants may not exceed 5% of the total grants per year; (See Definitions/Clarifications below)
- Staffing or outside consultants except for costs for staffing or an outside consultant to design and implement an approved project based on the documented need of the applicant and the expenditures may not exceed 5% of the grant to a grantee if the grant exceeds \$250,000 and expenditures may not exceed 10% of the grant to a grantee if the grant is \$250,000 or less; (See Definitions/Clarifications below)
- A building except for a building that is included as part of a comprehensive conservation plan for a new or expanded recreational project; (See Definitions/Clarifications below)
- A project in which the applicant is not directly involved in the execution and completion of the project.

Project Expense	OHF Request	Applicant's Match Share (Cash)	Applicant's Match Share (In-Kind)	Applicant's Match Share (Indirect)	Other Project Sponsor's Share	Total Each Project Expense
Tools (1)	\$	\$	\$	\$	\$514.50	\$514.50
Trail supplies (2)	\$ 15,625.95	\$	\$	\$	\$710.50	\$16,336.45
Signage (3)	\$ 1,370.00	\$	\$	\$	\$	\$1,370.00
Restrooms (4)	\$	\$8,000.00	\$	\$	\$22,794.56	\$30,794.56
Bridges (5)	\$ 3,000.00	\$	\$	\$	\$	\$3,000.00
Trail clearing (6)	\$	\$	\$3,000.00	\$	\$8,200.00	\$11,200.00
Dock/overlook (7)	\$28,450.00	\$	\$	\$	\$	\$28,450.00
Labor – item 3 (8)	\$	\$	\$540.00	\$	\$	\$540.00
Labor – item 5 (9)	\$	\$	\$3,300.00	\$	\$	\$3,300.00
Labor – item 7 (10)	\$	\$	\$1,800.00	\$	\$	\$1,800.00
Total Costs	\$48,445.95	\$8,000.00	\$8,640.00	\$	\$32,219.56	\$97,305.51

- (1) This is the cost for locally purchased tools for the volunteer labor – 5 wheelbarrows = \$274.90, 10 shovels = \$99.80, 5 garden rakes = \$49.90 and 5 leaf rakes = \$89.90. The tools will become the property of the Mayville Park Board for future maintenance of the trail.
- (2) The trail supplies, also purchased from local vendors, include 2,650 cubic yards of mulch = \$8,791.20, 113 cubic yards of fill = \$960.50, 37 cubic yards of gravel for trail bed = \$434.75, 1,980 pigtail posts = \$4,950.00 and 1 length of rope = \$1,200.00.
- (3) Signs will be crafted by volunteers. Materials for the entrance signs are \$600 and for the signs denoting items of interest, \$770.
- (4) Restrooms will be provided to make the trail more accessible to all ages and abilities, and for longer durations of time. The cost to install the septic and water lines is \$26,719.56, with an additional \$4,075.00 for the bathroom shed building.
- (5) Bridges will be constructed by volunteers. The cost for the materials for 3 8-foot-by-4-foot bridges is \$3,000.00.
- (6) Vision Fencing in McLeod, N.D. will be brought in for some aspects of the trail that need professional labor, such as clearing fallen trees and removing undergrowth on the trail. The quote for their labor is \$8,200.00. Volunteer labor is estimated at 200 hours for the trail clearing.
- (7) Aluminum rollaway dock with removable panels.
- (8) Volunteer labor is estimated at 36 hours for the signage.
- (9) Volunteer labor is estimated at 220 hours for the bridges.
- (10) Volunteer labor is estimated at 120 hours for the dock/overlook.

DRAW TEXT BOX FOR DETAILS HERE

In-kind services used to match the request for Outdoor Heritage Fund dollars shall be valued as follows:

- Labor costs \$15.00 an hour
- Land costs Average rent costs for the county as shown in the most recent publication of the USDA, National Agricultural Statistics Services, North Dakota Field Office
- Permanent Equipment Any equipment purchased must be listed separately with documentation showing actual cost. (For example: playground equipment)
- Equipment usage Actual documentation
- Seed & Seedlings Actual documentation
- Transportation Mileage at federal rate
- Supplies & materials Actual documentation

More categories will be added as we better understand the types of applications that will be submitted. We will use as our basis for these standards other State and Federal programs that have established rates. For example the North Dakota Nonpoint Source Pollution Management Program has established rates. If your project includes work that has an established rate under another State Program please use those rates and note your source.

Definitions/Clarifications:

Building - Defined as "A structure with a roof either with walls or without walls and is attached to the ground in a permanent nature."

Comprehensive Conservation Plan - Defined as "A detailed plan that has been formally adopted by the governing board which includes goals and objectives--both short and long term, must show how this building will enhance the overall conservation goals of the project and the protection or preservation of wildlife and fish habitat or natural areas." This does not need to be a complex multi-page document. It could be included as a part of the application or be an attachment.

New and Expanded Recreational Project means that the proposed building cannot be a replacement of a current building. The proposed building must also be related to either a new or expanded recreational project--either an expansion in land or an expansion of an existing building or in the opportunities for recreation at the project site.

Playground equipment calculation - Only the actual costs of the playground equipment (a bid or invoice showing the amount of the equipment costs must be provided) - cannot include freight or installation or surface materials or removal of old equipment, etc.

Staffing/Outside Consultants Costs - If you are requesting OHF funding for staffing or for an outside consultant, you must provide information in your application on the need for OHF funding to cover these costs. For example, if you are an entity that has engineering staff you must explain why you don't have sufficient staff to do the work or if specific expertise is needed or whatever the reason is for your entity to retain an outside consultant. If it is a request for reimbursement for staff time then a written explanation is required in the application of why OHF funding is needed to pay for the costs of that staff member(s)' time. **The budget form must reflect on a separate line item the specific amount that is being requested for staffing and/or the hiring of an outside consultant.** This separate line item will then be used to make the calculation of 5% or 10% as outlined in the law. Note that the calculation will be made on the grant less the costs for the consultant or staff.

Recommended by OHF Advisory Board: October 17, 2013

Approved by Industrial Commission: October 22, 2013

Revisions recommended by OHF Advisory Board: January 22, 2014

Approved by Industrial Commission: January 29, 2014

Revisions recommended by OHF Advisory Board: May 13, 2014

Approved by Industrial Commission: May 27, 2014

Revisions recommended by OHF Advisory Board: June 3, 2015

Approved by Industrial Commission: June 10, 2015

Grant Request

Melissa Beach <director@traillcountyedc.com>
To: Melissa Beach <director@traillcountyedc.com>

Wed, Nov 8, 2017 at 8:53 AM

Melissa Beach, Executive Director

Trails County Economic Development Commission
102 1st Street SW
PO Box 856
Hillsboro, North Dakota 58045
Office: 701.636.4746
Cell: 701.793.2161
Fax: 701.636.4744
Email: Director@TraillCountyEDC.com
WelcomeTraill.com



----- Forwarded message -----

From: **Dan Berg** <info@portadock.com>
Date: Wed, Oct 31, 2017 at 8:22 AM
Subject: RE: Grant Request
To: Melissa Beach <melissa.hennen@gmail.com>
Cc: Dan Berg <Dan@portadock.com>

Melissa,

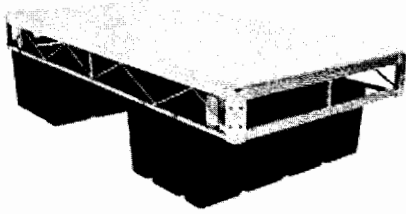
Thank you for contacting Porta Dock to supply a new dock for the Mayville Park District. Porta Dock is a family owned company in Dassel MN. We have been making docks and lifts for 51 years and have a great reputation of supplying a superior product. We have done several dock systems for other park districts in the upper Midwest including many docks for the Three Rivers Park District in the Twin Cities.

From our conversation we can supply a 24' foot "T" 12' floating dock with railings all around and 8' ramp to make the transition from the shore to the dock as easy as possible. This will be a 5' wide dock to allow easier access for handicapped and or higher traffic periods. This would be an all-aluminum dock with a solid aluminum service. The solid top will allow wheelchairs, walkers, canes and other walking aids to easily move across the top of the dock with no cracks or holes to get stuck in. The dock will be secured to the bottom with posts and augers to keep it stationary. This can all be supplied for \$28,450

I have included a sample picture of a section of floating dock.

Porta-Dock's Floating Docks are perfect for fluctuating water conditions, muddy lake bottoms, and deep water

areas. Our Floating Docks' unique design and construction allows for endless configuration options without sacrificing dock stability.



Please let me know what questions you may have, I look forward to working with you.

Dan

Dan Berg

Up North Dock and Lift Orion Resort Sales

Portadock

Hydro Bikes

www.portadock.com

dan@portadock.com

dan@orionresortsales.com

218-234-1410

Physical Address

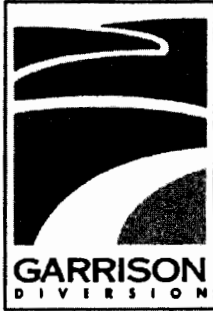
2389 US Hwy 10

Detroit Lakes, MN 56501

Mailing Address:

18529 Willow Springs Rd

Detroit Lakes, MN 56501



GARRISON DIVERSION
CONSERVANCY DISTRICT
P.O. Box 140
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(701) 652-3194
FAX (701) 652-3195
gdc@gcd.org
www.garrisondiversion.org

May 9, 2017

David Torgson
Mayville Park Board
529 4th St SE
Mayville, ND 58257

Dear David:

The Garrison Diversion Recreation Committee met on May 5 to consider your request for funds for the development of a nature trail in the Mayville area.

This grant is approved for up to 25% of the local, non-federal share of the eligible costs not to exceed \$13,500.00 and must be matched with any direct costs associated with the project.

Please keep in mind that costs must be incurred after May 5, 2017, to be eligible for cost share reimbursement. **This matching grant is also contingent on receiving a resolution and/or minutes from the Mayville Park Board authorizing the project.**

Sincerely,

Merri Mooridian
Administrative Officer

MM/slg

cc: Bill Krivarchka, Recreation Committee Chairman/Trail County
Director
Ken Royse, Chairman of the Board

Enclosure

September 6, 2017

Jeff Hovde
c/o Mayville State University Science Club
330 3rd St. NE
Mayville, ND 58257

Re: Mayville Nature Trail

Dear Mr. Hovde:

We are happy to inform you that we wish to support the abovementioned project. We are committed to contributing a 100 percent match of up to \$15,000 to help finance the project.

Please notify us of any changes to the project's scope or timeline.

Sincerely,



Ernest Strube
President
May Port Economic Development Corp.

October 30, 2017

Jeff Hovde
c/o Mayville State University Science Club
330 3rd St. NE
Mayville, ND 58257

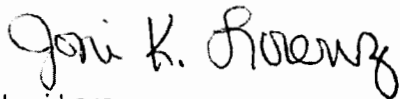
Re: Mayville Nature Trail

Dear Mr. Hovde:

This letter serves as confirmation that the Mayville Park Board has designated \$8,000 to put toward this project, in addition to any in-kind donations of volunteer labor.

Thank you for your continued work with us on the Mayville Nature Trail project.

Sincerely,

A handwritten signature in black ink that reads "Joni K. Lorenz". The signature is written in a cursive, flowing style.

Joni Lorenz

President
Mayville Park Board

October 30, 2017

Jeff Hovde
c/o Mayville State University Science Club
330 3rd St. NE
Mayville, ND 58257

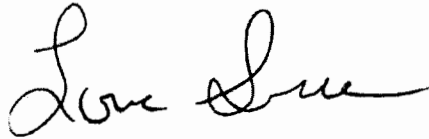
Dear Mr. Hovde:

I'm writing to voice my support for the Mayville Nature Trail project.

The City of Mayville has some beautiful parks with plenty of room for picnics and playgrounds, but I think residents also would enjoy a hiking or walking path that allows them to be more engaged with the natural environment.

I think this the project would be a wonderful addition to the community, and would give residents an outdoor recreational option that isn't currently available.

Thank you,

A handwritten signature in cursive script, appearing to read "Lou Sue".

September 20, 2017

Mayville Park Board
PO Box 315
Mayville, ND 58257

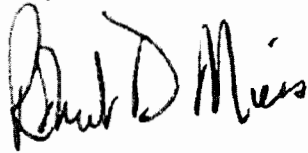
To whom it may concern:

I recently learned of the nature trail project and wanted to give my support and say thank you.

Mayville hasn't had a nature trail in decades and it's something that has been sorely missed in the community. The fact that the trail will be created with accessibility in mind means that, unlike many trails, everyone will be able to use the facility.

I think the trail will be a great investment in the health and wellness of the community, and a recreational facility that will be enjoyed by all ages.

Sincerely,

A handwritten signature in black ink that reads "Paul D. Meier". The signature is written in a cursive style with a large initial "P" and "M".

October 30, 2017

Joseph Mehus
c/o Mayville State University Science Club
330 3rd St. NE
Mayville, ND 58257

Re: Mayville Nature Trail

Dear Dr. Mehus:

In response to your inquiry, yes, our students would benefit from field experience and the real world experience provided by the proposed Mayville Nature Trail.

Elementary education students could use the trail to teach fourth-, fifth- and sixth-grade students from area schools various lessons on topics such as animal camouflage and tracks, owl pellets, leaf study, wildlife, etc. The environment would be engaging for teaching science lessons.

We now use the Rainbow Gardens, but I think the trail would be beneficial for a variety of experiences. The wooded environment seems more appropriate for nature lessons, but we would need to make the environment accessible for all students.

Sincerely,



Ann Willeson, Ed.D.
Department of Education
Mayville State University

October 30, 2017

Joseph Mehus
c/o Mayville State University Science Club
330 3rd St. NE
Mayville, ND 58257

Re: Mayville Nature Trail

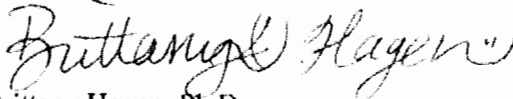
Dear Dr. Mehus:

Regarding your questions about the proposed nature trail, our students definitely would benefit from using this trail.

Currently, our elementary education majors do a "nature experience" with fourth-, fifth- and sixth-graders during the fall semester. Students plan science lessons based on topics that can be studied outside, such as rocks, plants, clouds, soil, food web, etc.

The elementary students from area schools are fascinated with visiting and studying nature. We currently do this experience at the Rainbow Gardens, but I feel the nature trail would also be enticing and engaging for students.

Sincerely,

A handwritten signature in cursive script that reads "Brittany Hagen".

Brittany Hagen, Ph.D.
Department of Education
Mayville State University

October 30, 2017

Dr. Joseph Mehus
c/o Mayville State University Science Club
330 3rd St. NE
Mayville, ND 58257

Hello, Dr. Mehus!

I received your questions about the nature trail and yes, I would be very interested in bringing my students. I would like to bring my biology students, earth science, life science and possibly field biology, if I am able to add that class to my schedule.

For my earth science students I would like for them to look at different types of rocks as well as some sort of demonstration of the water cycle.

For life science and biology I would like to have some sort of station where they can view some specimens (tree, plant, insect and/or animals) and get some practice classifying species and using dichotomous keys.

For field biology I would like to have something similar to the life science and biology but a little more advanced. I would require them to know what certain plants, trees and insects are.

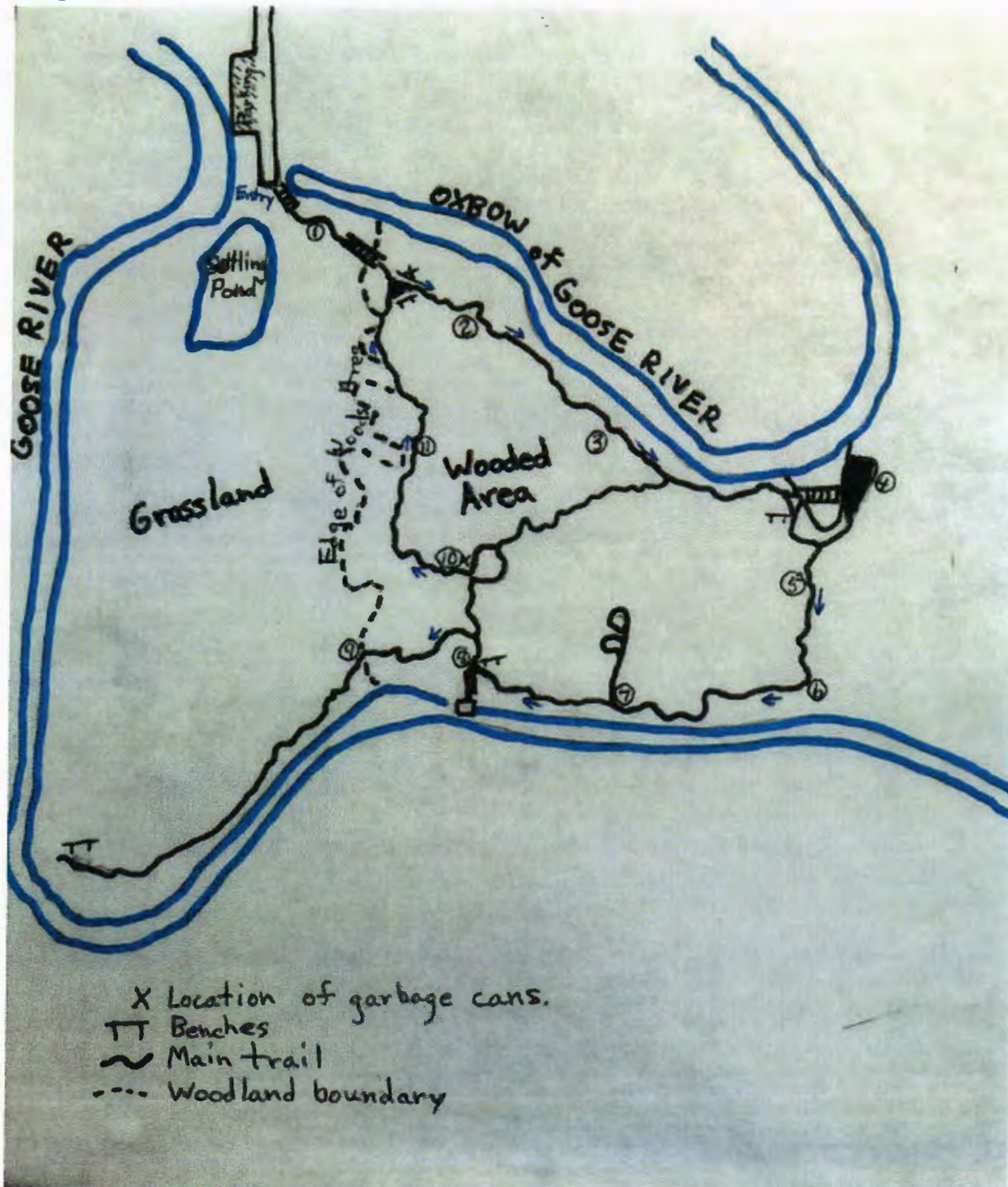
Thank you,



Carissa Nelson
Biological sciences
Finley-Sharon Public School

Mayville Nature Trail

Map



Trail - Google Earth



Dock area



Restroom area



Parking area

