

# Outdoor Heritage Fund Grant Application



## Instructions

After completing the form, applications and supporting documentation may be submitted by e-mail to [ndicgrants@nd.gov](mailto: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: North Dakota Prairie Management Toolbox II

Name of Organization: Audubon Great Plains

Federal Tax ID#: 13-1624102

Contact Person/Title: Juli Bosmoe, Working Lands Program Manager

Address: 3002 Fiechtner Dr S, Ste A

City: Fargo

State: North Dakota

Zip Code: 58012

E-mail Address : [julianna.bosmoe@audubon.org](mailto:julianna.bosmoe@audubon.org), [lindsey.lee@audubon.org](mailto:lindsey.lee@audubon.org)

Web Site Address (If applicable) [audubon.org/greatplains](http://audubon.org/greatplains)

Phone: 701-298-3373

## 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 North Dakota Prairie Management Toolbox II(NDPMTII), led by Audubon Great Plains (Audubon), will provide financial assistance to private landowners in North Dakota with an emphasis on the eastern portion of the state as a strategy to improve grassland habitat health on 10,500 acres. Project planning and coordination will be led by Audubon range ecologists who will provide technical assistance to landowners, including through the development of ranch-level habitat management plans (HMP) with additional delivery assistance from conservation partners.

In fall of 2023, Audubon was awarded the North Dakota Prairie Management Toolbox which has already been spent with two years of the grant period remaining. The following year, the North Dakota Grazing Management Toolbox was awarded which has already spent or subscribed 97% of funds after one year. Demand remains strong for technical and financial assistance to implement grazing and invasive woody species management on operations across North Dakota, as thirty producers have contacted Audubon since fully obligating past project dollars and are on a waitlist for future assistance. Employing the lessons learned from these past successful toolbox projects, NDPMT II will provide cost-share and technical assistance for woody species removal and grazing infrastructure, while piloting a new approach to incentivize hunting access on private lands.

Audubon is seeking \$ 1,050,000.00 from the North Dakota Outdoor Heritage Fund, largely directed at financial assistance for landowners. Across the five-year project period, Audubon will collaborate with private landowners to implement regenerative grassland management practices including invasive woody vegetation removal on 1,500 acres and grazing infrastructure on 9,000 acres. Audubon anticipates partnering with at least 45 landowners throughout this project.

**Project Duration: Indicate the intended schedule for drawing down OHF funds.**

Five years: January 1, 2026 to December 31, 2030

Year one will focus on landowner engagement and agreement development.

Years 2-4 will include agreement development and project implementation.

Year 5 will focus on project completion and submitting final documentation to OHF.

Majority of funds are anticipated to be spent in years 1-4. Most invasive woody species management will be completed in the fall and grazing infrastructure completed during the growing season.

**Amount of Grant request: \$ 1,050,000.00**

**Total Project Costs: \$1,949,495**

**Amount of Matching Funds: \$ 899,495**

**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)
\$50,000	Audubon	Cash
\$203,920	Audubon	In-Kind: Indirect
\$101,075.00	NDWF	Cash
\$544,500	Landowners	In-kind and Cash share for project costs

**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 National Audubon Society is a leading nonprofit conservation organization with 125 years of science-based, community-driven impact, dedicated to protecting birds and the places they need. Birds are powerful indicators of our planet’s health, acting as sentinels that warn us of environmental change and inspire action. Audubon works across the Western Hemisphere, driven by the understanding that what is good for birds is good for the planet. Through a collaborative, nonpartisan approach across habitats, borders, and the political spectrum, Audubon drives meaningful and lasting conservation outcomes. With over 890 staff and more than 1.9 million supporters, Audubon is a dynamic and ever-growing force committed to ensuring a better planet for both birds and people for generations to come. Audubon has over 400 active community chapters, 100 campus chapters, and works in 11 countries with 15 state and regional offices in the US.

Audubon Great Plains is the regional program for North Dakota, South Dakota, and Nebraska within the National Audubon Society. Audubon Dakota as a North Dakota state program was instituted in 1997, however Audubon’s role in the Dakotas spans back to the mid-1970s. Audubon has six full time staff members in North Dakota, including two range ecologists, a working lands program manager, communications manager, outreach coordinator, and operations manager. Audubon Great Plains’ volunteer advisory board includes four North Dakota citizens. As of 2025, Audubon directly manages roughly 3,000 acres within the state and partners with landowners and conservation partners to inform

management on an additional 120,000 acres in North Dakota. In all of our programs, the efforts and cooperation of landowners and our supporters is crucial to our success and the conservation of bird habitat in the Great Plains.

**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.

NDPMT II is a continuation of past successful toolbox projects, which provide financial and technical assistance for conservation focused agricultural practices to improve grassland diversity and structure for wildlife and pollinators. This project will build on past successful Prairie Management Toolbox projects in North Dakota over the next five years. The past three PMT projects are collectively 98% spent or obligated, limiting Audubon's ability to continue conserving and restoring habitat on private land. Demand remains strong for technical and financial assistance to implement grazing and invasive woody species management on operations across North Dakota, as thirty producers have contacted Audubon since fully obligating past project dollars and are on a waitlist for future assistance. Employing the lessons learned from these past successful toolbox projects, NDPMT II will provide cost-share and technical assistance for woody species removal and grazing infrastructure, while piloting a new approach to incentivize hunting access on private lands. Project activities, other than access, will be covered by a 10 year non-conversion agreement with Audubon. North Dakota Wildlife Federation is providing additional support to this project, with \$101,075 committed to supporting project activities.

NDPMT II will implement grazing systems on at least 9,000 acres of grazing land. This goal meets Directives B and C by enabling landowners to switch from season-long grazing to rotational grazing or to enhance rotational grazing systems to allow for improved management. Fencing and adequate water infrastructure directly benefit producers through increased forage production, improved profitability, improved soil health, and enhanced forage quality. Rotational grazing also provides a diversity of structure for grassland birds and other wildlife. Financial assistance allows producers to quickly adopt and adapt to rotational grazing systems by allowing such improvements to cash flow over a shorter period of time. Landowners will select the type of fencing and water infrastructure that best meets their needs based on OHF allowable reimbursement on current NRCS cost share payment rates and NRCS practice scenario guidance. This project will provide cost-share for grazing infrastructure development. Livestock water developments may include wells (rehabilitation of existing wells included), water supply development, water pipelines, water tanks, and electric or solar power supply to operate well pumps. Fencing will be used to support new or

enhancing existing rotational grazing systems which will enhance soil health and provide rest for native grassland pastures.

NDPMT will provide woody invasive species control for at least 1,500 acres of grasslands. This goal meets Directives B and C by restoring open grassland conditions favored by grassland birds and pollinators as well as protecting rangelands as open space for livestock production. Tree invasion has become a major detrimental influence on intact grasslands in North Dakota, reducing both the total production of rangelands and their suitability for grassland dependent wildlife. Though livestock will occasionally consume the leaves of invasive trees, overall they provide little to no forage value. In 2022, a report from Working Lands for Wildlife estimated that annually 40,000 tons of forage in North Dakota are suppressed by woody invasion, representing a net loss of \$3.4M annually from the state economy, using October 2025 USDA reported grass hay prices.

Controlling invasive woody species like Russian olive, Siberian Elm, and eastern red cedar, is critical, as these species are proven to have numerous negative impacts on the diversity of grassland ecosystems. In the 1950s and 60s, species such as RO and Siberian elm were introduced for use in shelter belts where they were very successful. The qualities that make them popular, being fast growing and quick spreading, are the reasons they are now such a problem. Russian olives easily crowd out native plant species and even alter soil chemistry, modifying the native plant community (Zouhar 2005). Though eastern red cedar is native to North America, it has become a notorious encroaching species in the North American Great Plains and is driving a large-scale woodland transition, and an associated suite of social-ecological consequences (Twidwell et al. 2013b), including reduced livestock forage and displaced native grasses and forbs (Smith 2011, Meneguzzo and Liknes 2015). Ongoing research at University of Nebraska-Lincoln shows that early action against woody species is the best and most cost-effective way to conserve the benefits associated with large-scale open grasslands. The research recommends a multi-pronged approach, which includes returning fire to the landscape, early control of juvenile trees, and mechanical removal of mature encroaching woody species to reduce seed dispersion.

Control of these species is a major challenge for landowners to achieve, thus financial and technical assistance is critical to ensure timely and effective removal of these nuisance species. The cost of mechanical removal can be a major challenge for landowners when faced with woody species with highly invasive characteristics. One innovative approach Audubon intends to implement through this project is equipping collegiate The Wildlife Society chapters to manage early-stage invasions of woody vegetation, based on interest Audubon has received from the UND TWS chapter. A small portion of the budget will go to purchasing loppers, herbicide, and personal protective equipment to address woody vegetation invasion on private property as part of an annual service project.

One practice that will be piloted in this project is incentivizing public access on acres that implement a conservation activity through this project. Audubon will offer an incentive of \$2/ac/year for up to 5 years to landowners willing to post "Walking Hunters Welcome" signs from the ND Landowner-Sportsman Council. All access acres will be grassland. With average PLOTS rates in western ND near \$5/ac/year, these incentives are meant to provide a

reasonable value to landowners without directly competing with that program. In conversations with OHF board members and NDGF, Audubon has heard of interest in expanding options for landowners that complement the PLOTS program.



Citations:

- Clark, D.L., Wilson, M.V. Fire, mowing, and hand-removal of woody species in restoring a native wetland prairie in the willamette valley of oregon. *Wetlands* **21**, 135–144 (2001).  
[https://doi.org/10.1672/0277-5212\(2001\)021\[0135:FMAHRO\]2.0.CO;2](https://doi.org/10.1672/0277-5212(2001)021[0135:FMAHRO]2.0.CO;2)
- Meneguzzo, Dacia & C. Liknes, Greg. (2015). Status and Trends of Eastern Redcedar (*Juniperus virginiana*) in the Central United States: Analyses and Observations Based on Forest Inventory and Analysis Data. *Journal of Forestry*. 113. 10.5849/jof.14-093.
- Smith, S. 2011. Eastern Red-Cedar: Positives, Negatives, and Management. The Samuel Roberts Noble Foundation. 8 pp.  
<http://www.waterandenergyprogress.org/library/nfwf1101.pdf>
- Twidwell D, [Rogers WE](#), [Fuhlendorf SD](#), [Wonkka CL](#), Engle DM, Weir JR, [Kreuter UP](#), Taylor CA. The rising Great Plains fire campaign: Citizens' response to woody plant encroachment *Frontiers in Ecology and the Environment*. 11: e64-e71. DOI: [10.1890/130015](#)
- Zouhar, K. 2005. *Elaeagnus angustifolia*. In: Fire Effects Information System, [Online]. U.S. Department of Agriculture, Forest Service, Rocky Mountain Research Station, Fire Sciences Laboratory (Producer). Available: <https://www.fs.fed.us/database/feis/plants/tree/elaang/all.html>

Is this project part of a Comprehensive Conservation Plan?  Yes  No

**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.

NDPMT II will focus on grassland acres in the project area, especially those in eastern North Dakota, where 10,500 acres will be impacted within the project period through grazing infrastructure installation and invasive woody species removal. Walk-in hunting access will be incentivized for 1000 acres of grassland enrolling in up to 5 year terms.

Audubon Great Plains staff will provide tracking and reporting for all project agreements following grant guidelines. The Audubon Great Plains staff members associated with the project will be Julianna Bosmoe, Adam Brendemuhl, Charlene Prodzinski, and Lindsey Lee.

Julianna Bosmoe is the Working Lands Program Manager and provides implementation guidance and strategy for Prairie Management Toolboxes.

Adam Brendemuhl is Audubon Great Plains' eastern North Dakota range ecologist and

provides on-the-ground technical assistance to landowners enrolled in the Prairie Management Toolbox.

Charlene Prodzinski is Audubon Great Plains' western North Dakota range ecologist and provides on-the-ground technical assistance to landowners enrolled in the Prairie Management Toolbox.

Lindsey Lee is Audubon Great Plains' operations manager and is responsible for administering the Prairie Management Toolbox project contracts and payment requests.

**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.

There are multiple social, economic, and environmental ways to evaluate any implemented project. Initially, this will be considered successful if, during the project period, acreage goals for each project objective are met and landowners are approving and supportive of the services provided. Audubon staff will track program deliverables and will maintain financial records for grant expenses.

To better understand the impact of expanded or innovative elements of this proposal, Audubon will survey participants in NDPMTII at the time of enrollment and after completion of projects. For those that provide walk-in hunting access, surveys will occur again after they have been enrolled for 2 years, to evaluate landowner satisfaction and motivation. This survey will ask landowners about hunting access and preferences or barriers to allowing hunting access on their land.

Each enrolled landowner will collaborate with an Audubon Great Plains employee to develop a habitat management plan, detailing land management goals over the life of the project. Strategies to improve grassland productivity are incorporated into the habitat management plan. For this project, Audubon will conduct verbal surveys of landowners about baseline knowledge of the practice they are implementing, their understanding after working with Audubon, and how they plan to continue management after the project is completed. Projects are considered successful if a majority of producers exhibit changed behavior, improved management, or expanded understanding of grassland habitat needs.

**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.

Project Expense	OHF Request	Applicant Match (Cash)	Applicant Match (Indirect)	NDWF Match	Landowner Match (in Kind)	Total Each Project Expense
Grazing Infrastructure	\$648,000	\$	\$	\$56,800	\$432,000	\$1,136,800
Invasive Species Control	\$337,500	\$	\$	\$	\$112,500	\$450,000
Contracted Services	\$5,000	\$	\$	\$		\$5,000
Walk-In Incentive	\$7,500	\$	\$	\$		\$7,500
Supplies	\$2,000	\$	\$	\$		\$2,000
Staff Time	\$50,000	\$50,000	\$	\$44,275		\$144,275
Indirect	\$	\$	\$203,920	\$		\$203,920
<b>Total Costs</b>	<b>\$1,050,000</b>	<b>\$50,000</b>	<b>\$203,920</b>	<b>\$101,075</b>	<b>\$544,500</b>	<b>\$1,949,495</b>

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

**Livestock and Wildlife Friendly Grazing Systems:** Grazing system development support request is \$648,000 and will follow the NRCS Office Tech Guidelines for Allowable Cost. Fencing will be provided to landowners at 60% cost-share payment based on most recent NRCS cost-share payment rates in the year the landowner agreement is created. The water developments will use these rates for agreement development but will pay 60% cost-share based on actual costs. The landowners will provide the remaining 40% cost-share on both fence and water, providing \$432,000 in match. Other project sponsor share from NDWF will support additional projects and implementation.

**Invasive Species Control:** Landowner financial assistance for invasive woody control on private and state trust lands: \$337,500. Project expense rate is based upon the average rates from past projects and NRCS FOTG rates on 1,500 acres. Landowners will be responsible for 25% of contractor costs for invasive species removal, for a total cash match of \$112,500. Enrolled landowners will be responsible for post treatment enhancement, including brush management through chemical application or removal of cut trees. At the end of year 3 of project implementation, any funds not obligated to invasive species removal will shift to supporting livestock and wildlife friendly grazing systems.

**Contractual Services:** Project expense rate was based upon industry average for cultural resource surveys of \$1,250/survey. Audubon expects to need to contract 4 surveys over the course of the project period. Any funds not required for contracted services will be spent on additional financial assistance to producers (grazing systems or invasive species control) and Supplies (equipment for woody species removal).

**Walk in Hunting Incentive:** Incentive will be paid upfront for the full incentive period. Calculated based on 750 acres at \$2/acre/year 5 year agreement, although ultimate term and acreage will be at discretion of landowner (minimum 2 year term). At the end of year 2 of project implementation, any funds not obligated to the walk in hunting incentive will shift to supporting livestock and wildlife friendly grazing systems.

**Supplies:** Signage for project acres to recognize OHF support, and equipment provided to UND TWS chapter for removal of invasive woody vegetation. Any funds not required for these supplies within first three years of project activities will shift to supporting livestock and wildlife friendly grazing systems

**Staff Time:** A portion of the staff expenses to implement project activities, including site visits, contracts management, and reporting.

**Indirect rate:** Audubon will contribute indirect rate match of \$203,920. This indirect total is based on our federally negotiated indirect cost rate of 25.49% on allowable base expenses, less the portion of contracts in excess of \$50,000 in adherence to our NICRA.

**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.

To sustain the impact and longevity of projects enrolled in the NDPMTII, each project is protected by a 10-year non-conversion agreement to ensure that working grasslands assisted with financial and technical assistance remain as grasslands. Each enrolled producer will work with Audubon Great Plains in developing a Habitat Management Plan, a multi-year guide outlining best management practices for developing, maintaining, and improving project habitat. Audubon intends to implement the NDPMT II in response to sustained landowner interest. Infrastructure projects tend to be generational; grazing infrastructure typically needs regular maintenance to last for a couple of decades and provide conservation benefit during that time. Landowners that choose to tackle invasive species within their grasslands will need to provide ongoing monitoring and maintenance; Audubon Great Plains and partners are committed to having staffing to provide technical assistance to those landowners. This will ensure that the overall habitat management support resources the toolbox provides can be accessible well into the future.

Audubon continues to pursue and implement funds secured from federal and foundational sources. State funding, such as that provided from OHF, has proven to be particularly valuable in 2025, as federal funding becomes less reliable.

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

If the ND Outdoor Heritage Fund is unable to fully fund the NDPMT II, then the scope of program implementation will be reduced through fewer acres of impact and fewer producers assisted.

**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.***

At each participating site that utilizes NDPMT II and approves signage use, program signs are installed recognizing the financial support provided by OHF and other project supporters. OHF will also be recognized on all program promotion materials for NDPMT II, including but not limited to webpages, flyers, presentations, press releases, newsletters, and social media.

**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.

**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](mailto:ndicgrants@nd.gov).

Revised: November 4, 2019, April 12, 2023