



OUTDOOR HERITAGE FUND GRANT APPLICATION

INDUSTRIAL COMMISSION

SFN 61465 (10-2018)

Project Name Fort Daer bathroom/fish cleaning station renovation		
Name of Organization City of Pembina/Pembina Recreation Board		Federal Tax ID Number 45-6002144
Contact Person/Title Lisa Hall/Auditor		
Address 152 W Rolette St		
City Pembina		State ND
		ZIP Code 58271
Email Address pcityofc@invisimax.com	Web Site Address (optional)	
Telephone Number (701) 825-6819	Fax Number	
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 Agency

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 first portion of our project is to put an addition on to the existing building of 2 private shower rooms containing a shower, sink, bench and towel racks. At least one of them would be handicap accessible both if there is space. We are hoping that by doing this addition we will get some of the anglers/campers to return that have quit coming due to no showers and possibly gain new ones.

The second portion of the project is to take the existing fish cleaning station structure and lower it onto a concrete slab instead of it being up on stilts. In the past couple years there has been some shifting which has made the stilts a safety concern. A new grinder was put in a few years ago so making the station more user friendly and optimal safety is our goal.

In doing these projects we are hoping to make our recreation area more appealing, safe and usable for maximum utilization of this area. Total costs are \$51,710. Bathroom addition is \$38,960 and fish station is \$12,750.

We hope to have this project started and completed as soon as possible as we have an annual catfish tournament and events hosted by the 4th of July committee for the 4th of July celebrations.

This project would enhance our community as well as make camping and fishing more safe and enjoyable. It would also increase use of this area which brings in revenue to help our parks and recreation not only maintain the area but also provide summer youth programs in our local area.

Project Duration

Indicate the intended schedule for drawing down OHF funds.

Amount of Grant Request \$38,782.50	Total Project Costs Note: In-kind and indirect costs can be used for matching funds. \$51,710.00	Amount of Matching Funds \$12,927.50
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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
\$12,927.50	In account from mill levy and campground revenue	<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
		<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 listed at the back of this form.

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.)

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. **(see additional notes below)**

Our goal with this project is to make our recreation area more appealing to people wanting to come fishing and camping. We have lost some of our past patrons since no showers are available. We receive several calls inquiring if the problems are resolved and sadly we cannot say that they are. We hope to get these campers and fishermen to return by resolving the problems and gain new people to the area. This would benefit not only the recreation board but also our community as they would be able to utilize the area. Our local businesses would also benefit greatly from this project completion as the visitors will need gas and groceries. We have a very nice campground area but are in dire need of updates. This project is considered urgent so that we can provide a safe more manageable environmental area. The timetable dependent on gaining funds to complete this project. This is a new project and we are not replacing any funding.

Please list the counties that would be impacted by this project:

Pembina, Kittson, Cavalier, Walsh and many others as we have visitors from many states as well as Canada.

Is this project part of a Comprehensive Conservation Plan?

No Yes, If yes, provide copy of plan with the application. **See Attached.**

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.

- 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.

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.

We will hire a licensed general contractor and have a committee member or city employee checking progress at least weekly.

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.

When the member or employee has checked on the progress they will report to the auditor who will do the required reports.

Financial Information

Project Budget - Use the table 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.**

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.

The project will be managed by the committee and city and funded by campground revenue and yearly mill levies received.

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

If we only receive partial funding we will need to take out a loan which would not be our first choice or we would need to do additional fundraising. Grants are a much better option as our community has been bombarded by fundraisers.

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.

We would have signs made for both the fish cleaning station and the bathrooms acknowledging OHF funding.

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:

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.

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.

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

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/indic/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.

Bordertown Construction Inc.

408 Main Ave
Neche, ND 58265

Ph: 701-886-7444

Fax: 701-886-7430

BCI@polarcomm.com

April 30, 2019

City of Pembina
152 W. Rolette St.
Pembina, ND 58271

RE: Fish Grinder Station

We propose the following:

- Excavate and compact site to except concrete slab
- Supply and Pour 5" concrete slab same size as existing building
- Move existing building on to newly poured concrete slab

All Tax and Freight on above material included

All Equipment and Labor needed to complete above project included

Contractor to provide Workers Compensation and Liability Insurance

We propose to complete the above project for the sum of:

\$12,750.00

Contractor: _____ Date: _____

Owner: _____ Date: _____

Bordertown Construction Inc.

408 Main Ave
Neche, ND 58265

Ph: 701-886-7444

Fax: 701-886-7430

BCI@polarcomm.com

April 30, 2019

City of Pembina
152 W. Rolette St.
Pembina, ND 58271

RE: Bathrooms Addition

- Excavate and compact site to accept concrete slab
- Supply and Pour 5" concrete slab, 10'x 12'
- Supply material and erect 10'x 12' addition
- 2 bathrooms and 1 shower
- New toilets, sinks and urinal as City specifies in Quote request

All Tax and Freight on above material included
All Equipment and Labor needed to complete the above project included
Contractor to provide Workers Compensation and Liability Insurance

We propose to complete the above project for the sum of: \$44,960.00

Contractor: _____ Date: _____

Owner: _____ Date: _____

PEMBINA RECREATION BOARD
FORT DAER CAMPGROUND/RECREATION AREA
COMPRHENSIVE PLAN

1 year timeline

- Fish cleaning station-lower onto a cement slab for safety and make more user friendly
- Bathroom-Add 2 private shower rooms

5 year timeline

- Install new water lines for the 12 RV spots
- Make a parking pad for each RV parking spot out of gravel
- Continue to plant new trees in the area