

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 **April 1, 2018 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 * Hankinson Park District

Federal Tax ID# * 45- 0357188

Contact Person/Title * DeeAnn Bilben, Clerk

Address * PO Box 418

City * Hankinson

State * ND

Zip Code * 58041

E-mail Address * deeann.bilben@ndcandy.com

Web Site Address (Optional) www.hankinsonnd.com

Phone * (701) 899-3087

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*

Baseball Field Project

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)

It is the intent of the board to construct a high quality field that will be utilized by multiple communities in the southeast part of the state.

Currently our high school spring baseball, summer Babe Ruth and Legion baseball is played on a field owned by the Hankinson Public School District. The field is a dual purpose baseball/football field and has been in existence for over 50 years. The Hankinson Public School is in the planning stages of updating the football field. The field sits at an angle and one end zone corner is very close to a tree line, while another is very close to a fence. Part of the field is gravel because of the baseball infield. In addition, the lights are obsolete and need to be replaced as bulbs can no longer be purchased. All of these factors cause the football field to be a safety concern for the players. In order to update the field to resolve these issues, the school will need to eliminate the baseball field.

The objective of the project is to utilize property currently owned by the Park District for a new baseball field to ensure that our area youth will continue to have the opportunity to play Babe Ruth and Legion baseball for many years to come. The project will also increase safety and add convenience for the Park District. The new field on Park District property will make it easier to maintain and prep the field. By having all of our fields at one location, we will only need to operate one concession stand and maintain only one set of restrooms. The new field will have agrilime instead of the gravel currently on the school field. The lights will be updated and the fence lines will be regulation. These amenities will enhance the experience and increase safety for the baseball players.

We expect the project to cost \$395,840 and take approximately 18 months to complete. Members of the Hankinson Park District and other members of the community will volunteer their time and labor to manage the project and provide in-kind equipment and labor.

Project Duration:* (Please include information regarding the intended time schedule for drawing down funds if your application is approved by the Industrial Commission.)

We anticipate the project to take about 18 months to complete after all funds are secured. If we were awarded funds from the OHF Grant, we anticipate that we would begin the project this fall and complete in the summer of 2020.

Amount of Grant request \$ \$197,920

Total Project Costs \$* \$395,840

(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 \$*

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

The matching funds will include in-kind, indirect and cash

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.

The Park District will have \$30,000 cash on hand that can be utilized for the project and will get a loan for approximately \$42,000. They can also produce letters from local contractors and volunteers who have agreed to provide in-kind equipment and labor. We are in the process of writing grants and seeking donations to secure the balance required for the project.

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)

Hankinson Park District was established in 1961 to provide a recreational area and recreational activities for the citizens of Hankinson and visitors to the community.

The Park District is managed by the Hankinson Park Board consisting of five elected members. The District also employs a part-time clerk. In addition, it employs one full-time and two part-time maintenance persons approximately 9 months per year. Various coaches, concession workers,

umpires, etc. are employed by the District as needed for recreation programs throughout the year. Hundreds of community members have volunteered over the years for various Park District projects and programs.

The Hankinson Park District currently offers the following recreational opportunities: a variety of playground equipment, an outdoor basketball court, 2 tennis courts, 2 softball fields, 1 fastpitch softball/youth baseball field, a volleyball court, horseshoe pits, 3 large picnic shelters with grills and electricity, green space for other activities. It was recently deeded two lots in a new residential district to establish a small park in that area. The Park District operates a summer recreation program including youth softball, baseball and swimming lessons. They also sponsor movie nights in the summer and youth painting classes.

The Park District also maintains Lake Elsie recreation area. Located just 3 miles south of Hankinson, Lake Elsie attracts people from the city of Hankinson and around the region. Lake Elsie public use areas offer a public beach, boat ramps and a dock. Swimming, fishing and other watersports are popular on the lake. A bike path from the City Park to Lake Elsie is widely used for walking, jogging and biking.

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.

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

Small communities often have limited opportunities for outdoor recreation. We must preserve the opportunities we currently have – especially for our youth. The Hankinson Park District feels that it is vitally important that the small communities in the southeast corner of Richland County will continue to

have an opportunity to play baseball. Building this field will ensure that they have a place to play for many years into the future.

Hankinson has become the hub for area softball and baseball. As many of the communities around us no longer have enough players to form spring ball and summer rec teams, Hankinson has hosted co-ops and opened its doors to neighboring communities to play with our teams. The Park Board also manages the league and hosts end-of-year tournaments each year. Our high school and summer rec fastpitch teams include players from 5 other towns in the area. They come to Hankinson to play because we have a regulation fastpitch field. The area needs a new baseball field and we have the space and ability to access resources to build one. The Hankinson Park District also has a budget and staff to run the programs and maintain the fields.

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 will be overseen and managed by the Hankinson Park Board. Board members will work with contractors, authorize all expenditures and provide in-kind labor as described to meet the proposed deadlines and budget. Members of the Park Board include business owners and managers who have the knowledge and experience to manage a project of this size. The Park District employs a part-time clerk that will assure that bills are paid, deadlines are met, and that all reports are completed as required. The Hankinson Park Board has successfully managed other projects in past years.

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.

We will know the project is successful when we have a new baseball field on existing Park Board grounds and youth from our community and surrounding communities are playing baseball on the new field.

We will set timelines for each part of the total project. We will evaluate the progress regularly to ensure the project gets completed on time and on budget.

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.**

X 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 Hankinson Park district has the funds, equipment and staff to maintain the new Baseball field.

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

If we are awarded less than the amount requested, the project timeline will be set back until we are able to find additional sources for the money needed for the project.

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.

We would ensure that there is signage on the field recognizing the Outdoor Heritage fund and all other donors for their generosity and support 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. *

Hankinson Park District will be able to meet all provisions of the contract.

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: December 14, 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
Baseball Backstop	\$7,500.00	\$7,500.00	\$	\$	\$	\$15,000.00
Duguts w/ Benches	\$20,000.00	\$5,000.00	\$	\$15,000.00	\$	\$40,000.00
6' High Chainlink Fence	\$13,725.00	\$	\$	\$	\$13,725.00	\$27,450.00
8' High Chainlink Fence	\$1,015.00	\$	\$	\$	\$1,015.00	\$2,030.00
6' High & 4' Wide Swing Gate	\$750.00	\$	\$	\$	\$750.00	\$1,500.00
6' High & 12' Wide Swing Gate	\$1,500.00	\$	\$	\$	\$1,500.00	\$3,000.00
8' High & 6' Wide Swing Gate	\$1,000.00	\$	\$	\$	\$1,000.00	\$2,000.00
Foul Ball Post	\$1,000.00	\$1,000.00	\$	\$	\$	\$2,000.00
6' Agrilime	\$3,180.00	\$	\$	\$	\$3,180.00	\$6,360.00
Seeding	\$1,500.00	\$	\$1,500.00	\$	\$	\$3,000.00
Earthwork	\$36,150.00	\$	\$15,000.00	\$	\$21,150.00	\$72,300.00
Field Lighting	\$75,000.00	\$	\$	\$75,000.00	\$	\$150,000.00
Irrigation	\$20,000.00	\$	\$10,000.00	\$10,000.00	\$	\$40,000.00
Engineering (design/construction administration)	\$15,000.00	\$15,000.00	\$	\$	\$	\$30,000.00
Topographic Survey	\$600.00	\$600.00	\$	\$	\$	\$1,200.00
	\$	\$	\$	\$	\$	\$
Park Board Cash Match	\$				\$	\$
Fund Raising/Sponsorships	\$	\$	\$	\$	\$	\$
Loan	\$	\$	\$	\$	\$	\$
Total Costs	\$197,920.00	\$29,100.00	\$26,500.00	\$100,000.00	\$42,320.00	\$395,840.00
		(1)	(2)	(3)	(4)	
Park Board Cash Match	(1)					
Anticipated In Kind Donated Labor	(2)					
Anticipated fund raising/ sponsorships	(3)					
Park Board proposed loan	(4)					

- Park Board Cash Match (1)
- Anticipated In Kind Donated Labor (2)
- Anticipated fund raising/ sponsorships (3)
- Park Board proposed loan (4)

This project is being proposed because of the probable elimination of the existing antiquated baseball field located on Public School grounds. It is the intent of the board to construct a high quality field that will be utilized by multiple communities in the southeast part of the state. Costs shown above are based on a preliminary cost study done by MBN Engineering and are not finalized cost numbers. Hankinson Park Board will engage with local business to help secure funding for the project. We will also be working with entities like Twins Community Fund, Operation Round Up, Common Cents etc.

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