

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 * Audubon Dakota

Federal Tax ID# * 13-1624102

Contact Person/Title * Marshall Johnson, Executive Director

Address * 118 N. Broadway Ste. 716

City * Fargo

State * North Dakota

Zip Code * 58102

E-mail Address * mejohnson@audubon.org

Web Site Address (Optional) Dakota.audubon.org

Phone * 701-298-3373

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;

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

State Agency

Political Subdivision

Tribal Entity

Tax-exempt, nonprofit corporation.

Project Name* North Dakota Prescribed Fire Cooperative

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)

Audubon Dakota and partners are requesting financial support of \$150,000 for the North Dakota Prescribed Fire Cooperative (NDPFC) Pilot. The NDPFC will be focused on providing private and public landowners access to prescribed fire management to increase forage and habitat productivity. The funds will be utilized for professionally conducted prescribed burns across North Dakota – impacting 4,545 acres over two years, and for prescribed fire trainings for rural fire departments and private landowners. Also, private landowners that utilize prescribed fire through the NDPFC will be directed to the North Dakota Game and Fish PLOTS program. Funding for prescribed fire on public lands will only be conducted on acres that are utilized by private producers for grazing, in order to increase forage productivity and availability for those producers.

Through the pilot project implementation, it is expected that project acres will have increased forage quality and productivity, as well as overall plant and wildlife diversity – features that will be measured by participating landowners and project partners. Additionally, the NDPFC partnership strives to facilitate a positive North Dakota landowner awareness of prescribed fire as a management tool. Negative social associations with fire have greatly limited the use of prescribed fire as a management tool throughout the conservation community within the last century. However, when executed professionally, prescribed fires has been a safe and effective method to increase grassland productivity for wildlife and cattle alike, as well as managing fuel loads, which help to prevent wildfires.

Despite these positive impacts of fire on the prairie ecosystem, prairie management through prescribed fire is an un-funded conservation tool throughout North Dakota. Therefore, it is Audubon Dakota and partners' goal to address the stigma attached to prescribed burning in order to advance the enhancement of North Dakota's remaining graze-able prairie acres.

Audubon Dakota will partner with ND Natural Resources Trust, ND Game and Fish Department, The Nature Conservancy, and Rural Fire Departments across the state to deliver prescribed fire as a management tool to interested private and public landowners in need of prairie management.

Total project cost is \$252,130 (including in-kind match projects) with a total cost per acre of \$44 impacting 4,545 acres over two years (average multiple bids received).

Project Duration:* April 2018 – October 2019

Amount of Grant request \$ * 150,000

Total Project Costs \$* 252,130

(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 \$* 102,130

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

Cash Match = \$45,000

In-Kind Match = \$57,130

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.

Audubon Dakota Cash Match: \$20,000

Audubon Dakota In-Kind Match: \$40,000

ND Natural Resources Trust Cash Match: \$25,000

The Nature Conservancy In-Kind Match: \$15,000

Landowner In-Kind Match: \$2,130

In-Kind Match: Audubon Dakota will be leading project management delivery throughout the 2 year project term, which will include landowner outreach, contractor coordination, project administration, workshop coordination and other necessary functions. Personnel actively managing the program will be Audubon's Executive Director, Conservation Programs Manager, and Range Ecologist. Additionally, Audubon will be conducting a prescribed burn and landowner workshop at the Edward M. Brigham Alkali Lake Ranch (Stutsman County) during the project period, equivalent to \$10,000 in-kind match. The Nature Conservancy's in-kind match of \$15,000 is committed to prescribed burns conducted during the project period and landowner outreach. Landowner in-kind match is calculated by the required commitment of firebreak installation. Assuming that the average burn unit is 160 acres (quarter section), and assuming it requires approximately 5 hours to mow or prepare the 25 foot wide firebreak, and using the OHF labor rate of \$15/hr, the landowner in-kind match is \$2,130.

Certifications *

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

X 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)

Audubon Dakota is the North and South Dakota state program within the National Audubon Society. Since 1905, the National Audubon Society has been focused on conserving bird habitat, promoting avian education, and engaging individuals and communities in a variety of activities and opportunities. Audubon Dakota as a state program was instituted in 1997, however Audubon’s role in the Dakotas spans back to the mid-1970s.

The mission of the National Audubon Society is to conserve and restore natural ecosystems, focusing on birds, and other wildlife, and their habitats for the benefit of humanity and the Earth’s biological diversity.

Audubon seeks partnerships that advance its habitat conservation goals, including supporting grassland habitat projects and the ranching industry. As a state office, Audubon Dakota has five full time staff members for the two-state region (North and South Dakota). Audubon Dakota’s Advisory Board is comprised of seven North Dakota citizens, and one South Dakota citizen. Currently, Audubon Dakota manages roughly 5,000 acres within the state. This would not be possible without the support and help of many different private land cooperators, agencies and programs, local businesses and individuals, many volunteers and local Audubon Chapters.

Audubon Dakota is also working on a habitat enhancement project on urban acres in Fargo, and the Conservation Ranching Program throughout the Dakotas. In all of our programs, the efforts and cooperation of our supporters is crucial to our success and the conservation of bird habitat in the Dakotas.

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

North Dakota’s grassland ecosystem is one of the most endangered ecosystems in the world. These prairies have drastically declined and wildlife species have experienced equally extreme reductions in population numbers. Unfortunately, grassland birds are among populations recently experiencing the steepest declines (PIF 2016). It is widely accepted that birds are accurate indicators of ecosystem health, and as grassland bird populations decline, conservation programs must begin to focus on solutions to repair grassland ecosystem functions.

In addition to the loss of rangeland, a factor leading to species decline is a lack of access to the full array of prairie management tools and practices, such as prescribed fire. Restoration, grazing, and prescribed fire are all methods that can reduce grassland habitat homogenizing effects by increasing

overall species diversity within the prairie, and growing forage productivity for cattle. Prescribed fire has proven to be cost effective management that reduces invasive species (including invasive woody vegetation), releases vital nutrients for new plant growth, increases plant diversity, and enhances habitat for grassland wildlife.

The effects of prescribed fire present great benefits to private cattle producers since grass quality, availability, and palatability are all improved after the application of prescribed fire (Stubbendieck et al. 2007). These outcomes lead to higher forage quality and quantity for cattle. Additionally, prescribed fires help raise grasses' crude protein levels (through increasing nitrogen levels), reducing the need for supplemental feedings, and therefore lowering landowner input costs for cattle during typically low forage production times (late summer).

A common misperception of prescribed fire is that the practice is detrimental to the area's wildlife due to reducing nesting and forage habitat. However, standard prescribed fire techniques do not typically result in these negative outcomes. To avoid impacts on ground nesting birds, prescribed fires are usually conducted in early spring before nesting occurs, or late summer/early fall, after nesting and brooding. Furthermore, burning smaller patches of land as opposed to entire units of habitat provides refuges for wildlife and, in the long term, leads to higher habitat diversity since the burned and unburned areas will exhibit varying canopy structures and litter accumulation (Stubbendieck et al. 2007). Therefore, when strategically implemented, prescribed fire can have immense positive benefits for prairie wildlife.

The NDPFC will focus on returning historical fire regimes to the rangelands of North Dakota, thus increasing native forage diversity for the benefit of cattle production and to prevent the loss of pollinators, grassland birds, and other wildlife, which meets **Directive B**. Management practices through the NDPFC will be focused on implementing prescribed burning on private/public restored and native prairie acres and promoting the PLOTS program, all of which meet **Directive C**.

If awarded, OHF grant funds will be available to private and public landowners to contract fire management experts that conduct prescribed burns on grassland acres. Private companies who employ fully certified wildland firefighters will be contracted due to their fire management expertise and their responsibility to attain proper permitting, insurance, and liability documentation. Multiple bids have been collected and averaged to determine the price per acre it will cost to conduct prescribed fire (\$44/acre). Landowners will be responsible for installing firebreaks prior to the prescribed fire, and must adhere to requirements set by the contracted company. Firebreaks are typically at least 25 feet in width, and installed around the perimeter of the burn unit where there is vegetation or structures that are directly adjacent to the burn unit. Using fire as a management tool is not to be conducted by amateurs, which is why it is critical to have cooperative landowners adhering to firebreak requirements and well trained professionals with safe and modern equipment and current knowledge of fire behavior and ecology. In addition, rural fire departments will be encouraged to participate in the prescribed fires as part of their annual training. By doing so, participating rural fire departments will gain the knowledge and skill it requires to suppress wild grass fires, which they are very often called to respond to.

The ND Prescribed Fire Cooperative pilot will increase private and public landowners' accessibility to prescribed fire resources, and will promote private landowner participation in the PLOTS program. The NDPFC is expected to result in more effective use of fire for prairie management, and create positive public exposure to the uses of prescribed fire.

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.

From Audubon Dakota, the staff members associated with the project will be Marshall Johnson, Sarah Hewitt, and Kathryn Preston. Marshall Johnson is the Executive Director of Audubon Dakota and has been performing conservation within North Dakota for the past 8 years. His background in business and his leadership skills make him a natural manager for this project. Sarah Hewitt, Audubon Dakota's conservation programs manager has been with Audubon Dakota for 2 years, and has had technical training in grassland restoration and management in North Dakota, South Dakota, and Minnesota through North Dakota State University and the U.S. Fish and Wildlife Service. Kathryn Preston has extensive prairie restoration and wildlife research experience through institutions such as the Chicago Botanic Garden, Lincoln Park Zoo, and North Dakota State University. She has been with Audubon since October 2016.

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.

The NDPFC will be considered successful if, during the first two years of implementation, burned acreage goals are met (4,545 acres), and landowners are approving and supportive of the services provided. Additionally, it is critical that overall public perspective of prescribed fires on prairies is positive, therefore, Audubon staff and partners will be responsible for connecting ND landowners to the NDPFC, and providing information on the benefits of prescribed burns for prairie productivity.

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 NDPFC is a pilot program, and will remain on-going as long as the interest from landowners exist. Audubon Dakota and project partners are dedicated to seeking outside funding support through additional granting parties and foundations in order to sustain the NDPFC and ensure that the overall habitat management support resources it provides can be accessible to landowners throughout North Dakota.

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

Audubon Dakota and partners are seeking funding through avenues outside of the ND Outdoor Heritage Fund for the NDPFC. However, if the ND Outdoor Heritage Fund is unable to fund this project then program implementation will be delayed, which could lead to missed opportunities for effective conservation within North Dakota.

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.

At each participating site that receives a prescribed burn through the NDPFC, signage will be installed recognizing the financial support provided by OHF and other project supporters. Additionally, as the project becomes fully implemented within North Dakota and collaborations with landowners begin, Audubon Dakota and partners will place an emphasis on promoting the NDPFC and project supporters through newspaper articles and local news exposure.

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

Citations:

- Reinking, D.L. 2006. Fire in the tallgrass prairie: finding the right balance of burning for birds. <https://www.aba.org/birding/v38n1p32.pdf>
- K. V. Rosenberg, J. A. Kennedy, R. Dettmers, R. P. Ford, D. Reynolds, J.D. Alexander, C. J. Beardmore, P. J. Blancher, R. E. Bogart, G. S. Butcher, A. F. Camfield, A. Couturier, D. W. Demarest, W. E. Easton, J.J. Giocomo, R.H. Keller, A. E. Mini, A. O. Panjabi, D. N. Pashley, T. D. Rich, J. M. Ruth, H. Stabins, J. Stanton, T. Will. 2016. Partners in Flight Landbird Conservation Plan: 2016 Revision for Canada and Continental United States. Partners in Flight Science Committee.
- Stubbendieck, J., J. Volesky, J. Ortmann. 2007. Grassland management with prescribed fire. The Board of Regents of the University of Nebraska.

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.)

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
Professional Consultant – Prescribed Burning (\$44/ac.)	\$150,000	\$20,000	\$10,000		NDNRT Cash Match: \$25,000 TNC In-Kind Match: \$15,000	\$252,130
Firebreak Installment (assuming avg. site acreage of 160 acres, 5hrs for firebreak installation per site @ \$15/hr)				Landowner in-Kind Match: \$2,130		
Project Management over 2 years			\$30,000			
Total Costs	\$150,000	\$20,000	\$40,000	\$2,130	\$40,000	\$252,130

Multiple bids were collected from professional prescribed fire consultants, then averaged, in order to obtain the dollar per acre required for burns - \$44/acre. Audubon's cash match and ND Natural Resources Trust cash match will contribute to the NDPFC pilot's hiring of professional consultants for prescribed fires throughout North Dakota. With the cash match and OHF request, 4,545 acres throughout North Dakota can be impacted.

In consideration of the in-kind match, Audubon Dakota will be leading project management delivery throughout the 2 year project term, which will include landowner outreach, contractor coordination, project administration, workshop coordination and other necessary functions. Personnel actively managing the program will be Audubon's Executive Director, Conservation Programs Manager, and Range Ecologist. Additionally, Audubon will be conducting a prescribed burn and landowner workshop at the Edward M. Brigham Alkali Lake Ranch (Stutsman County) during the project period, equivalent to \$10,000 in-kind match. The Nature Conservancy's in-kind match of \$15,000 is committed to prescribed burns conducted during the project period and landowner outreach. Landowner in-kind match is calculated by the required commitment of firebreak installation. Assuming that the average burn unit is 160 acres (quarter section), and assuming it requires approximately 5 hours to mow or prepare the 25 foot wide firebreak, and using the OHF labor rate of \$15/hr, the landowner in-kind match is \$2,130.

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