

Outdoor Heritage Fund

Mandan Park District Grant Application



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	Mandan Park District & Prairie West Golf Club Water Conservation & Wildlife Habitat Improvement Project
Name of Organization	Mandan Park District
Federal Tax ID#	456002119
Contact Person/Title	Garrett Schultz, Golf Superintendent
Address	2709 Longspur Trail
City	Mandan
State	North Dakota
Zip Code	58554
E-mail Address	gschultz@mandanparks.com
Web Site Address	www.mandanparks.com
Phone	701-391-2462
Fax # (if available)	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 Mandan Park District is requesting funding for a Water Conservation & Wildlife Habitat Improvement project at Prairie West Golf Club. The Mandan Park District's mission is to preserve and provide recreational opportunities to our citizens and visitors. Environmental stewardship is the backbone of all operating procedures at Mandan Parks & Recreation outdoor facilities.

Currently, Prairie West Golf Club utilizes ground well water to irrigate the turf grass on property. This water is contained in a holding reservoir before being applied to the turf. In addition to the irrigation holding pond, another reservoir is utilized on property for architectural integrity and wildlife habitat. Neither pond has a liner system in place, and the natural soil structure of the property

is a sandy loam. Thus, a tremendous amount of water is lost through seepage. The Mandan Park District has taken previous steps to improve water conservation, and the largest remaining component in this initiative would be the installation of liners for water retention in the reservoirs.

In the past 5 years, the Mandan Park District has been able, through a number of practices, to reduce annual water consumption by approximately 20 million gallons (27% of total use). An average of 16 million gallons of water is still lost each year. While some loss may be attributed to evaporation, ground seepage due to a lack of liner is the most significant contributor.

In addition to millions of gallons of water conservation each season, the installation of pond liners and recontouring of reservoirs would have many additional environmental benefits. A reduction of water use leads to a reduction in electricity consumption by eliminating unnecessary pumping of water. Currently, Prairie West consumes around 100,000 KiloWatt hours of electricity through irrigation practices annually. If water usage was reduced by an additional 15 % through pond liners, that would equate to an additional 15,000 KiloWatt hour reduction in electricity consumption. By being lined, the ponds would have consistent water depths that would create beneficial wildlife habitat. Contouring pond edges and seeding them to specific turf types would create a highly effective riparian buffer. Excavation of the irrigation reservoir would create the ability for sediment settling out before irrigation. This would improve water quality and reduce clogging of sprinklers, which wastes water. Planting of pollinator species along the reservoir banks would provide invaluable habitat to bees and other beneficial insects.

The expected result of this project would be an annual reduction of water usage by an average of 8 million gallons, and electrical consumption by 15% of total use. Pond reshaping would improve water quality, which leads to more water conservation and reduced fertilizer inputs. Improvements in pond construction would be greatly beneficial to wildlife habitat.

The proposed timeline for the project would be completion by December 1st, 2020. Mandan Park District staff would manage and oversee all elements of the project. Competitive bids for products and services would be obtained. Total project cost is estimated at \$338,500.

Project Duration: June 2019-December 2020.

Indicate the intended schedule for drawing down OHF funds.

The project would be completed in phases, as timelines only allow for seasonal construction to ensure satisfactory operation of existing infrastructure. Awarded funds would be utilized to purchase supplies after bid is awarded. Remaining funds would be dispensed to contractors as project progresses, until the completion of project and grant funding expiration.

Amount of Grant request: \$250,000

Total Project Costs: \$338,500

Amount of Matching Funds: \$88,500

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
\$87,500	Mandan Park District	<input checked="" type="checkbox"/> Cash <input type="checkbox"/> In-Kind <input type="checkbox"/> Indirect
\$1,000	Mandan Park District	<input type="checkbox"/> Cash <input checked="" 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.

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 Mandan Park District’s mission is to preserve and provide recreational opportunities for all ages and abilities, while improving the quality of life for the citizens of Mandan and its visitors. The Mandan Park District is governed by the Mandan Park Board, who are elected officials. The Mandan Park District has 24 full time employees, overseen by the Park Director. Throughout the year, up to 400 seasonal employment opportunities are created through Mandan Parks & Recreation programs. The Mandan Park District golf facilities provide outdoor recreation to over 50,000 users annually, and are a staple of the community and entire region. Our facilities serve youth from all of central North Dakota, providing invaluable opportunities for children of all backgrounds. In addition, the Mandan Park District provides programs that serve over 2,500 area youth and 1,400 adults annually, as well as outdoor shelter rentals, free outdoor skating, and community dog parks. The Mandan Parks & Recreation department maintains over 20 free access outdoor parks that serve our community. Our organization is committed to improving the environment, and has a dedicated tree program to ensure the natural setting of our facilities has permanent value in our community.

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 Mandan Park District is requesting funding for reservoir improvements aiding in water and resource conservation while improving wildlife habitat. The municipal property of Prairie West is home to around 4 acres of water features, serving as both an irrigation source and wildlife habitat. There are no liners, natural or artificial, currently utilized in reservoirs. With the local soil structure being a sandy loam, this creates an environment that is not conducive to adequate water retention.

Mandan Parks and Recreation facilities are innovators at the forefront of water conservation in outdoor recreation. It is our mission to continue providing outdoor recreation opportunities for generations to come. With this dedication to conservation, the Mandan Park District has taken aggressive steps to ensure proper environmental stewardship is practiced, and will continue to do

so. In 2013, an investment from the Mandan Park District of over \$1 Million was placed into improving irrigation practices at Prairie West Golf Club. A state of the art irrigation system was installed, including the first Integrated Control system utilized in the state of North Dakota. This style of system allows for irrigation heads to be ran individually, as opposed to traditional systems where sprinklers operate in groups. The traditional method creates costly waste, as areas that may not need irrigation receive water because of irrigation system design limitations. With the Integrated Control system in place at Prairie West, we are able to accurately apply water only where conditions dictate. Properly managing times and duration of irrigation reduces both water usage and electricity run times. In addition to improvements of irrigation control system, the renovation provided proper spacing and arrangement of irrigation heads. With proper spacing, irrigation systems are able to supply uniform coverage, aiding in the reduction of water waste. Traditional style irrigation systems that are unable to provide individual sprinkler operation have a high tendency of over watering to achieve results. In addition to water waste, this creates over consumption of electricity through pumping operations, and even more damaging, runoff into our streams and reservoirs. Quick coupling valves are located throughout the property, allowing managers to hook into the irrigation system with a hose and deliver irrigation precisely to a small area, reducing waste that would be associated with running an overhead sprinkler. With the investments made through the Mandan Park Districts conservation efforts, Prairie West is able to manage specific areas of turf and apply irrigation accordingly, eliminating waste and runoff.

In addition to irrigation system improvements, the Mandan Park District utilizes a variety of other tools to ensure responsible water use. An onsite weather station provides accurate, up to the minute local weather conditions. Utilizing this weather station and associated forecasts allows managers to plan irrigation schedules to run only when necessary. At Prairie West, a rain collection device is used to monitor precipitation and adjust irrigation accordingly and automatically. If a surprise thunderstorm pops up, the irrigation system has the ability to measure rainfall on site and either shut the irrigation system completely off, or adjust scheduled amounts to account for precipitation. For example, if the turf was to receive 0.5" of irrigation at night, but a thunderstorm came through and delivered 0.3" of rainfall, the irrigation system would automatically adjust and only apply the remaining 0.2" of irrigation to reach the intended total. Conversely, if the system was scheduled to deliver 0.5" of irrigation, and a rain event produced 0.5" or more of precipitation, the system would shut itself off automatically and not apply any irrigation. Innovative technology like this that is used within the Mandan Park system saves a tremendous amount of water.

Soil Moisture meters are utilized throughout the Mandan Park District outdoor recreation facilities. These meters utilize Time Domain Reflectometry to scientifically gauge the moisture content of a soil. The ability to scientifically measure moisture content, rather than irrigating based on feel, is a tremendous tool in regards to water conservation. Applications of wetting agents to hold moisture within the soil profile and increase time between irrigation events is a staple of our maintenance program.

Other areas have also been addressed in terms of water conservation. As of today, more than 2.5 acres of turf have been converted to a blend of fine fescue "no mow" grasses. These grass species require little to no irrigation, and require mowing only once per season. Low maintenance areas like this also reduce fertilizer inputs and fuel consumption.

All components considered, since 2013 the Mandan Park District has been able to reduce annual water usage by roughly 20 million gallons. This equates to 27% of annual usage. While this is a great step, our goal is to further reduce water usage. With equipment on site, we can now accurately determine there is an average of 16 million gallons per season that is pumped into the irrigation reservoir that is not able to be utilized for irrigation practices. The main culprit for this loss of water is a lack of liner system within the reservoirs.

Time Period	Annual Water Use in Gallons	Irrigation Applied to Turf	Gallons of Water Lost	Acre Inches of Irrigation applied to turf	Acre Inches Lost
2002-2012	75,830,782	53,081,547 (estimated)	22,749,235 (estimated)	19.55	8.38
2013-2018	55,215,500	38,805,333	16,410,167	14.29	6.04
Savings	20,615,282 (27%)				

By installing pond liners, we would be able to reduce the amount of water that is able to seep out of the pond floor. Conservatively, even a 50% reduction would equate to over 8 million gallons of water saved each year. This is the equivalent of over 12 Olympic sized swimming pools, with the potential for more. The proposed liner systems have a 20 year warranty and minimum lifespan. At the very least, this would conservatively create a savings of over 160 Million gallons of water over the life of the liner.

With water conservation efforts like this, the benefit reaches even further on the scale of environmental stewardship. For every gallon of water pumped, there comes an associated usage of electricity. Currently, Prairie West utilized around 100,000 KiloWatt hours of electricity for water usage throughout the season. In the example above, an 8 million gallon a year water savings would be a 15% reduction. That same 15% reduction would equate to a savings of 15,000 KiloWatt Hours annually. According to the U.S. Energy Information Administration, the average American household utilizes around 10,400 KiloWatt hours per year. The savings for the Mandan Park District would be like reducing the electrical consumption of 1.5 households per year. Over the 20 year timeframe, this would save 300,000 KiloWatt hours of electricity.

(Assuming 15% Reduction)	Annual Savings	20 Year Total Savings
Water Usage	8,205,083 gallons	164,101,660 gallons of water
Electricity Usage	15,000 KiloWatt Hours	300,000 Kwh of Electricity

Within the scope of this project, the irrigation reservoir would be re-contoured to create proper flow and depth of the pond, which would improve water quality. Currently, the pond is not contoured in a manner that allows continuous downhill flow to the irrigation intake. This creates waste by water sitting in a section of the pond that is not able to be utilized for irrigation. The plans dictate regrading that bottom of the pond so that there is continuous flow to the irrigation intake. The acre of reservoir closest to the irrigation intake would be excavated out an additional 5 feet from the current level. By deepening the pond floor, there would be an opportunity for sediments in the well water to settle out in the reservoir before entering the irrigation system. If this settling is not possible, as it is not now, impurities enter the irrigation system and have the ability to clog irrigation heads. If this happens, the sprinklers may stick on and not shut down properly, contributing to water waste. Two air diffusion systems are to be installed to improve water quality, again reducing the amount of water need to achieve desired results.

While the reservoir bottoms would be re-contoured, so would the pond banks. The current banks have section of rip rap rock. This rock, coupled with the lack of liner system, allows weed species to inhabit this area, requiring physical or careful chemical applications for removal. Removal of rock, and sloping the pond banks in manner that allowed proper maintenance would have a variety of

benefits. The plan for grading improvements to the bond bank would incorporate the seeding of turf type tall fescue along reservoir edges. Turf type tall fescue has an aggressive rooting system, creating proper bank stabilization. A healthy turf bank is the best form of riparian barrier, filtering any runoff. Turf type tall fescue also requires little to no irrigation or fertilization, and can naturally out compete weed species. This creates an ideal riparian buffer requiring few inputs. This turf barrier would also provide a more consistent habitat for wildlife who center their territory around water features. Within the turf border, it is our intention to plant pockets of pollinator species plants. These pockets of pollinator plants would provide aesthetic appeal, and more importantly, be home to a variety of insects and bees who are so beneficial to the ecosystem.



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.

This project would be overseen by the Mandan Park District Director, Cole Higlin. Under Mr. Higlin's management, the Mandan Park District has completed many innovative projects. This includes projects large in scope, including taking over management of Raging Rivers Waterpark, construction of a Universal Playground, construction of a multi-use recreational facility at the new Starion Sports Complex, and renovations of existing outdoor facilities including athletic fields, parks, and golf courses.

The day to day management would be handled by Golf Superintendent Garrett Schultz. Mr. Schultz is a North Dakota State University graduate with a degree in Sports & Urban Turfgrass Management. Schultz has been responsible for overseeing renovations to the Mandan Park District golf courses, including the aforementioned irrigation renovation. Schultz currently serves as the Chairperson of the Best Management Practices committee for the North Central Turf Grass Association, whose mission is to create and distribute a set of guidelines to ensure proper environmental stewardship to turf managers throughout North Dakota.

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.

Progress and results of the project would be monitored and recorded through water usage records. The Mandan Park District has the ability to precisely measure that amount of water pumped out of the ground, and the amount of water utilized in the irrigation system. These totals would be reported, and success measured by the improvement in water conservations through the reduction of water waste through reservoir loss.

Water usage records are submitted annually to the North Dakota State Water Commission.

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
Irrigation Pond Liner (1)	\$126,000	\$42,750	\$	\$	\$	\$ 168,750
Irrigation Pond Dirtwork (2)	\$52,000	\$18,800	\$	\$	\$	\$ 70,800
Pond 12 Liner (3)	\$50,000	\$18,750	\$	\$	\$	\$ 68,750
Pond 12 Dirtwork (4)	\$10,000	\$3,200	\$	\$	\$	\$ 13,200
Pond Bank Seeding (5)	\$0	\$	\$1,000	\$	\$	\$ 1,000
Pond Aeration (6)	\$12,000	\$4,000	\$	\$	\$	\$ 16,000
Total Costs	\$250,000	\$87,500	\$1,000	\$	\$	\$ 338,500

Budget Narrative – Use the space below to provide additional detail regarding project expenses.

- (1) Irrigation pond totals 3.1 Acres (135,000 square feet). Contractor installed price for liner system estimated at \$1.25/square foot. Irrigation pond total liner price equals \$168,750.
- (2) There are 2 sections within “Irrigation pond”, connected by culvert. The south end of the pond (1 acre section) is to have 5 feet of earth excavated to deepen pond and improve water flow and quality. 1 foot of fill is to be returned on top of installed liner. The north end of the pond (1.5 acre section) is to have 1 foot of earth excavated, and 1 foot of earth to be returned on top of installed liner. Total earth moved for “Irrigation Pond” is 11,800 cubic yards of soil. Contractor cost is estimated at \$6/cubic yard of soil moved, for a total of \$70,800 for “Irrigation Pond Dirtwork”.
- (3) Pond 12 totals 1.25 acres (55,000 square feet). Contractor installed price for liner system estimated at \$1.25/square foot. Pond 12 total liner price equals \$68,750.
- (4) Pond 12 is to have 1 foot of earth excavated, with 1 foot of fill to be returned on top of installed liner. Total earth moved for “Pond 12” is 2,200 cubic yards of soil. Contractor cost is estimated at \$6/cubic yard of soil moved, for a total of \$13,200 for “Pond 12 Dirtwork”.
- (5) Pond banks are to be seeded with a specific turf blend that tolerates moist conditions of riparian buffer areas. Mandan Park District staff is to perform the preparation and seeding of turf on pond bank. There is an estimated total of 3,600 feet of pond bank involved in this project. An average pond bank riparian buffer of 10 feet creates 36,000 square feet to be seeded to turf. Mandan Park District staff estimates seeding costs at just under \$0.03/sq foot for a total cost of \$1,000.

- (6) Two pond aeration air diffusion systems are to be installed in "Irrigation Pond" to improve water quality and thus reduce water use. Each unit has an estimated cost of \$8,000 for a total cost of \$16,000.

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 benefits of this project are essentially self sustaining. With a 20 year warranty, and an even longer life span, the liner systems will provide water conservation benefits for generations to come. The liner systems will receive ongoing inspections and maintenance from the Mandan Park District staff. There will be no additional funding required.

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

If partial funding is rewarded, the scope of the project would be reduced. The irrigation reservoir is the highest priority, so that would remain in the focal point of the project. If the need arose, the installation of a liner system on the alternative reservoirs would be offset for the future. This would reduce the project by a cost of approximately \$82,000.

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.

If the Mandan Park District were a successful recipient of Outdoor Heritage Fund dollars, the partnership would be recognized in several ways. Prominent signage would be displayed in the Prairie West Golf Club foyer with a project description and OHF acknowledgement. Additional signage would be placed near the reservoirs in high traffic, accessible areas for patrons to view.

In addition to physical signage, the Mandan Park District would promote the recognition to the Outdoor Heritage fund through electronic avenues (website, social media, annual reports, etc.). At the end of each irrigation season, the Mandan Park District would distribute water conservation statistics achieved through the OHF project to the public.

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.

Revised: September 14, 2018