

MAR 05 2019

3-4-2019

# 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 *Chautauqua Park Boat Landing Road Repair*

Name of Organization *Barnes County Wildlife Federation*

Federal Tax ID# *450378410*

Contact Person/Title *Perry Kapaun / President*

Address *P.O. Box 148*

City *Valley City*

State *ND*

Zip Code *58072*

E-mail Address *PS Kapaun@msn.com*

Web Site Address (Optional) *barnescountylifeclub.org*

Phone *701 498 1797*

Fax # (if available)

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

*Valley City Park + Rec Dept.*

**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. *Wildlife Club*

**Abstract/Executive Summary.**

Summarize the project, including its objectives, expected results, duration, total project costs and participants. (no more than 500 words) *Excavate Approx 200' x 200' and Add concrete rubble so the existing Fishing pier + Boat landing can be used in spring and early summer. It is too soft to allow motor traffic now in spring.*

**Project Duration:** *2 weeks*

Indicate the intended schedule for drawing down OHF funds.

*2019 Summer*

Amount of Grant request: \$ *100,000* **\*\*\$75,000**

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

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

**Amount of Matching Funds: \$ \$25,000**

**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
\$ 25,000	Cash	<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
\$		<input 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
\$		<input 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.

*We are A Wildlife club with ooe 500 members. We have partnered with the ND GtF, B.C. Commission,*

**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)

*Corp of Engineers on many successful projects.*

President: Perry Kapanen  
 VP: T.J. Hansen  
 Treas: Jeff Differding  
 Sec: Randy Bostrom

PR Officer: Josh Holm  
 Director: Levi Roberstdahl  
 Director: Jay Holm  
 Director: Matt Sorenson  
 Director: Bob Maresh

State Director: Matt Marsh

**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. *I will do or see*

*Will Hire Star Enterprise (Strata Corp) wed Advise in Road repair.*

**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.

*Take Pictures as needed*

**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
\$ 100,000.00	\$ 75,000	\$ 25,000	\$	\$	\$	\$ 100,000.00
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
<b>Total Costs</b>	\$	\$	\$	\$	\$	\$

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.**

**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.

*This Area is owned & maintained by the Valley City Park & Rec Dept.*

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

*Will Have to do a smaller area*

**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.**

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

**VALLEY CITY PARK BOARD PROCEEDINGS – December 5th, 2018 7am**  
**Gaukler Family Wellness Center**

President Dick Gulmon presided and called the meeting to order.

**ROLL CALL**

Members Present: Commissioners Dick Gulmon, Buff Murray, Susan Kringlie, Ross Powell and Jordyn Heck

Members Absent: None

Others Present: Tyler Jacobson: Director, Hilary Flatt: Aquatics Manager/Interim Office Manager

**APPROVE MINUTES FOR NOVEMBER 8<sup>th</sup>, 2018**

Commissioner Murray made a motion to approve the minutes from the previous meeting November 8<sup>th</sup>, 2018, seconded by Commissioner Powell. All voted "Aye". MOTION CARRIED.

**BARNES COUNTY WILDLIFE REQUEST**

Mr. Jacobson informed the board of a meeting he had with Perry Kapaun from the Barnes County Wildlife Club, they met at Chautauqua Park and discussed the road/parking area by the boat landing it is always soft and heaving in the Spring, Mr. Kapaun would like to pursue a grant from the N.D. Outdoor Heritage Fund to fix the problem. The approximate cost to resolve the issue would be \$100,000, the wildlife club would like us to dedicate up to \$20,000 for the project. Motion by Commissioner Murray to approve up to \$20,000 for the project at Chautauqua Park,, seconded by Commissioner Heck. A roll call vote was taken with Commissioners Heck, Kringlie, Powell, Murray and Gulmon voting "Aye". MOTION CARRIED

**VCSU MASTER LEASE**

After review of documents with VCSU it was discovered that the Master Lease with VCSU wasn't signed so a new copy was presented for review. Motion by Commissioner Murray to approve the VCSU Master Lease as presented, seconded by Commissioner Kringlie. A roll call vote was taken with Commissioners Heck, Kringlie, Powell, Murray and Gulmon voting "Aye". MOTION CARRIED.

**FULL-TIME SALARY INCREASE**

Commissioners Gulmon and Powell met with Mr. Jacobson to discuss raises for full-time staff and presented the recommendations to the Board, overall it is a 5.36% increase. Commissioner Kringlie made a motion for raises as presented, seconded by Commissioner Powell. A roll call vote was taken with Commissioners Heck, Kringlie, Powell, Murray and Gulmon voting "Aye". MOTION CARRIED

**NOVEMBER 2018 BILLS**

Commissioner Powell moved to approve November bills totaling \$167,705.94, , motion seconded by Commissioner Murray. A roll call vote was taken with Commissioners Gulmon, Powell, Kringlie, Heck and Murray voting "Aye". MOTION CARRIED

Revised 2/13/18:

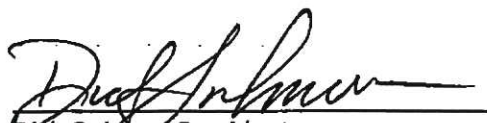
Commissioner Powell moved to approve November bills totaling \$167,705.94, with general checking: #39780-39846 and direct deposit #1349-1352, payroll checking: #11871-11882, direct deposit #3737-3903, HSA #11873, 11880, officiating checking #5656-5679 and EFTPS/Loan/Fee \$12,458.13, motion seconded by Commissioner Murray. A roll call vote was taken with Commissioners Gulmon, Powell, Kringlie, Heck and Murray voting "Aye". MOTION CARRIED

**OTHER**

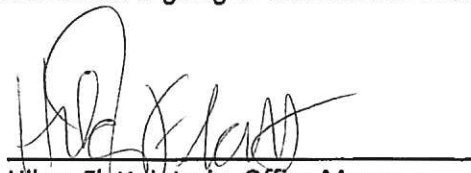
-Mr. Jacobson informed the Board that the Park District is still looking into NDPERS retirement he is hoping to have a webinar with a representative and our staff and bring more information back to the Board.

-Commissioner Kringlie discussed a Winter Commission Grant that On the Move is working on and they asked for her input.

-Mr. Jacobson has gotten a price on the sound boards for the pool area and is going to visit with Mr. Gaukler on purchasing them.



Dick Gulmon, President  
Board of Parks & Recreation  
City of Valley City, North Dakota



Hilary Flatt, Interim Office Manager  
Board of Parks & Recreation  
Valley City, North Dakota

# PROPOSAL

## STAR ENTERPRISES

5312

A Division of Strata Corp.  
 Tom & Mike Morehouse  
 PO Box 67 • 3505 Kathryn Road South  
 Valley City, North Dakota 58072-0067  
**701-845-0998**

PROPOSAL SUBMITTED TO <b>Barnes County Wildlife ATTN: Perry</b>		PHONE <b>701-490-1797</b>	DATE <b>March 25, 2019</b>
STREET <b>P.O. Box 148</b>		JOB NAME <b>Boat Landing Repairs</b>	
CITY, STATE, ZIP <b>Valley City, ND 58072</b>		JOB LOCATION <b>Sheyenne River / Chautauqua Park</b>	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications &amp; estimates for:

- 1) Mobilization.
- 2) Excavate an area approximately 10,365 sq. ft. x 5' deep and dispose of offsite.
- 3) Provide and install approximately 1,152 sq. yds. of rip-rap fabric.
- 4) Provide, deliver and place approximately 2,342 tons of concrete rubble to provide a base.
- 5) Provide, deliver, place and compact approximately 752 tons of crushed concrete / salvaged base.

### NOTES

- 1) Price assumes no load restrictions in effect at the time while doing the project.
- 2) No traffic control, testing, haul road maintenance, fees, surveying or erosion control is included.

WE PROPOSE hereby to furnish material &amp; labor - complete in accordance with above specifications, for the sum of:

One hundred one thousand and four dollars & no/100 dollars (\$ 101,004.00 ).

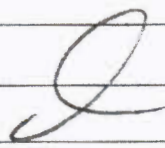
Payment to be made as follows:

**Upon Completion**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workforce Safety & Insurance.

Authorized

Signature



**Tom P. Morehouse 701-840-1133**

Note: This proposal may be  
 withdrawn by us if not accepted within 30 days.

**ACCEPTANCE OF PROPOSAL** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_