

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. 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 | Harmon Lake Erosion Control |
| Name of Organization | Morton County Water Resource District |
| Federal Tax ID# * | 45-0308293 |
| Contact Person/Title * | Wade Bachmeier, Chairman |
| Address | P.O. Box 176 |
| City | Mandan |
| State | North Dakota |
| Zip Code | 58554 |
| E-mail Address | wade@btinet.net |
| Web Site Address (Optional) | |
| Phone | 701-400-4251 |
| Fax#(if available) | 701-222-1656 |
| List names of co-applicants if this is a joint proposal | N/A |

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)

The Harmon Lake Recreation Area is located approximately 7-8 miles north of Mandan, ND, just west of Highway 1806. The park area covers just over 1000 acres. Dam #6, Square Butte Creek, was constructed on the property creating a 144-surface-acre lake that has been stocked with fish. A water-based recreation Master Plan has been developed for the park area.

The Morton County Water Resource District Board partnered with the USDA Natural Resources Conservation Service to construct the dam and develop the Master Plan. The board has installed paved roads and parking lots, boat ramp, swimming beaches, fishing piers, boat ramp with dock, kayak launching dock, camping pads, storage building, picnic

shelters, restroom facilities, camper dump station, tree plantings, currently we have 12 plus mile biking trail, by construction seasons end it will be about 20 miles, and picnic tables.

The board's objective, expected results, duration, project participants, and project cost follows:

Objective: Eliminate the erosion to the public swimming beach by reshaping the parking lot, for the beach, and install a curb and gutter system to divert the water to the west. It will then be piped to the bottom of the hill and have a controlled flow into the lake, without eroding the beach area.

Expected Results: The run-off from the parking lot will be sheeted to the south and west into the curb and gutter. This will help in the elimination of erosion taking place on the swimming beach. This in turn will allow for the expansion of the beach. Swimming/Water Facilities are a primary need for region seven of the North Dakota State Outdoor Recreation Plan for 2018- 2022. Harmon Lake is in region seven.

Project Duration: This project will be scheduled to start early to mid-September and be completed within three months.

Indicate the intended schedule for drawing down OHF funds. The intended schedule for drawing down the OHF funds will be made in one request after completion of project.

Amount of Grant request: \$44,137.50

Total Project Costs: \$58,850

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

Amount of Matching Funds: \$ 14,712.50

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 |
|-----------------|---|---------------|
| \$14,712.50 | 2019 Budget for the Morton County Water Resource District | Cash |

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 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)

The Water Resource District is a local unit of government. Enabling legislation for water resource districts was passed in 1935. Major revision and expansions of this legislation occurred in 1957 and 1981. The Morton County Water Resource District is operated by a five-member board appointed by the Morton County Commission. The current members of the board are:

Wade Bachmeier, Chairman
James Schmidt
Bruce Englehardt
Jamie Wetsch
George Saxowsky

Tom Bair is the board's legal counsel and contracting officer, Brenda Winkler is the secretary, Tony Goetzfried is the project manager, and Ronald Sando is the board's advisory engineer.

Tom Bair has practiced law for 33 years, Ronald Sando has 54 years of water resource and civil engineering experience, and Tony Goetzfried has served on the Morton County Water Resource District Board and now is a member of the Lower Heart Water Resource District Board.

The Water Resource District is funded annually with up to and not exceeding a 4-mill levy.

Harmon Lake Recreation Area provides forty three modern campsites, with fifty amp electrical service, campfire rings, and picnic tables. This heavily used Recreation Area also provides the public with vault toilets, trash containers, boat ramp with dock, kayak launching dock, swimming beach, playground equipment, currently we have 12 miles of mountain biking and walking trails by the end of this construction season we will have about 20 miles, and a camper dumping station.

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.

The goal for this project is to eliminate erosion of the public swimming beach. We will be reshaping and adding a curb and gutter system on the parking lot for the beach area. The water will be drained to the west to eliminate the erosion problem. This is a new project that will eliminate the erosion currently taking place on our public beach. Once this erosion has been controlled, we can make plans to expand the beach area. This beach is crowded on any given nice day throughout the summer months. This project would be started in early September and completed in this construction season.

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.

The plans and specifications for this project were prepared by the Morton County Parks Department under the direction of Tim Nilsen, Park Director. Morton County Engineer John Saiki, project manager Nate Krikorian and their Department were consulted and had major input in the development of the design. Mr. Nilsen has designed and managed the development of one campground and three campground expansions. Mr. Nilsen and the Morton County Engineering Department have drawn plans for and managed the work to complete two separate rip-rap projects.

Tom Bair, legal counsel, will prepare the contract, solicit bids, award the contract, and provide payments upon satisfactory completion of work.

Day-to-day inspection of work will be completed by Tim Nilsen. Final inspection will be completed by the full board, the project manager, and the board's advisory engineer.

Start and end dates for the project will be specified in the contract documents, along with insurance and bonding requirements

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 the project is proceeding, partial payments will be made to the contractor. These payments will be based on information provided by Tim Nilsen detailing the percentage of completion. A retainage will be held to assure satisfactory completion.

The success of the project will be measured by the lack of erosion to the sand on the public beach. The cost savings in time and money will also be used to measure the success 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 |
|-------------------|-------------|--------------------------------|-----------------------------------|------------------------------------|-------------------------------|----------------------------|
| Mobilization | \$2,475 | \$825 | \$ | \$ | \$ | \$3,300 |
| Excavation | \$6,187.50 | \$2,062.50 | \$ | \$ | \$ | \$8,250 |
| Gravel / Truckino | \$18,750 | \$6,250 | \$ | \$ | \$ | \$25,000 |
| Curb & Gutter | \$6,825 | \$2,275 | \$ | \$ | \$ | \$9,100 |
| Drop Structure | \$1,650 | \$550 | \$ | \$ | \$ | \$2,200 |
| 18" Pipe / Buried | \$8,250 | \$2,750 | \$ | \$ | \$ | \$11,000 |
| Total Costs | \$44,137.50 | \$14,712.50 | \$ | \$ | \$ | \$58,850 |

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.

Project expenses were based on bids on similar projects in the Mandan-Bismarck Metro Area.

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 project once completed will require little maintenance. The blading of the parking lot will be done by Morton County Highway Department Personal. Any other maintenance issue would be addressed by the Morton County Resource District or Morton County Parks.

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

If this project is funded at a level lower than requested other maintenance efforts and improvements would have to be deferred.

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-in-fopage.htm>.

Can you meet all the provisions of the sample contract? 181 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 sportsfields,
- 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.

Revised: September 14, 2018

Tim Nilsen
Morton County Park Director

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Mandan, ND 58554



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