

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 – Mayville Dam #2 Reconstruction & Recreation Project

Name of Organization – City of Mayville, North Dakota

Federal Tax ID#

Contact Person/Title – Karl Jorgenson, Mayor

Address – 21 1st St NE

City – Mayville

State – North Dakota

Zip Code – 58257

E-mail Address – gailolstad@cityofmayville.us

Web Site Address (If applicable) – <https://www.mayvilleportland.com/>

Phone – (701) 788-2166

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)

Mayville's Dam #2 is a low head dam on the south branch of the Goose River. The dam is located just south of Highway 200, adjacent to the Willowood Campground. The dam site historically provided a vital recreation destination for Mayville and Portland's combined 2,500 residents. The Willowood Campground hosts approximately 250 visitors each year. Moreover, because of the dam's proximity to both Willowood Campground and Island Park, this recreation site was frequently integrated into important community events like Veterans' Day celebrations, family reunions, graduation parties, and vacation bible school.

In May 2022, Dam #2 suffered a major failure as a result of spring flooding. The Goose River circumvented the dam on the south side and caused severe erosion along the riverbank. The City immediately took emergency action by partially breaching the dam and constructing a rock wall to slow the erosion. The damage caused by this event ultimately received a FEMA Emergency Declaration. Over the last 2 years, the City has partnered with FEMA and Moore Engineering Inc. to identify a solution to the current condition of the dam and surrounding area.

The project described here will restore and enhance this important recreation area by developing fish habitat within the Goose River and providing enhanced access for sportsmen. After removing the failed low head dam and reestablishing the eroded riverbank, the project will construct a new dam in the form of rock riffle structures. The riffle structure will facilitate fish passage while also creating turbulent and aerated flows that improve oxygen levels. Additionally, the riffle structure will enable more natural sediment transport and will thus reduce sediment buildup on the upstream side of the structure. Enhanced oxygen levels and natural sediment transport are crucial steps towards a healthy aquatic environment for northern pike, bullhead catfish, channel catfish, bass, and the many other fish species targeted by anglers at this site.

In addition to producing cleaner and clearer water, the arched rock riffles will promote the site's use for recreational activities by creating a more natural and visually appealing environment. Crucially, the riffle structure will provide a safe environment for river access that lacks the dangers associated with low head dams. This project will thus restore, improve, and promote both in-stream and riverside access for sportsmen. The rock riffle structure will allow canoes, kayaks, and other small boats to safely access the river via Willowood Campground's launch area. Large, flat boulders at both the upstream and downstream sides of the dam will similarly enable safe riverside access for anglers.

In October 2023, Mayville received a generous OHF grant in the amount of \$396,595 for the work described above. While construction was initially scheduled for 2024, multiple factors delayed the project's timeline and increased its costs (see Budget Narrative section). Furthermore, the City Council decided to expand the project's scope in response to robust and consistent community input. The expanded scope includes several site improvements that will significantly increase the recreational value of the project area. Specifically, the project will construct a concrete walking path that provides access to the dam, plant diverse deciduous and ornamental trees and shrubs, install dedicated fishing areas, and install several benches.

Because of the inflated construction costs and the expanded scope of the project, the City is requesting \$896,595 in the present application. This request represents a \$500,000 increase from the award received in October 2023, which would be returned if the present application is successful.

Project Duration:

Indicate the intended schedule for drawing down OHF funds.

The project has obtained all necessary permits. The City received multiple bids in April 2025 and awarded the construction contract in June 2025. Construction of the project began in September 2025 and is scheduled for completion in November 2026. The recreational site improvements described above were awarded as an alternative that is contingent upon additional grant funding. The site improvements proposed here would occur in Summer and Fall 2026 at the end of construction.

Amount of Grant request: \$896,595

Total Project Costs: \$5,260,000

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

Amount of Matching Funds: \$4,363,405

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)
\$3,620,830	FEMA Hazard Mitigation Grant Program	Cash
\$482,777	DES Public Assistance	Cash
\$100,000	USFWS National Fish Passage Program	Cash
\$95,897	City of Mayville (local funding)	Cash
\$63,931	DWR Cost-Share Program	Cash

The funding breakdown above assumes a total OHF award of \$896,595. If the present application is unsuccessful, OHF funding would total \$396,595. The reduced OHF award would in turn allow for greater cost share from the Department of Water Resources, in the amount of \$273,998. The 2 funding scenarios are portrayed in the table below.

	Current Scenario	Proposed Scenario
FEMA	\$3,620,830	\$3,620,830
DES	\$482,777	\$482,777
USFWS	\$100,000	\$100,000
OHF	\$396,595	\$896,595
DWR	\$273,998	\$63,931
City	\$385,800	\$95,897
TOTAL	\$5,260,000	\$5,260,000

Certifications

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

I certify that if awarded grant funding none of the funding will be used for any of the exemptions noted in the back of this application.

Narrative

Organization Information – Briefly summarize your organization’s history, mission, current programs and activities.

Include an overview of your organizational structure, including board, staff and volunteer involvement. (no more than 300 words)

The City of Mayville is located in Traill County, North Dakota. The City was founded in 1881 and its current population is 1,900. The City of Portland, which is home to an additional 600 people, is located just two miles west on Highway 200. Together, Mayville and Portland’s 2,500 residents account for approximately 30% of the population within Traill County. The cities are home to more than 200 local businesses, and more than 1,000 students are currently enrolled at Mayville State University.

Mayville is committed to promoting the health and vitality of the community by providing residents with numerous recreation opportunities. Current recreation facilities include Camp Willowood, Island Park, Pioneer Park, a water park, frisbee golf course, and multiple sports complexes.

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.

Purpose of Grant

The reconstruction of Mayville's Dam #2 is urgently required for several reasons. First, the dam's current condition poses significant safety concerns related to the exposed sheet pile, unstable banks, unsteady rocks, and other loose debris. Second, the dam's failure caused serious and ongoing erosion and sediment accumulation. In addition to degrading both public and private lands, these factors diminish water quality and aquatic habitat conditions within the Goose River. Finally, Dam #2 previously elevated water levels so that the school district and golf course could draw water for irrigation. The elevated water level upstream of the dam also enabled recreational use of the boat launch and landing at Willowood Campground.

In addition to rectifying urgent challenges related to safety hazards, water quality impairment, and habitat degradation, the project's expanded scope includes numerous site improvements that will develop the public park that is adjacent to the dam and significantly increase the recreational value of the site. Specifically, a concrete trail with benches at regular intervals will facilitate access for fishing, kayaking, and other recreation activities. Moreover, as portrayed in the attached Landscape Plan, the project will plant 12 different varieties of deciduous trees, deciduous shrubs, and ornamental trees.

This is a new Project, i.e., it is not replacing funding that is no longer available.

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 City has retained Moore Engineering Inc. (Moore) for the Dam #2 Reconstruction & Recreation Project. Moore has decades of experience providing water resource engineering services for communities throughout North Dakota. The firm regularly provides concept development, environmental review, design, permitting, and construction oversight for large

watershed management and flood protection infrastructure projects that incorporate habitat enhancements for wildlife and recreation improvements for sportsmen. Moore has partnered with the community to complete water modeling, geotechnical evaluation, plan and specification preparation, land acquisition coordination, permitting, and bidding. The firm will also provide construction oversight of this effort. Moore’s proven and established project management standards and practices will ensure that objectives are achieved on-time, within budget, and in keeping with the highest quality standards.

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 City has partnered with Moore Engineering Inc. to develop a formal construction management plan that includes record keeping and invoice management practices. The City will submit a quarterly progress report to the Outdoor Heritage Fund that includes copies of invoices accrued and proposed activities for the subsequent reporting period. Moreover, the City will partner with Moore to use social media and digital marketing campaigns to advertise the Project, promote its benefits, and recognize its contributing partners. Marketing campaigns will occur during construction, upon completion of the project, and six months after completion.

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
Construction	\$896,595	\$	\$	\$	\$2,886,805	\$3,783,400
Design engineering	\$	\$95,897	\$	\$	\$374,103	\$470,000
Construction engineering	\$	\$	\$	\$	\$602,500	\$602,500
Contingency	\$	\$	\$	\$	\$357,100	\$357,100
ROW and Easements	\$	\$	\$	\$	\$32,000	\$32,000
Legal	\$	\$	\$	\$	\$15,000	\$15,000

Total Costs	\$896,595	\$95,897	\$0	\$0	\$4,267,508	\$5,260,000
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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 preliminary cost estimate for the project was \$3,050,000. The City initially planned to construct the project between May and November of 2024. However, several factors beyond the City’s control delayed the project’s timeline and ultimately increased the project’s costs. Foremost among these factors was the requirement to meet North Dakota Dam Design Standards, which were updated in 2024, and FEMA’s no-rise requirements for a floodway.

Two other factors have increased the City’s local share and thus prompted the City to reapply to OHF. First, the project is supported by a fixed-price grant from FEMA’s Hazard Mitigation Grant Program and an associated award from the Department of Emergency Services. FEMA and DES are providing 85% of project costs up to a maximum of \$4,103,607. Because of the fixed-price structure of the FEMA and DES awards, the City’s local share has significantly increased as the project’s costs inflated. Another factor that unexpectedly increased Mayville’s local share was the Department of Water Resources’ determination to categorize the project as a “Recreation Project” (eligible for 40% cost share) as opposed to a “Dam Repair Project” (eligible for 60% cost share). This categorization of the project effectively reduced the potential DWR award – i.e., increased the City’s local share – by \$132,000.

The City is therefore respectfully requesting an additional \$500,000 from OHF. If successful, this would decrease Mayville’s local share from \$385,800 to \$95,897. The remainder of project costs are supported by FEMA (\$3,620,830), DES (\$482,777), USFWS (\$100,000), and DWR (\$63,931). OHF funding will be devoted solely to costs for construction of the site improvements and recreation access enhancements. Engineering and other soft costs are supported entirely by a combination of local funds and awards from FEMA and DES. Finally, awards from FEMA, DES, USFWS, and DWR will support the removal and replacement of the dam itself.

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 will sustain the wildlife habitat and recreation enhancements accomplished during this project through a combination of general funds and revenue generated from the use of Willowood Campground, Island Park, and other public parks and recreation facilities managed by the City.

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

It is important to emphasize that this project was catalyzed by a disaster event. Before the May 2022 flooding and subsequent dam failure, the City Council was not aware that the dam was owned by the City. Therefore, Mayville did not have funding allocated for maintenance or repairs. Mayville has a relatively small tax base and limited financial resources. The City’s intent is to fund this project without placing a financial burden on its residents. Specifically, the City hopes to keep its local share at \$100,000 or lower. If an Outdoor Heritage Fund award is not obtained, the City Council will consider not performing the site improvements described above, which were bid and awarded as an alternate.

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 City will post signage at Willowood Campground and other public access locations to acknowledge all project sponsors. This signage will ensure that sportsmen and other users are able to appreciate the State’s contributions and commitment to improving fish and wildlife habitat and recreation opportunities. Moreover, the City will partner with its engineering consultant to use social media and digital marketing campaigns to advertise the Project, promote its benefits, and recognize its contributing partners.

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 outdoorheritage@nd.gov.

Revised: November 4, 2019, April 12, 2023