

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

Turtle Creek Watershed Project Water & Habitat Initiative

Name of Organization

South McLean County Soil Conservation District
Turtle Creek Watershed Project
Water & Habitat Initiative

Federal Tax ID#

45-0331529

Contact Person/Title

Derek Klostermeier
Watershed Coordinator

Address

South McLean County Soil Conservation District
24 2nd Avenue E.
PO Box 537

City

Turtle Lake

State

North Dakota

Zip Code

58575

E-mail Address

derek.klostermeier@nd.nacdn.net

Web Site Address (Optional)

sites.google.com/site/turtlecreekwatershed

Phone

701-448-2474

Fax # (if available)

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 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 purpose of the Water and Habitat Initiative of the Turtle Creek Watershed Project is to incentivize and facilitate implementation of nonpoint source management best management practices (BMPs) approved by the North Dakota Department of Health that either, 1) mitigate the potentially devastating impact of animal feeding operations on the approximately 38 square mile of aquatic ecosystems located within the Turtle Creek watershed, 2) create additional non-aquatic habitat in addition to improving water quality of surface waters in the watershed, or 3) preserve the integrity of existing or newly established riparian ecosystems within the Turtle Creek watershed. Funds awarded to the Water & Habitat Initiative will be used to provide 60% cost-share to approved BMPs, with 40% producer match.

In addition to being administered by the watershed coordinator at the South McLean Soil Conservation District, the Water & Habitat initiative will benefit from the previously established Turtle Creek Watershed Project outreach program, accounting assistance from the district clerk at the South McLean Soil Conservation District, and assistance in finding federal funding for projects where applicable from the NRCS district conservationist. Success of the project will be judged by the improvement of water quality as determined by water sample analysis.

Project Duration:

Indicate the intended schedule for drawing down OHF funds.

Requested OHF funds will be drawn annually on an as needed basis. The requested OHF funds will be used to serve the overall Turtle Creek watershed; that is, areas outside of the “target” area to allow additional BMP services and address watershed issues. Turtle Creek Watershed Project will cost-share each approved BMP at 60% OHF to 40% producer match.

Amount of Grant request: \$150,000

Total Project Costs: \$210,000

Amount of Matching Funds: \$60,000

A minimum of 25% Match Funding is required. Indicate if the matching funds will be in-kind, indirect or cash. Please provide verification that these matching funds are available for your project. Note that effective as of July 1, 2015 no State General Fund dollars can be used for a match unless funding was legislatively appropriated for that purpose.

Amount of Match	Funding Source	Type of Match
\$150,000	OHF	<input checked="" type="checkbox"/> X Cash <input type="checkbox"/> In-Kind <input type="checkbox"/> Indirect
\$60,000	Estimated in-kind match by producers in the BMP implementation process	<input checked="" type="checkbox"/> X Cash <input type="checkbox"/> In-Kind <input type="checkbox"/> Indirect

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 Turtle Creek Watershed Project is project run by the South McLean County Soil Conservation District (SCD), a non-profit entity based in Turtle Lake, ND. The Turtle Creek Watershed Project was made possible by the procurement of an EPA section 319 grant by the South McLean County SCD. The South McLean SCD works closely with the USDA-NRCS to help area crop and livestock producers act as good stewards of the land while improving their quality of life.

The watershed coordinator (Derek Klostermeier) is responsible for planning and implementation of the project. Financial book keeping, financial reporting, and administrative duties are performed by Christine McEwen, the district clerk at the South McLean SCD. The daily activities of the watershed coordinator are supervised by the South McLean SCD Board of Supervisors (Board), a group comprised of three elected members and two appointed members. The watershed coordinator reports progress of the Turtle Creek Watershed Project to the Board. Progress will also be reported to the public via meetings, mailers, and on our website. Guidance and other help will be provided by Jim Collins of the North Dakota Department of Health Division of Water Quality and Dave Hendrickson, District Conservationist with the United States Natural Resource Conservation Service.

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.

Project Description

Objectives

1. To encourage, facilitate, and guide crop and livestock producers operating in the Turtle Creek watershed to adopt conservation practices that, 1) mitigate the potentially devastating impact of animal feeding operations on the 38.2 square miles of aquatic ecosystems located within the Turtle Creek watershed, 2) create additional non-aquatic habitat in addition to improving water quality of surface waters in the watershed, or 3) preserve the integrity of existing or newly established riparian ecosystems within the Turtle Creek Watershed.
2. To raise public awareness regarding the complimentary relationship between wildlife, water quality, and the future of our hunting and fishing traditions in McLean and surrounding counties. Public outreach is a critical to recruiting participants for our cost-share program and for creating a culture of stewardship surrounding our lakes, streams, and wetlands in the Turtle Creek Watershed.

Water & Habitat Initiative

Wildlife habitat and water quality go hand in hand; many of the practices that have the greatest positive impact on water quality result in additional habitat in private lands. In this spirit, the Turtle Creek Watershed Project has a great many overlapping interests with the Outdoor Heritage Fund. Funds awarded to the Water & Habitat Initiative will be used establish the new Water & Habitat Initiative, a program that provides cost-share for best management practices (BMPs) that either, 1) mitigate the potentially devastating impact of animal feeding operations on the 38.2 square miles of aquatic ecosystems located within the Turtle Creek watershed, 2) create additional non-aquatic habitat in addition to improving water quality of surface waters in the watershed, or 3) preserve the integrity of existing or newly established riparian ecosystems within the Turtle Creek Watershed. Water & Habitat Initiative will be used to provide a 60/40 cost-share for the BMPs, where the producer is responsible for 40% of BMP costs. BMPs to be cost-shared through the Water & Habitat initiative are limited to the practices listed in Cost-Share Guidelines for Nonpoint Source Pollution Control Best Management Practices, following approved BMP from the NRCS Field Office Technical Guide. Please see Appendix A for full guidelines for BMPs as published by the North Dakota Department of Health.

Reason for the Project

The Turtle Creek Watershed Project is an existing project that was made possible by funds awarded to the South McLean SCD in accordance with section 319 of the Clean Water Act. The primary purpose of the Turtle Creek Watershed Project is to improve water quality in Turtle Creek and throughout the Turtle Creek watershed.

The Water and Habitat initiative will be aimed at further incentivizing solutions which meet the goals of the Turtle Creek Watershed Project while providing new habitat, protecting new or

existing riparian ecosystems, or significantly improving existing aquatic habitat for native wildlife. Because the Turtle Creek watershed is dominated by land devoted to crop and livestock production, efforts to improve water quality are focused on BMPs aimed at non-point source pollution associated with agricultural practices.

Watershed producers and landowners are under no mandate to implement BMPs or to participate in the Watershed Project in any way; we seek only to provide financial and technical resources that were previously unavailable to producers operating in the Turtle Creek watershed. Because producers have a new opportunity to help pay for practices which benefit their operations there is much to be gained and nothing to be lost for the agricultural community.

By incentivizing cost-share participants to select best management practices best suited to significantly improve aquatic habitat, create new non-aquatic habitat, important resource for producers, sportsmen, and all those who reside in or visit the Turtle Creek Watershed.

How we will maximize the impact of funds awarded to us

The Turtle Creek Watershed Project and the Outdoor Heritage Fund have a major overlapping interest; to improve the quality of surface water is to improve habitat in the 38.2 square miles of open water in the Turtle Creek watershed.

In addition to encouraging producers to participate in cost-share implementation directly through the Turtle Creek Watershed Project, it is our goal to facilitate enrollment in other programs when, 1) the producer may get better financial support by enrolling in or would simply prefer to enroll in other programs such as programs run by the United States Natural Resource Conservation Service (NRCS) and other federal agencies; or 2) the producer is eligible for financial assistance from other sources in addition to funding provided by the Turtle Creek Watershed Project. This strategy not only optimizes the financial support which the producer ultimately succeeds, but by facilitating enrollment in other cost-share systems to implement watershed conservation practices within the watershed, management practices supported by the Turtle Creek Watershed Project will be implemented without any spending by the Watershed Project itself. This enables the Watershed Coordinator to preserve funding for additional future participants in the program, to implement a greater number of BMPs, and to have a greater overall impact on surface water quality throughout the watershed. The South McLean SCD shares an office with members of the NRCS; our proximity and close working relationship will prove to benefit our efforts in this area immensely.

The Water & Habitat Initiative of the Turtle Creek Watershed Project will benefit from the services of a full-time watershed coordinator and the full support of the South McLean SCD and indirect support from members of the USDA-NRCS, the Water and Habitat Initiative will benefit from exposure through the existing outreach infrastructure of the Turtle Creek Watershed Project. Our outreach campaign includes monthly mailers, newspaper coverage, public meetings, presence at public events, and a website, and the South McLean SCD newsletter. To-date, we send out monthly mailers to 237 area producers, have worked with representatives of area newspapers to get articles published detailing our program and the watershed problems we're addressing, and hosted several public

meetings attended by area residents and producers. Please see the public outreach section below for more detailed information about our outreach plan.

Public Outreach

As part of the Turtle Creek Watershed Project, the Water and Habitat Initiative will rely on an already developed and previously funded outreach program. The success of this project depends on the participation of producers. It is crucial that producers within the watershed are made aware of the project and that the Turtle Creek Watershed Project is available to assist them in implementing practices designed to improve water quality within the watershed. As such, public outreach is an important aspect of this project. Because different producers respond best to different forms of communication, a multi-faceted approach to public outreach will be taken. It is through outreach that we will generate interest in cost-share opportunities made available through the Water and Habitat Initiative, and to ensure that watershed residents continue to value the importance of water quality and biodiversity into the distant future.

Educational documents

Other printed materials aimed at assisting with hurdles facing producers within the Turtle Creek watershed in implementing practices known to benefit local water quality are on an ad-hoc basis, with an eye on the seasonal operations of producers. Such materials take form as small pamphlets/fliers and the SCD quarterly newsletter. When additional information is needed by producers, these materials containing a summary and including instructions on how to acquire more detailed information (through our website, by mail through the South McLean SCD, or in person at the South McLean SCD office) are sent out.

Local Media

Many residents whom live within or have interests within the Turtle Creek watershed regularly read local newspapers. An important component of our public outreach initiative is to regularly interact with representatives from local newspapers to see that articles and announcements are released as issues emerge, events occur, and milestones are reached.

Community Meetings

Watershed community meetings occur twice annually; before each planting season and during or after harvest season annually. The goal of these meetings is to provide general education regarding watershed and water quality concepts, review and explain BMPs, communicate services provided by the Turtle Creek Watershed Project, and other topics which may be addressed as deemed important by community producers, South McLean SCD representatives, and the Turtle Creek Watershed Project watershed coordinator.

Turtle Creek mailer

Mailings occur monthly from the month prior to production season (March) through the conclusion of production season (November). The mailer is aimed at, 1) encouraging participation, 2) making opportunities for funding of such project known, 3) recognizing the efforts of participating producers, 4) sharing general and season-specific advice for maintaining watershed integrity, and 5) providing contact information for the Turtle Creek Watershed Project so that interested producers may

schedule a consultation with the watershed coordinator. The mailer also includes a mail-in form by which individuals may easily request educational and other supplemental information. Please see Appendix A to view an example of the monthly mailer.

Website

The Turtle Creek Watershed Project website includes much of the same material as the monthly mailer. In addition to this content, the website contains links to further technical and financial resources available to producers, as well as contact information for those who may help in implementation, technical assistance, or financial assistance. Please see Appendix A for a link to the Turtle Creek Watershed Project website.

Presence at Public Events

Public events serve as venues where the watershed coordinator or other representatives of the Turtle Creek Watershed Project are given opportunities to interact face-to-face with producers and other members of the public. The Turtle Lake Watershed Project intends to maintain booth space at the Washburn Farmers Market, McLean County Fair, and Washburn and Garrison Ag days where these individual events provide a consistent venue for area producers and members of the public to meet face-to-face with members of the watershed program and serve as venues for events/contests aimed at developing and fostering publicity for the Turtle Creek Watershed Project.

Direct Consultation

Direct consultation with the watershed coordinator occurs before watershed management plans are implemented on the producer level or before any cost-share is agreed upon. Practices to be implemented depend on the land parcels being considered as well as the needs and preferences of the producer, as it is the producer who will ultimately be responsible for implementation of the selected BMPs.

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 watershed coordinator is responsible for seeing that the project proceeds in a timely fashion. Progress regarding implementation of agreed upon BMPs are tracked using a BMP tracking database provided by the ND Department of Health - Division of Water Quality. This database has been programmed such that it is used to create contracts that document responsibilities of both the individual producer and the Turtle Creek Watershed Project as agreed upon by the producer and the watershed coordinator.

A BMP implementation guide is kept for each individual operation or set of operations facilitated by the Turtle Creek Watershed Project. This document is used to track progress and indicate the next step in the implementation process. The document (Appendix A) provides a basic outline detailing the BMP selection process. Specific BMPs to be funded are decided by the watershed coordinator after consultation with the producer and may vary from the selection guide based on site and producer specific factors at the discretion of the watershed coordinator.

The Turtle Creek Watershed Project is executed the Derek Klostermeier, South McLean SCD Watershed Coordinator. The watershed coordinator is responsible for planning and implementation of the project. Financial book keeping, financial reporting, and administrative duties are performed by Christine McEwen, South McLean SCD District Clerk. The daily activities of the watershed coordinator and progress of the Turtle Creek Watershed Project are supervised by South McLean SCD Board of Supervisors (Board), a group comprised of three elected members and two appointed members. Guidance and other help will be provided by Jim Collins of the North Dakota Department of Health Division of Water Quality and David Hendrickson, District Conservationist with the United States Natural Resource Conservation Service.

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.

Criteria for success

Water Quality Monitoring

Success of the project is determined by analysis of measured Nitrogen, Phosphorus, suspended sediment, and E. coli levels in water samples, especially those samples attained at the site located nearest the mouth of Turtle Creek. This site was selected as the primary way to gauge success due to the entirety of the Turtle Creek basin draining to the mouth of Turtle Creek, representing the net effect of all watershed inputs. Results from these samples are compared to the following standards: 1) water quality goals reported in *Water Quality Monitoring Results for the Turtle Creek Watershed Assessment Project* (see table 5) published by the North Dakota Department of Health Division of Water Quality

May, 2012 and documenting samples taken during 2010 and 2011; 2) measured Nitrogen, Phosphorus, suspended sediment, and E.coli levels compared to the immediately preceding year, or compared to pollutant levels reported in *Water Quality Monitoring Results for the Turtle Creek Watershed Assessment Project* for the first year of sampling. Goal (1) was chosen because it represents water quality standards consistent with needs associated with recreational use and health of aquatic species. Goal (2) will be evaluated on a yearly basis and was chosen because it shows whether the watershed is improving, degrading, or remaining the same with respect to the measured pollutants. Results from other sampling sites are used to identify relative pollutant contributions throughout the watershed; areas identified to strongly affect water quality inform the Turtle Creek Watershed Project which localities will be targeted for increased attention.

Table 1: Overview of the four pollutants which will be monitored as criteria for success for the Turtle Creek Watershed Project. Descriptions of sources and impairments are not comprehensive but are instead meant to serve as examples of common scenarios.

Pollutant	Common Sources	Impairments
Phosphorus	Excessive or inappropriate application of manure to agricultural fields.	Eutrophication and oxygen depletion in standing waters.
Nitrogen	Excessive or inappropriate application of nitrates to agricultural fields.	Eutrophication and oxygen depletion in standing waters.
E. coli	Runoff from livestock feedlots or inappropriate access of livestock to streams.	Disease and health concerns.
Sediment	Soil erosion from agricultural fields and/or livestock grazing fields, in-stream erosion due to destabilized stream banks.	Pollutant concentration point, altered morphology, altered substrate habitat.

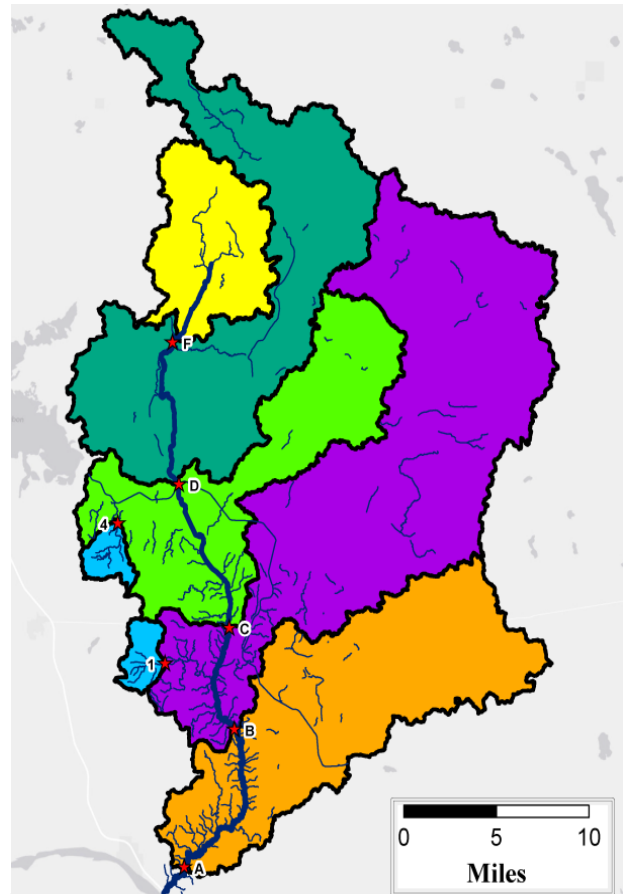
Stream Morphology Monitoring

Photo-point monitoring and a geomorphic assessment will be performed on each of the three sites used by the North Dakota Department of Health in the initial project proposal of the Turtle Creek Watershed Project. A rapid geomorphic assessment based on a simple ranking schema will be performed, including photo-point monitoring scheme which will allow visual comparison of changes in morphology and riparian vegetation. Rapid geomorphic assessment will be performed each April, July, and November so that both long-term and seasonal trends may be observed.

Sampling sites and frequency

Sampling sites were chosen so that, 1) new water quality data may be compared to water quality data from previous studies, and 2) changing watershed conditions at various locations upstream and downstream may be compared and inferences regarding different inputs may be drawn.

Each site will be sampled on a weekly basis starting in April/May, depending on the number of BMPs that are fully implemented before that time; sampling will continue through November, or as is realistic. In the event of inclement weather, sampling will be postponed on an ad hoc basis until sampling can be done safely. If there is no water flow at the time of a site visit, the absence of running water will be noted and no sample will be taken.



5 locations along Turtle Creek. Of these 5 sites, A, C and D are at the same location that samples were taken and analyzed for a previous study documenting the condition of the Turtle Creek watershed. Sites B, C, and D are at locations previously used by the USGS and for which some historic water quality or flow data is available.

Public Survey

An annual survey is conducted to gauge progress with respect to public outreach and to provide insight as to how we can best meet the needs of residents of McLean County living in the Turtle Creek watershed. To encourage participation, the survey is meant to be concise and intuitive. For consistency, many or all the survey questions remain from year-to-year. Success of public outreach is evaluated on a yearly basis and is achieved in one of two ways: achieving a mean and median response falling within the 'agree' or 'strongly agree' range; and by showing improvement of the mean response from responses from previous year based on the ranking system. Please see Appendix A to download the questionnaire.

Pollutant	Goal
Nitrogen	1.0 mg/L
Phosphorus	0.1 mg/L
E. coli	<10% exceeding 409 CFU/100 mL
TSS	<25 mg/L

Table 2: Benchmark water quality goals to be used by the Turtle Creek Watershed Project. Nitrogen and Phosphorus goals are recommended maximum levels as determined by the North Dakota Department of Health. The E. coli goal is based on state standards according to which Turtle Creek is currently deemed to be impaired with respect to recreational uses. The Total Suspended Sediment (TSS) goal is the threshold by which TSS concentrations under which sediment concentrations have no harmful effect on fisheries.

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
BMP cost-share	\$150,000	\$0	\$0	\$0	\$0
Personnel, support, administration	\$0	\$0	\$0	\$0	\$0
Outreach & Education	\$0	\$0	\$0	\$0	\$0
Estimated BMPs facilitated by federal programs	\$0	\$0	\$0	\$0	\$0
Producer's portion of cost-share (estimated cash contribution)	\$0	\$60,000	\$0	\$0	\$0
Producer's portion of cost-share (estimated in-kind contribution)	\$0	\$0	\$0	\$0	\$0
ND Dept. of Health Lab Costs	\$0	\$0	\$0	\$0	\$0
Sampling Costs	\$0	\$0	\$0	\$0	\$0
Total Project Costs	\$150,000	\$0	\$0	\$0	\$210,000

Note: Costs for seeding, fencing, pipelines, wells, and cover crops cannot exceed NRCS Field Office Tech Guide without justification. Projects involving perimeter fencing must follow NRCS eligibility standards.

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

Sustainability – Indicate how the project will be funded or sustained in future years.

Include information on the sustainability of this project after OHF funds have been expended and whether the sustainability will be in the form of ongoing management or additional funding from a different source.

The funds distributed to the South McLean SCD Turtle Creek Watershed Project will be used to cost-share BMPs. The Watershed Coordinator will continuously seek funding sources so that the project may be sustained for the foreseeable future; complete restoration of surface water quality is necessarily a long-term endeavor.

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

If the amount awarded to the Turtle Creek Watershed Project is less than the requested amount fewer overall BMPs will be implemented resulting in less new habitat, less improvement in surface water quality in the approximate 38 square mile of aquatic habitat in the Turtle Creek watershed, and less protection of riparian habitats; additionally, fewer producers will select BMPs that necessarily meet the directives of the Outdoor Heritage Fund.

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-infopage.htm>.

Can you meet all the provisions of the sample contract? X 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

Appendix A: Links to online material

Article Published in Local Papers:

<https://drive.google.com/file/d/0ByJ7NCI-t1jIa3duN3AwZGJpbUU/edit?usp=sharing>

BMP Implementation Guide & Progress Tracker:

<https://drive.google.com/file/d/0ByJ7NCI-t1jIXzZ6bllouUU55YVU/edit?usp=sharing>

BMP Selection Guide:

<https://drive.google.com/file/d/0ByJ7NCI-t1jIS09Na2d0d1czcGM/edit?usp=sharing>

Budget From Final 319 Grant Application:

<https://drive.google.com/file/d/0ByJ7NCI-t1jIcVRfcFd4N2dqUWc/edit?usp=sharing>.

Final 319 Project Proposal:

http://www.ndhealth.gov/WQ/SW/Z1_NPS/OnlineTaskForceBinder/Final_ProjectProposals/FY2013/TurtleCrkFY13FinalPIP_Jan2013.pdf

March 2014 Monthly Mailer:

<https://drive.google.com/file/d/0ByJ7NCI-t1jIX0VvS3BuZi1kems/edit?usp=sharing>.

ND Health Department BMP Cost-share Guidelines:

http://www.ndhealth.gov/WQ/SW/Z1_NPS/OnlineBinder/BMPs/BMPCostGuides_June2013.pdf

North Dakota Game and Fish Threatened & Endangered Species:

<http://www.gf.nd.gov/wildlife/fish-wildlife/threatened-and-endangered-species>

Public Outreach Survey:

<https://drive.google.com/file/d/0ByJ7NCI-t1jIVnNuemxQTHRqUGM/edit?usp=sharing>

Turtle Creek Watershed Project Website:

<https://sites.google.com/site/turtlecreekwatershed/>