



TCJJDA  
5675 Hwy 49  
PO Box 118  
Elgin, ND 58533  
Tel 701-584-2201  
recreation@laketschida.com  
www.laketschida.org

SEPTEMBER 28, 2018

To Whom It May Concern,

Please find attached a copy of the Grant Application that was completed by myself, Shannon Wangsvick, for Tri-Cities Joint Job Development Authority. A copy of this application was also e-mailed to [outdoorheritage@nd.gov](mailto:outdoorheritage@nd.gov) on 9/28/2018.

If you have any questions, concerns, or would be needing any further information please feel free to contact me at any time.

Thank you for offering this opportunity and I appreciate your consideration.

Sincerely,

A handwritten signature in black ink that reads "Shannon Wangsvick".

Shannon Wangsvick  
Recreational Manager  
Lake Tschida  
Box 118  
Elgin, ND 58533  
Phone: 701-584-2201  
recreation@laketschida.com

# Outdoor Heritage Fund Grant Application



## Instructions

After completing the form, applications and supporting documentation may be submitted 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). It is preferred that both a hard copy and electronic copy are submitted.

You are not limited to the spacing provided, except in those instances where there is a limit on the number of words. If you need additional space, please indicate that on the application form, answer the question on a separate page, and include with your submission.

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. Applicants are strongly encouraged to submit applications prior to the deadline for staff review in order ensure that proposals will be complete when submitted on deadline date. Incomplete applications may not be considered for funding.

Please review the back of this form to determine project eligibility, definitions, budget criteria, and statutory requirements.

Project Name: Schatz Point Fishing Pier

Name of Organization: Lake Tschida – Tri-Cities JJDA

Federal Tax ID#: 463517495

Contact Person/Title: Shannon Wangsvick – Recreational Manager

Address: 5675 Hwy 49

City: Elgin

State: ND

Zip Code: 58533

E-mail Address: [recreation@laketschida.com](mailto:recreation@laketschida.com)

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

Phone: 701-584-2201

Fax # (if available): NA

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

**MAJOR Directive:**

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:**

Choose all that apply

- Directive A.**
- Directive B.**
- Directive C.**
- Directive D.**

**Type of organization:**

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

**Abstract/Executive Summary.**

Summarize the project, including its objectives, expected results, duration, total project costs and participants. (no more than 500 words)

Schatz Point is a primitive area of Lake Tschida that we would like to continue to work towards developing in ways that will accommodate more shoreline fishing for all persons. The addition of this fishing pier would provide fishing activities to all the public as well as those with handicaps and disabilities as it would be fully handicap accessible.

What we hope to accomplish with this project is to offer a prime fishing location for use by the public that would otherwise have difficulty accessing quality fishing. The Schatz Point Fishing Pier would extend out over a deeper vein, that reaches about the depths of 18'. This would offer the public who would otherwise not be able to access those depths the opportunity to do so despite their abilities or financial means, as there would be no cost to use the fishing pier and it would be handicap accessible with adequate space and parking.

From beginning to completion this project should take no more than 3 weeks. We would like to have this project completed going into the 2019 season and available to the public by July 1, 2019. The labor of this

project would be completed by Tri-Cities JJDA – Lake Tschida Staff. The excavating work would be completed by Glasser Excavating and is estimated to cost \$3,600.00 to prepare the site for pier and rip rap that would need to be set to protect the site from deteriorating after project completion. Rip rap would be purchased from Knife River and is estimated to cost \$1,000.00. Fishing pier would be purchased is estimated to cost \$40,000.00. Concrete would be poured for Handicap accessible parking and a concrete side walk formed to provide access to the fishing pier. Cost of concrete work is estimated at \$2,500.00. Signage and accessories to include hand rail for walk way are estimated at \$4,948.00. All labor and installation of project to completion would be done by TCJJDA staff and is estimated at \$5,550.00. Overall cost of this project is estimated at \$57,598.00.

**Project Duration:** Three weeks from start to finish.

**Indicate the intended schedule for drawing down OHF funds.**

We would like to be able to start this project as soon as possible from the time funding might be awarded. The very first step would be to have the excavating completed so we would draw down the \$3,600.00 in the first week of the project beginning. Next, step would be to complete the rip rap. We would begin this portion of the project as soon as excavating was complete and is estimated to take up to 3 days. Rip rap would be ordered and scheduled to deliver prior to excavating completions as to how halt this project in any way. Following the Rip rap work preparation for concrete would be started and completed. The final state of this project would be to set the pier. We would like the pier to be onsite and ready before completion of the project so it is likely that we would draw these funds down in the first week of project approval and start as well. This time line depends greatly on if this project would be funded entirely by this grant and TCJJDA funds or if we would need to look into private donations and fundraising as well.

**Amount of Grant request: \$ 42,500.00**

**Total Project Costs: \$57,598.00**

Note: in-kind and indirect costs can be used for matching funds.

**Amount of Matching Funds: \$ 15,098.00**

**A minimum of 25% Match Funding is required.** Indicate if the matching funds will be in-kind, indirect or cash. 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.

Amount of Match	Funding Source	Type of Match
\$5,550.00	TRI-CITIES JJDA LABOR	<input checked="" type="checkbox"/> Cash <input type="checkbox"/> In-Kind <input type="checkbox"/> Indirect
\$1,000.00	RIP RAP	<input checked="" type="checkbox"/> Cash

	KNIFE RIVER	<input type="checkbox"/> In-Kind <input type="checkbox"/> Indirect
\$3,800.00	Pier Accessories – Benches/ Holders – Rails	<input checked="" type="checkbox"/> Cash <input type="checkbox"/> In-Kind <input type="checkbox"/> Indirect
\$3,600.00	Excavating	<input checked="" type="checkbox"/> Cash <input type="checkbox"/> In-Kind <input type="checkbox"/> Indirect
\$1,148.00	Signage	<input checked="" type="checkbox"/> Cash <input type="checkbox"/> In-Kind <input type="checkbox"/> Indirect
\$		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind <input type="checkbox"/> Indirect

### 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 in the back 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)

TRI-CITIES JJDA was formed in 2014 to take on responsibilities of the manager partner of Lake Tschida Recreation. Our mission is to maintain a clean recreational area, continuing to provide public access to all persons. We look to constantly be making improvements to offer a clean and exciting atmosphere for all to enjoy.

#### 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. 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. Note: 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.

For tree/shrub/grass plantings: 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.

For projects including Section 319 funding: provide in detail the specific best management practices that will be implemented and the specific projects for which you are seeking funding.

For projects including fencing: A minimum cost share of 40% by the recipient is preferred. 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.

Is this project part of a Comprehensive Conservation Plan?  Yes  No

If yes, provide a copy with the application.

*Note: Projects involving buildings and infrastructure will only be considered if part of a Comprehensive Conservation Plan. Please refer to the "Definitions" section at the back of the form for more details.*

**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.

Our maintenance crew is compiled of our maintenance manager, and two other maintenance crew members that would work on this project and have been employed with TCJJDA for 5 plus years and have been continuously involved in completing projects of this type throughout their employment. They also have history prior to and outside of their employment of improvement projects. Some of the projects that they have completed include but are not limited to leveling and landscaping of new camp group areas, development of camp host sites, building and placement of multiple cabins. The experience of all persons involved is more than adequate and supportive of successful completion of a project as proposed.

As recreational manager I would oversee and track the progress and ensure project stays on track and schedule. I will also be responsible for ensuring all materials are here when needed and contractors are scheduled timely to ensure continued progress of project.

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

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.

As recreational manager I will meet daily from start to finish of the project to discuss progress and if there are any potential obstacles that could hinder progress. Overall, I plan to work very closely with the work crew to document daily and complete all reports timely and as needed. Documentation would include both written and photo to capture progress of the project.

**Financial Information**

**Project Budget – Use the table below to provide an itemized list of project expenses and describe the matching funds being utilized for this project.**

Indicate 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. 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.)

Certain values have been identified for in-kind services as detailed under "Budget Information" at the back of this form. Refer to that section and utilize these values in identifying your matching funds. **NOTE: No indirect costs will be funded. Supporting documentation for project expenses, including bids, must be included or application will be considered incomplete.**

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
Rip Rap	\$	\$	\$1,000.00	\$	\$	\$1,000.00
Concrete	\$2,500.00	\$	\$	\$	\$	\$2,500.00
Labor	\$	\$	\$5,550.00	\$	\$	\$5,550.00
Fishing Pier	\$40,000.00	\$	\$	\$	\$	\$40,000.00
Excavating	\$	\$3,600.00	\$	\$	\$	\$3,600.00
Accessories/Rails/Signage	\$	\$4,948.00	\$	\$	\$	\$4,948.00
Total Costs	\$42,500.00	\$8,548.00	\$6,550.00	\$	\$	\$57,598.00

Note: Costs for seeding, fencing, pipelines, wells, and cover crops cannot exceed NRCS Field Office Tech Guide without justification. Projects involving perimeter fencing must follow NRCS eligibility standards.

**Budget Narrative – Use the space below to provide additional detail regarding project expenses.** Excavating would be completed by Glasser Excavating to work ground, obtain appropriate slope for rip rap.

Rip Rap would be purchased through Knife River and labor to apply would be completed by TCJJDA staff. Concrete forming would be completed by TCJJDA Staff and concrete would be purchased through Strata. Any other additional landscaping needs would be completed by TCJJDA Staff. Fishing pier would be purchased from an outside source and installed by TCJJDA Staff.

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

Include information on the sustainability of this project after OHF funds have been expended and whether the sustainability will be in the form of ongoing management or additional funding from a different source.

If grant was awarded and after the project is completed no other additional funding would be needed. TCJJDA would maintain this area to include the fishing pier as part of your annual maintenance and responsibility. In effort to preserve the project and offer for years to come the area would be mowed weekly, sprayed for weeds, pier would be removed at end of every season and stored in a safe place. Garbage cans would be available at the site and checked weekly to ensure cleanliness of the area for all persons interested in using. Any damage that may occur to include normal wear and tear would be address in a timely manner by TCJJDA staff to ensure that the pier is keep in great working condition and available well into the future.

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

If less funding was available than requested we would still explore completion of this project sooner than later as we feel it would be a great addition for any sportsman with out means to a boat to access waters for prime fishing. We see this as another great addition to Lake Tschida for public use at no cost encouraging families and persons of all abilities to stay active in outdoor activities to promote overall health and wellbeing. If less funding was available than needed I as recreational manager would begin seeking out private donations to support the project, as well as exploring fundraising opportunities to help fund the project.

**Partnership Recognition - If you are a successful recipient of Outdoor Heritage Fund dollars, how would you recognize the Outdoor Heritage Fund partnership? \* *There must be signage at the location of the project acknowledging OHF funding when appropriate.*** Signage would absolutely be provided to display on the pier out of appreciation. We, TCJJDA, would also publish an article in our local news paper to share of the project completion and highlight our appreciation for the opportunity to offer this to the public made possible by your generosity. I would also like to explore a Grand Opening to include a day of fishing for families and youth to take part in and offer refreshments for all that would attend and have an opening statement thanking all those that made the improvement possible.

**Awarding of Grants - Review the appropriate sample contract for your organization on the website at <http://www.nd.gov/ndic/outdoor-infopage.htm>.**

Can you meet all the provisions of the sample contract?  Yes  No

If there are provisions in that contract that your organization is unable to meet, please indicate below what those provisions would be:

## **ABOUT OHF:**

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:

- Litigation;
- Lobbying activities;
- 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;
- The acquisition of land or to encumber any land for a term longer than twenty years; or
- 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.

OHF funds may not be used, except after a finding of exceptional circumstances by the Industrial Commission, to finance:

- 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 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 Definitions/Clarifications 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 Definitions/Clarifications 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.

The goal of the Industrial Commission is that at a minimum 15% of the funding received for a biennium will be given priority for recreation projects that meet Directive D.

The following projects are not eligible for funding, unless there is a finding of exceptional circumstances by the Industrial Commission include:

- Construction or refurbishment of indoor/outdoor ice rinks,
- Construction or refurbishment of indoor/outdoor athletic courts and sports fields,
- Other substantially similar facilities.
- Infrastructure that is not part of a comprehensive conservation plan.
- Projects not meeting a minimum funding request of \$2,500.

## Budget Information

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.

## Scoring of Grants

**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.

All applications will be scored by the Outdoor Heritage Fund Advisory Board after your ten-minute oral presentation. The ranking form 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.

### **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 Andrea Pfennig at 701-328-3786 or [apfennig@nd.gov](mailto:apfennig@nd.gov).

Revised: September 14, 2018