

# 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 \* **Voices For Lake Oahe**

Federal Tax ID# \* 26-3175854

Contact Person/Title \* **Doug Vannurden, President; Randy Bosch, Vice President; Kim Hagen, Secretary**

Address \* **PO Box 482,**

City \* **Linton**

State \* **North Dakota**

Zip Code \* **58552**

E-mail Address \* [Tracker58554@midco.net](mailto:Tracker58554@midco.net); [Randyb@prairieheating.net](mailto:Randyb@prairieheating.net);  
[ShiKim.Shi99@gmail.com](mailto:ShiKim.Shi99@gmail.com);

Web Site Address (Optional)

Phone \* **Doug – 701-400-6037; Randy – 701-321-0229; Kim – 701-301-7225**

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

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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\* Cattail Bay Fish Cleaning Station**

**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)**

**Cattail Bay is a recreational area located on Lake Oahe west of highway 1804 in Emmons County. The gravel road to the area is located between mile markers 16 and 17, and is 2 miles west, 2 miles south and 1.25 miles west. See attached map and aerial photos.**

**Voices for Lake Oahe, with support of the Outdoor Heritage Fund, recently completed an improvement project, doubling the width of the boat ramp. There is a large gravel parking area, with 2 vault toilets. The area is located on US Army Corps of Engineers property and there is an adjacent camping area north of the ramp, with 2 more toilets and an existing fish cleaning station that is approximately 1/2 mile away from the ramp situated within the camping area. This facility would not normally be seen or traveled to by fishermen if you were not aware that it existed. There are also a number**

of seasonal and permanent residences in the immediate area as well as a privately owned resort (Cattail Resort) nearby. The Army Corps of Engineers is in the process of installing solar powered lights in the ramp parking lot area.

The Voices for Lake Oahe Board has identified the need to construct a new fish cleaning station, in a more suitable location, and to include lights and running water for extended use and more sanitary conditions. This project will be completed with the approval and partnership with the Army Corps of Engineers. The present fish cleaning station is small and in just "fair" condition. It does not have electrical service or running water. There is not a cement slab, instead the table is surrounded by a layer of pea gravel. Garbage cans are provided to handle fish carcasses and waste that is serviced weekly throughout the summer.

This table is located a considerable distance north of the boat ramp, and is not on the inlet/exit road to the ramp and parking area. In addition, its location within the camp ground is detrimental to the entire camping area, particularly the odors and waste that result from the fish cleaning process. The resulting flies, birds, various scavengers and other pests that are attracted to the facility pose a problem for public safety, health and sanitary handling of fish filets.

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

**Dependent on approval of all parts of this project, our goal is to have the new fish cleaning station completed by the end of the 2018 calendar year.**

**Amount of Grant request \$ \* 22237.50**

**Total Project Costs \$\* 29650**

(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 \$\* 7412.50**

Please indicate if the matching funds will be in-kind, indirect or cash  
**& \$2250 In-kind VFLO Labor**

**\$5162.50 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.

**Labor In-Kind from Voices For Lake Oahe members and Board (Oversight, Construction Labor) – plus Cash match expenditures - (purchase of Cleaning Table and Top, plumbing supplies, etc...) as needed from Voices for Lake Oahe funds.**

### **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)

**Voices for Lake Oahe was established in 2003 to provide leadership in developing recreational, economic and environmental opportunities for Lake Oahe. There are currently 150 members. See attached mission statement and list of recent projects.**

**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.

**We feel that this project meets the goal of developing and improving an important North Dakota recreational area. With the completion of the boat ramp widening project in 2017, we anticipate an increased use of this area for camping, boating and fishing. Corps of Engineers visitation car counts have already shown an average of over 21,000 cars each year. During holidays and peak fishing season the boat ramp and parking area are full to overflowing, as well as the existing (No Fee) Camp Ground. This project will not only improve the facilities for processing fish, it will improve the camping experience in the camp ground, improve sanitation and provide access to electricity and water.**

**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.

**Plans for this project were developed by members of the Voices for Lake Oahe board of directors with input from the US Army Corps of Engineers, and the ND Game and Fish Department. Members of the VFLO Board participating in the planning and management of this project have over 40 years experience in construction experience in areas of concrete, electrical, carpentry, etc...**

**Once all permits and funding have been approved, we will seek contractors to complete site preparation, water and electrical installations, and schedule construction of the shelter and concrete pad. We anticipate that some of the actual construction of the shelter to be done by VFLO members and Board members. Oversight and management of the project will be by the members of the Voices For Lake Oahe Board of Directors.**

**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 Voices for Lake Oahe Board members will manage this project and members of the Park Committee will continually monitor progress and report to our board at our regular monthly meetings. A successful project can be measured by increased usage of these facilities which will be counted by the US Army Corps of Engineers.**

## **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 completed project will be maintained by the US Army Corps of Engineers.**

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

**Voices for Lake Oahe has limited funds available, all funds are a result of membership fees as well as proceeds from raffles and our annual membership fun night and annual meeting. Projects such as this help us meet our club goals of providing for better access and development of Lake Oahe resources and recreational facilities. We feel that with our own labor inputs as well as necessary cash purchases, that this project can and will be completed but only if we have the support of the OHF grant. The Corps of Engineers has informed us that there are no federal funds available for this 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.**

**Prominent signage will be placed in the new fish cleaning station to recognize the Outdoor Heritage Fund and our partners in this project. We will also seek publicity in local and regional papers, publications and media as appropriate.**

## **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. \*

**We believe that we can meet the provisions of this 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](mailto:kfine@nd.gov)

Revised: December 14, 2017



Stainless Steel Table Frame	1050	RG MFG/Duttons Welding
Poly Board Top	350	Plastics Plus
Concrete Slab 16X12	1250	Kelsch Construction
Shelter Materials	1400	Menards
Shelter Construction	2400	Jangula Construction
Gravel & Site Prep	1500	VFLO
Electric Service to Shelter	4000	KEM Electric
Wiring of Station	3000	Dockter Electric
100' well 4" with Pressure Tank	8700	Northern Plains Plumbing
Plumbing of Shelter, Trenching	1300	VFLO
Contingency 10%	2700	VFLO
Coordination	<u>2000</u>	VFLO
	Total	
	29650	

Of this 150 hours of in-kind VFLO labor @\$15/hr = \$2250

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