

Outdoor Heritage Fund Grant Application



Instructions

After completing the form, applications and supporting documentation may be submitted by e-mail to ndicgrants@nd.gov. It is preferred that only electronic copies 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 by the application deadline. 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 Independence Park Multi-Use Trail and Trail Head Plaza

Name of Organization Horace Park District

Federal Tax ID# 45-0398842

Contact Person/Title Justin Germundson, Horace Parks Clerk

Address 215 Park Drive East

City Horace

State ND

Zip Code 58047-4504

E-mail Address justin@horaceparks.org

Web Site Address (If applicable) www.horaceparks.org

Phone 701-551-7119

List names of co-applicants if this is a joint proposal N/A

MAJOR Directive:

Choose only one response

- Directive A.** Providing access to private and public lands for sportsmen, including projects that create fish and wildlife habitat and provide access for sportsmen;
- Directive B.** Improving, maintaining and restoring water quality, soil conditions, plant diversity, animal systems and by supporting other practices of stewardship to enhance farming and ranching;
- Directive C.** Developing, enhancing, conserving and restoring wildlife and fish habitat on private and public lands; and
- Directive D.** Conserving natural areas and creating other areas for recreation through the establishment and development of parks and other recreation areas.

Additional Directive:

Choose all that apply

- Directive A.** The proposed trail will improve public access to outdoor recreation areas.
- Directive B.**
- Directive C.** The use of native plantings will help to support biodiversity and wildlife habitat within the park
- 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)

Horace Park District proposes the Independence Park Multi-Use Trail and Trailhead Plaza Project, a community recreation initiative designed to expand public access to outdoor spaces, promote active lifestyles, and enhance connectivity within the growing city. The total project cost is \$1,176,658, with the park district committing a 50 percent local match. Funding from the North Dakota Outdoor Heritage Fund (Directive D) will enable construction of a 0.4-mile, 8-foot-wide paved multi-use trail and an accompanying trailhead plaza within Independence Park.

The project directly supports Directive D's purpose of creating and developing parks and other recreation areas. By establishing a safe, accessible, and inclusive trail system, the project provides a dedicated space for pedestrians, cyclists, and other non-motorized users, encouraging active transportation and outdoor recreation. The new trail and plaza will transform Independence Park into a central community hub that supports both recreation and social engagement, benefiting residents of all ages and abilities.

Horace is one of the fastest-growing communities in North Dakota, with new housing developments rapidly expanding around Independence Park. However, existing park access is limited and lacks paved connections suitable for safe walking or biking. The proposed trail will link surrounding neighborhoods directly to the park, addressing a critical community need for accessible, non-motorized routes. The accompanying trailhead plaza will serve as a welcoming entrance, gathering space, and rest area, featuring benches, bike racks, landscaping, lighting, and interpretive signage. Together, these amenities will improve park usability, encourage outdoor activity, and enhance the visual and social appeal of the community's most prominent green space.

The objectives of the project are to (1) create a new recreational corridor that promotes health and outdoor activity, (2) improve neighborhood connectivity and accessibility, (3) provide an inclusive space that supports year-round use, and (4) invest in sustainable park infrastructure that meets long-term community needs. The expected results include a measurable increase in park usage, greater participation in outdoor recreation, improved safety for pedestrians and cyclists, and expanded opportunities for community events hosted at the trailhead plaza.

Project implementation will occur over a 10-month period following grant award and contracting.

- Months 1–3: Final design, permitting, and procurement
- Months 4–6: Site preparation and base course installation
- Months 7–8: Trail paving, plaza construction, landscaping, and signage
- Month 9: Final inspection, ADA/ABA trail standards compliance verification, and project closeout

The project will be managed by the Horace Park District in partnership with Interstate Engineering, which will provide engineering design, survey, and construction administration services. The park district will assume ongoing maintenance responsibilities, ensuring the trail and plaza remain in excellent condition for years to come.

This is a new project, not a replacement for lost funding. Its innovative design integrates active-transportation infrastructure into a community park, combining recreation, mobility, and environmental stewardship in one project. By encouraging walking and biking, it promotes healthier lifestyles, reduces vehicle emissions, and builds a stronger connection between people and nature.

The Independence Park Multi-Use Trail and Trailhead Plaza Project embodies the goals of the North Dakota Outdoor Heritage Fund—to create enduring public recreation assets that

enrich quality of life, promote environmental sustainability, and strengthen community identity.

Project Duration:

Indicate the intended schedule for drawing down OHF funds.

If grant is awarded project construction will commence in spring 2026 and be completed by November 30, 2026

Amount of Grant request: \$ 588,329

Total Project Costs: \$1,176,658

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

Amount of Matching Funds: \$ 588,329

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 (Cash, In-kind or Indirect)
\$588,329	Park District	Cash
\$		
\$		
\$		
\$		
\$		

Certifications

I certify that this application has been made with the support of the governing body and chief executive of my organization.

O 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)

Mission

The mission of the Horace Park District is to enrich the quality of life for our community through parks and recreation. The district is dedicated to providing safe, accessible, and engaging outdoor spaces that encourage active lifestyles, community interaction, and environmental stewardship for residents of all ages.

History

Established in 1972, the Horace Park District was created to oversee the development, maintenance, and programming of parks and recreation facilities within the City of Horace, North Dakota. Since its founding, the district has guided the city’s growth in outdoor recreation, ensuring that residents have access to high-quality parks, trails, playgrounds, and open spaces. As Horace has evolved from a small rural community to one of the state’s fastest-growing cities, the Park District has continued to adapt—expanding amenities, developing new parklands, and supporting programs that reflect community needs and values.

Current Programs and Activities

The Horace Park District manages multiple community parks, athletic fields, and open spaces, coordinating seasonal activities and educational programs for all ages. Current offerings include creative art classes, STEM and safety classes, and a variety of youth and adult sports programs such as baseball/T-ball, basketball, flag football, pickleball, and soccer. The district also partners with local organizations to host community events, outdoor education programs, and wellness initiatives that foster year-round engagement and a strong sense of community.

Organizational Structure

The Horace Park District is governed by a five-member Board of Commissioners, elected by the community, which provides policy direction and fiscal oversight. The district's professional staff is responsible for park operations, maintenance, recreation programming, and project coordination. Volunteers play a vital role in supporting community events, park improvements, and recreation programs, reflecting Horace's strong tradition of civic engagement and local partnership.

Affiliations

The District is a proud member of the North Dakota Recreation and Park Association, participating in statewide initiatives that strengthen parks, conservation, and recreation services across North Dakota.

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 Horace Park District, is requesting funding from the North Dakota Outdoor Heritage Fund under Directive D to support the construction of the Independence Park Multi-Use Trail and Trailhead Plaza. This project will create new outdoor recreation infrastructure that enhances connectivity, promotes active living, and enriches the quality of life for residents and visitors.

Horace is located in Region 5. SCORP state-wide as well as region 5 priorities include non-motorized trails as a primary weakness. This trail and trailhead plaza will also be located at a park which has been identified as a primary need in the SCORP. Users and providers alike indicated that the demand exceeds the supply for multi-use trails.

The project consists of a 0.4-mile, 8-foot-wide paved multi-use trail and a trailhead plaza within Independence Park. The trail will provide a safe, accessible route for pedestrians,

cyclists, and other non-motorized users, while the plaza will serve as a welcoming entrance and community gathering space. Together, these improvements directly fulfill Directive D’s intent to “create and develop parks and other recreation areas,” providing lasting recreational and social benefits.

Project Goals, Strategies, and Benefits

- **Goal 1 – Expand Accessible Recreation:**

Construct a paved, ADA/ABA-compliant trail to accommodate pedestrians, cyclists, and all non-motorized users.

Strategy: Use durable, low-maintenance surfacing and ADA/ABA trail standards.

Benefit: Year-round accessibility and improved safety for residents of all ages and abilities.

- **Goal 2 – Strengthen Community Connectivity:**

Link surrounding neighborhoods to Independence Park, encouraging walking and biking.

Strategy: Design the trail to connect to key park features and nearby residential areas.

Benefit: Promotes active transportation, reduces vehicle trips, and fosters environmental stewardship.

- **Goal 3 – Create a Welcoming Public Space:**

Develop a trailhead plaza as a destination for rest, gathering, and community events.

Strategy: Incorporate benches, bike racks, landscaping, and interpretive signage.

Benefit: Enhances park usability, aesthetics, and community engagement.

Project Need and Urgency

Horace is one of the fastest-growing communities in North Dakota, with rapid residential expansion and increasing demand for safe outdoor amenities. Independence Park serves as a key recreation hub, yet it lacks paved trails and structured gathering spaces. The need for this project is urgent as continued growth has outpaced the availability of non-motorized recreation options. Without immediate funding, construction costs are expected to escalate, and implementation will be delayed, limiting access to safe, connected outdoor recreation for the city’s expanding population.

Project Status and Innovation

This is a new project, not a replacement for lost funding. It introduces innovative community design by integrating active transportation infrastructure into a park setting, serving both recreational and mobility functions. The combination of a trail and a plaza provides flexibility—accommodating exercise, family activities, educational programming, and community gatherings within one cohesive design.

Timetable for Implementation

Phase	Key Tasks	Timeline
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1. Design & Permitting	Final design, ADA review, environmental clearance	Months 1–3
2. Procurement & Site Prep	Bidding, grading, base course installation	Months 4–5
3. Construction	Trail paving, plaza installation, landscaping, signage	Months 6–9
4. Closeout & Dedication	Final inspection, ADA certification, community ribbon-cutting	Month 10

This project will deliver a lasting, sustainable recreation facility that exemplifies the Outdoor Heritage Fund’s mission to create accessible, high-quality recreation areas for North Dakotans while supporting community health and environmental stewardship.

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 Horace Park District will manage and oversee all phases of the Independence Park Multi-Use Trail and Trailhead Plaza Project to ensure that the work is completed on schedule, within budget, and in full alignment with project objectives and OHF requirements. The project will be implemented through a coordinated management structure that includes the city, Park District staff, and the project’s consulting engineer.

Project Oversight and Administration

The Horace Park District Board of Commissioners will provide policy oversight and ensure the project aligns with the district’s long-term recreation and open space goals. Horace Park Board and Facilities Management Department will serve as the day-to-day project liaison, coordinating with the consulting engineer on design, permitting, and construction activities. Progress will be tracked through regular coordination meetings, schedule reviews, and milestone reporting to maintain compliance with grant and procurement requirements.

Project Management Team

Justin Germundson, Horace Park District Clerk

Wade Frank, Horace Park District President
Paige Shockman, Horace Park District Vice President

James Dahlman, PE – Regional Vice President, Client Manager
Eric Larson, PE – Project Engineer– Oversee project including construction administration
Recent experience with Freed Park Project
Gordon Lemmel, PLA – Landscape Architect – Leads design coordination
Amy Kronbeck, PLA – Landscape Architect - Designer
Loren Bothun – Project Drafter/Manager
Recent experience with Freed Park Project

Together, these professionals bring extensive experience in project delivery and compliance with grant standards.

Schedule and Quality Assurance

Project progress will be monitored through a formal project schedule managed by the Project Manager, with milestones established for design, procurement, construction, and closeout. Interstate Engineering will conduct field inspections and provide documentation to verify compliance with design standards, ADA requirements, and OHF reporting expectations. Regular updates will be provided to the City and Park District boards to maintain transparency and accountability

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.

The Horace Park District, in collaboration with Interstate Engineering, will implement a structured evaluation and reporting process to document project progress, measure performance, and verify achievement of the project’s stated goals. Evaluation will focus on measurable results tied to construction completion, accessibility, community use, and long-term recreational benefit and will be available on the park district website.

1. Progress Documentation

Throughout the design and construction phases, the Project Manager (Interstate Engineering) will maintain detailed progress documentation, including meeting minutes, photo logs, construction inspection reports, and schedule updates. Monthly progress summaries will be submitted to the City of Horace and the Horace Park District Board to ensure accountability and adherence to milestones. Major deliverables—such as design completion, permitting approvals, trail paving, and plaza installation—will be tracked and verified before moving to subsequent phases.

2. Methods of Evaluation and Measurement of Success

Project success will be evaluated through a combination of quantitative and qualitative measures:

- **Construction Completion Metrics:**

Verification of 0.4 miles of 8-foot-wide paved trail and one completed trailhead plaza, constructed to ADA/ABA trail standards.

- **Schedule and Budget Adherence:**

Comparison of actual completion dates and expenditures to the approved project schedule and budget.

- **Accessibility and Connectivity Outcomes:**

Post-construction audit confirming compliance with ADA/ABA trail standards and improved connectivity between Independence Park and adjacent neighborhoods.

- **Community Use Indicators:**

Park staff will conduct visitor counts and observational assessments during peak and off-peak hours to estimate increases in trail and park use. A minimum 20% increase in park visitation is anticipated within the first year after completion.

- **Community Feedback:**

User satisfaction surveys and stakeholder feedback will be collected at community events and online platforms to assess perceptions of safety, accessibility, and overall satisfaction with the improvements.

- **Programming and Activation:**

Documentation of new or expanded recreation programs that utilize the new trail and plaza areas.

3. Reporting and Compliance

The Horace Park District will prepare and submit all required quarterly progress reports, final evaluation reports, and expenditure documentation in accordance with North Dakota Outdoor Heritage Fund requirements. Reports will summarize construction milestones, budget expenditures, and evaluation findings, supported by photos, attendance data, and survey summaries.

4. Long-Term Monitoring

Following project completion, the Horace Park District will continue to monitor trail and plaza usage, maintenance needs, and community engagement. This data will be incorporated into annual park operations reports to guide future planning and ensure sustained value from the investment.

Through these evaluation and reporting measures, the Horace Park District will ensure that the Independence Park Multi-Use Trail and Trailhead Plaza are delivered efficiently, meet intended objectives, and continue to provide long-term recreational benefits consistent with the mission of the North Dakota Outdoor Heritage Fund.

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
Admin & Legal & Engineering Fees	\$102,167	\$102,167	\$	\$	\$	\$204,334
Construction (see attached OPC for detailed breakdown)	\$486,162	\$486,162	\$	\$	\$	\$972,324
Total Costs	\$588,329	\$588,329	\$	\$	\$	\$1,176,658

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.

The total estimated cost of the Independence Park Multi-Use Trail and Trailhead Plaza project is \$1,176,658. The budget reflects a realistic and responsible cost structure that prioritizes safety, accessibility, durability, and long-term value for the Horace community. Each component of the project is designed to meet ADA/ABA trail standards, minimize maintenance, and ensure a 20+ year service life. Our engineering team partnered with the park district to create this finalized design and has prepared the engineer's estimate, which outlines the anticipated costs for the project.

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 City of Horace and Horace Park District are committed to ensuring the long-term sustainability and maintenance of the Independence Park Multi-Use Trail and Trailhead Plaza for a minimum of 20 years following completion of the project and expenditure of OHF grant funds. The project has been designed with durability, accessibility, and low-maintenance materials to minimize future costs while ensuring that it remains a safe and high-quality recreational amenity for decades to come.

Ongoing Management and Maintenance

After construction, the Horace Park District will assume full responsibility for the trail and plaza's operation, maintenance, and upkeep. Routine tasks will include seasonal inspections, sweeping, snow removal, minor surface repairs, landscaping care, and equipment maintenance. These activities are incorporated into the Park District's annual park operations and maintenance budget, ensuring consistent funding and staffing for long-term management.

The Park District's annual budget, supported through local property tax levies and recreation program revenues, provides sustainable funding for maintenance of all existing park and recreation assets. The Independence Park trail and plaza will become part of the district's ongoing maintenance program, with dedicated line items for upkeep and repairs as part of its capital and maintenance planning cycle.

Financial Sustainability and Partnerships

Beyond routine maintenance, the City and Park District will continue to seek complementary funding sources for enhancements, programming, and equipment replacement as needed. Potential long-term funding avenues include:

- North Dakota Parks & Recreation Department grants for future improvements or expansions.
- Community partnerships with local service clubs, schools, and civic organizations for volunteer clean-up and beautification projects.
- Private sponsorship opportunities for benches, landscaping, or plaza features to offset future costs.

These partnerships, combined with consistent municipal budgeting practices, will ensure that the facility remains financially and operationally sustainable without the need for additional OHF support.

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

The Horace Park District is committed to completing the Independence Park Multi-Use Trail and Trailhead Plaza Project and will make every effort to move forward even if partial funding is awarded. However, a reduction in requested OHF funding would require adjustments to the project's scope, schedule, or materials to remain within budget while maintaining safety, accessibility, and quality standards.

If less than the requested amount is received, the park district would prioritize construction of the 0.4-mile, 8-foot-wide paved multi-use trail as the core component of the project. The trailhead plaza and certain aesthetic or non-structural elements could be deferred or scaled back until additional funds become available through local contributions, private sponsorships, or future grant rounds.

Although a smaller award would extend the project's overall timeline, the parks district remains committed to ensuring that the full vision of accessible, connected, and welcoming park amenities is ultimately realized. Partial funding would still provide meaningful public benefit by creating a safe, paved recreation corridor that enhances mobility and encourages active lifestyles for Horace residents and visitors.

The Horace Park District has a strong record of project delivery and fiscal responsibility. They will continue to maximize every available resource to ensure OHF dollars produce a visible and lasting community impact, even under a modified scope or phased construction approach.

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.*

The Horace Park District values the partnership and investment provided by the North Dakota Outdoor Heritage Fund (OHF) and are committed to publicly recognizing its contribution throughout the project's implementation and lifespan. Recognition of OHF support will be incorporated through visible signage, community outreach, and digital communications to ensure that residents and visitors are aware of the Fund's role in making this project possible.

Permanent On-Site Signage

Upon project completion, a permanent interpretive or recognition sign will be installed at the Independence Park Trailhead Plaza acknowledging the Outdoor Heritage Fund's financial partnership. The sign will:

- Include the Outdoor Heritage Fund logo and an acknowledgment statement such as: "This project was made possible through funding from the North Dakota Industrial Commission's Outdoor Heritage Fund."
- Be designed to complement the park's aesthetic, constructed from durable, weather-resistant materials, and located in a highly visible area near the trailhead plaza entrance.

- Meet OHF recognition requirements and be reviewed with OHF staff prior to installation to ensure compliance.

Temporary Construction Signage

During construction, a temporary project sign will be placed at the site identifying the project name, partners, and OHF logo to recognize funding support throughout the build phase.

Public and Digital Recognition

The City and Park District will also recognize OHF contributions through:

- Press releases and media coverage announcing grant award and project completion.
- Project dedication event featuring acknowledgment of OHF support.
- Social media and website updates highlighting project progress and partnership.
- Inclusion of OHF acknowledgment in future reports, maps, and promotional materials related to Independence Park amenities.

Ongoing Recognition

The Park District will maintain all signage and references to the Outdoor Heritage Fund in perpetuity. The OHF partnership will continue to be highlighted as a cornerstone example of successful collaboration supporting outdoor recreation, conservation, and community vitality in Horace.

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.

Maintenance – Activities that preserve or keep infrastructure in a given existing condition, including repairs. Repair means to restore to sound condition after damage, to renew or refresh; except repairs due to damage caused by Acts of God.

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, the Commission can be reached at 701-328-3722 or ndicgrants@nd.gov.

Revised: November 4, 2019, April 12, 2023