



OUTDOOR HERITAGE FUND GRANT APPLICATION

INDUSTRIAL COMMISSION

SFN 61465 (06-2018)

Project Name Indian Creek Recreation Area Access Road Improvement		
Name of Organization Hettinger County		Federal Tax ID Number 45-6002218
Contact Person/Title Jeri Schmidt/Auditor-Treasurer		
Address 336 Pacific Avenue		
City Mott		State ND
		ZIP Code 58646
Email Address jerschmidt@nd.gov	Web Site Address (optional) hettingercountynd.com	
Telephone Number (701) 824-2515	Fax Number (701) 824-2717	
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)

Hettinger County would like to place 4" of NDDOT Class 13 aggregate surfacing on 3 miles of new access road to the Indian Creek Recreation area. Our objective is to provide all-weather access to Indian Creek Dam. We expect to complete this project in the summer and fall of 2019. The shaping will be done prior to harvest in July and the graveling will be done in September after harvest. The project should take approximately 6 weeks to complete, depending on weather conditions. Hettinger County will complete the work with our own forces at a total estimated cost of \$85,557.88.

This will give new all weather access from the North side of Indian Creek recreational area.

Project Duration

Indicate the intended schedule for drawing down OHF funds.

July 8-22, 2019
September 3-30, 2019

Amount of Grant Request \$51,334.73	Total Project Costs Note: In-kind and indirect costs can be used for matching funds. \$85,557.88	Amount of Matching Funds \$34,223.15
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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
\$34,223.15	Unorganized Township Fund	<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
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		<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.)

Hettinger County is a political sub-division organized in 1907. We have a commission of three, John Plaggemeyer, Ron Friedt and Angela Carlson. It currently employs 28 employees in the various divisions of the county.

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)**

This project entails making a road, shaping and laying gravel that would enable the roadway for traffic into the recreational area for year-round hunting and fishing, and better road access for camping.

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

Hettinger & Adams- note: could be more as people travel to Indian Creek to go fishing and camping.

Is this project part of a Comprehensive Conservation Plan?

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

Note: Projects involving buildings 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.

This project would be managed by the Hettinger County's Road Superintendent. This person has many years experience in various road work capabilities.

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.

Hettinger County will do weekly evaluations of completion. The project is 3 miles long, so we will be able to measure how far we complete per week until complete.

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.**

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
Gravel	\$12,492.00	\$8,328.00				\$20,820.00
Hauling/Placing Gravel	\$26,842.73	\$17,895.15				\$44,737.88
Shaping Road	\$12,000.00	\$8,000.00				\$20,000.00
Total Costs	\$51,334.73	\$34,223.15				\$85,557.88

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

Project expenses will include the labor and machinery costs for shaping road and actual crushing and royalty costs for the gravel and the hauling/placing costs associated with the gravel.

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 roadway will be maintained by the Hettinger County Road Department for the foreseeable future.

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

Hettinger County will need to obtain the remaining funds from the unorganized township fund affected by the project.

Partnership Recognition - If you are a successful recipient of Outdoor Heritage Fund dollars, how would you recognize the Outdoor Heritage Fund partnership? * There must be signage at the location of the project acknowledging OHF funding when appropriate.
 Hettinger County will place a sign at each end of the project recognizing the Outdoor Heritage Fund funds were used to construct this project.

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:
 N/A

This cost estimate was given by Steven Dorval, Hettinger County Engineer, at the time for 4 miles, while finding out later it will be 3 miles.

We have contracts with Aggregate Construction, Inc. for the gravel crushing at \$4.94/cy and also a contract for the royalties of \$2.00/cy with the owner of the property.

Gravel

$\$4.94/\text{cy}$ crushing + $\$2.00/\text{cy}$ royalty = $\$6.94/\text{yd}$ gravel

1000 cy/miles = 4,000 cy

$4000 \times \$6.94 = \$27,760$ gravel costs

Hauling

$\$4000\text{cy}/21 \text{ cy per load} = 190 \text{ loads @ } 313.95/\text{load} = \$59,650.50$

Total = $\$59,650.50 + \$27,760 = \$87,410.50$ total

I took $\$59,650.50/4 = 14,912.625$ per mile x 3 = $\$44,727.88$

I took $\$27,760/4 = 6,940$ per mile x 3 = $\$20,820.00$

Road Shaping

The Road Foreman gave me his estimated amount of around 130 hours needed for the road shaping and I rounded to 133.33 to give an even number of $\$20,000.00$.

Of course if actual costs are lower at the end, we would also go down on the amounts.

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.

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.