

# 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](mailto: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](mailto: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: Cass County Soil Conservation District

Federal Tax ID# 45-6002736

Contact Person/Title: Eric Dahl / Watershed Coordinator

Address: 1665 43<sup>rd</sup> St. S, Suite 103

City: Fargo

State: North Dakota

Zip Code: 58103

E-mail Address: [eric.dahl@nd.nacdnet.net](mailto:eric.dahl@nd.nacdnet.net)

Web Site Address: [www.cassscd.org](http://www.cassscd.org)

Phone: 701-282-2157 ext 3

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;

X **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;

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

O **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)\***

O State Agency

X Political Subdivision

O Tribal Entity

O Tax-exempt, nonprofit corporation.

**Project Name: Cass County Windbreak and Wildlife Planting Initiative**

### **Abstract/Executive Summary.**

The Cass County Windbreak and Wildlife Planting Initiative is intended to provide financial assistance to residents of Cass County for establishment of windbreak, wildlife and riparian tree plantings. Trees play a valuable role in Cass County as they reduce wind velocity, wind erosion and provide valuable wildlife habitats.

Land use within Cass County is dominated by intensive row crop agriculture with corn, soybeans and spring wheat being the primary crops. Extensive tillage and flat, open terrain contributes to wind erosion of the soil. Planting trees has long been a valuable practice to control wind erosion. The area was once dominated by large field windbreaks established in the 1950's. These windbreaks, many of which are nearing the end of their lifespan, are becoming fewer and far between. This program is designed to help promote the planting of trees in Cass County for field windbreaks and wildlife habitat establishment.

Long recognizing the benefits that trees provide in terms of wind reduction and wildlife habitat, planting trees is not a new concept in Cass County. However, costly replacement and re-establishment of trees makes it a large investment to local landowners. With fewer and fewer programs available to assist financially in the planting of trees, this program will be extremely valuable in helping establish trees in Cass County.

**Project Duration: 2 years**

**Amount of Grant request \$50,000**

**Total Project Costs \$100,000**

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

**A minimum of 25% Match Funding is required. Matching Funds \$25,000 District Match \$25,000 Producer Match (OHF funds 50% District funds 25% Landowner funds 25%)**

**Source(s) of Matching Funds\***

The Cass County SCD will be putting forth \$25,000 for the project to account for 25% matching funds. The landowner will provide an additional 25% matching funds.

**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 –**

The Cass County Soil Conservation District is a governmental subdivision of the State of North Dakota organized under law to exercise public powers in the conservation of soil and water resources. This provides a means for all interested parties to work together in the conservation of natural resources.

Originally formed in 1937 as four separate Districts, they were combined over the ensuing years until 1974, when the present day District was formed to cover the entire county. It is governed by a 5 member Board that control and supervise the activities of the District. Board members include Curt Knutson, Warren Solberg, Brad Kellerman, Terry Hoffmann, and Brooks Whitmore. The District board and employees develop a plan of work to ensure district organization has a well-developed plan to carry out local projects for improvement of soil and water resources.

The staff of the SCD consists of: Jeffrey Miller – Operations Coordinator, Eric Dahl - 319 Watershed Coordinator, Tony Peterson - District Technician, Amy Cole - District Clerk, and Ashley Fisk - Urban Conservationist. The staff is knowledgeable in tree planting and plants roughly 250,000 feet of trees annually. The District operates 2 No-Till grass drills, 2 tree planters, and mulch fabric machine. The staff is also experienced in grant administration.

In addition to full time staff, the District hires 2-4 seasonal employees for tree planting and fabric application.

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

The goal of The Cass County Windbreak and Wildlife Planting Initiative is to assist Cass County landowners with the planting of trees for field windbreak and wildlife habitat establishment. The program will financially assist landowners with the planting of trees by providing 75% cost share towards the planting of trees, the landowner will be responsible for 25% matching funds. The Cass County SCD started this program on a trial basis in 2017, and successfully planted 30,065 linear feet of trees in the 2017 season. We continued the program into 2018 and have plans to plant 74,080 linear feet of trees this season. It is our goal to continue to grow this program and we believe securing funds from the Outdoor Heritage Fund will help us achieve that.

The following are the provisions that were put in place under the original program: The Cass County Soil Conservation District has implemented a cost-sharing program for landowners wishing to plant field windbreaks, riparian tree plantings, or wildlife plantings. The funding will be available on a first-come, first served basis. The program will provide successful applicants with a 75% cost share, up to \$7,500. All plantings must meet NRCS Standards and Specifications for soil suitability and tree species to qualify. The planting plan must be designed by the Cass County SCD.

**Contract Conditions:**

- Tree planting plans must be designed by the Cass County SCD
- Cost share contract must be signed and returned to the Cass County SCD prior to the tree planting
- All site preparation is the responsibility of the landowner and needs to be completed prior to planting
- Weed barrier or a weed control plan must be in place for all tree plantings. Failure to control weeds will result in repayment of cost-share dollars
- Livestock must be kept out of trees until they are large enough to not be damaged
- All future maintenance is the responsibility of the landowner
- Cass County SCD will cost-share on trees, machine tree planting, fabric barrier, and fabric barrier application. The cost-share will be based on actual costs incurred, and will be reimbursed after planting is complete and submission of receipts and an IRS W-9 form.
- It is the landowner's responsibility to ensure there are no underground utilities by contacting the OneCall service.
- The trees must be maintained for a period of 5 years, with at least 70% survival at the end of 5 years. Acts of God will be evaluated on a case-by-case basis.

**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.**

The project will be administered by the Cass County Soil Conservation District using our well-established planning process and implementation schedule. All participants are required to sign a written contract and place a down payment. The contract assures the trees are properly maintained and implemented according to our standards and specifications. Our staff is knowledgeable and well trained with years of experience working with landowners to plant trees.

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

Progress of the project will be determined based on the amount of trees planted in linear feet. We forecast being able to plant roughly 65,000 linear feet of trees per year with this program and budget. Planning records and implementation schedules will be well documented and reported in status reports and final evaluations.

**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.**

	2019	2020	total
OHF Funds	\$25,000.00	\$25,000.00	\$50,000.00
District Funds	\$12,500.00	\$12,500.00	\$25,000.00
Landowner Match	\$12,500.00	\$12,500.00	\$25,000.00

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.**

This project will be sustained as long as interest remains strong. The Cass County Soil Conservation District will budget funds to help assist landowners with the planting of trees.

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

The overall footage goal may be reduced if partial funding is granted.

**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.**

Recognition of the OHF grant would be multi-faceted. The local newspaper, the SCD quarterly newsletter, and SCD website would all have information about the partnership. In addition, at highly visible locations, signage would advertise the partnership to the public.

## **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](mailto:kfine@nd.gov)

Revised: December 14, 2017



**Cass County Windbreak and Wildlife Planting Initiative Budget**

Project Expense	OHF Request	Producer Match (cash)	District Match (cash)	
2019 Tree Planting	\$25,000	\$12,500	\$12,500.00	
2020 Tree Planting	\$25,000	\$12,500	\$12,500.00	
Administrative costs	\$0.00	\$0.00	All associated costs	
total	\$50,000.00	\$25,000.00	\$25,000.00	

\*OHF request is based on planning rate of \$0.76/ln ft

\* Cost-share will be paid on the total cost to install the practice fabric weed barrier included but not required