

Outdoor Heritage Fund Grant Application



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:

- A. Litigation;
- B. Lobbying activities;
- C. 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;
- D. The acquisition of land or to encumber any land for a term longer than twenty years; or
- E. 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.

NO CONSIDERATION:

In addition to those specific items in law that are ineligible for funding, in the absence of a finding of exceptional circumstances by the Industrial Commission, the following projects will NOT receive consideration for funding:

- 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 Budget Form 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 Budget Form 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 Budget Form 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.

Application Deadline

Applications for this grant round cycle are due on **November 1, 2016 at 5:00 p.m. CT**. All information, including attachments, must be submitted by that date. See instructions below for submission information.

Instructions

Please download this Word document (available on the Industrial Commission/Outdoor Heritage Fund Program website at <http://www.nd.gov/ndic/outdoor-infopage.htm>) to your computer and provide the information as requested. You are not limited to the spacing provided except in those instances where there is a limit on the number of words. After completing the application, save it and attach it to an e-mail and send it to outdoorheritage@nd.gov or print it and mail it to the address noted in the next paragraph.

Attachments in support of your application may be sent by mail to North Dakota Industrial Commission, ATTN: Outdoor Heritage Fund Program, State Capitol – Fourteenth Floor, 600 East Boulevard Ave. Dept. 405, Bismarck, ND 58505 or by e-mail to outdoorheritage@nd.gov. The application and all attachments must be received or postmarked by the application deadline. You will be sent a confirmation by e-mail of receipt of your application.

You may submit your application at any time prior to the application deadline. Early submission is appreciated and encouraged to allow adequate time to review your application and ensure that all required information has been included. Incomplete applications may not be considered for funding. Any item noted with an * is required.

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.

Name of Organization **Stutsman County Soil Conservation District**

Federal Tax ID# **45-0283683**

Contact Person/Title * **Ryan Odenbach, Programs Manager**

Address * **1301 Business Loop East**

City * **Jamestown**

State * **North Dakota**

Zip Code * **58401**

E-mail Address * **ryan.odenbach@nd.nacdnet.net**

Web Site Address (Optional) **www.stutsmanscd.org**

Phone * **701-252-2521 ext. 123**

Fax # (if available) **N/A**

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

MAJOR Directive: (select the Directive that best describes your grant request)*

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: (select the directives that also apply to the grant application purpose)*

Choose all that apply

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.

Type of organization: (select the category that describes your organization)*

State Agency

Political Subdivision

Tribal Entity

Tax-exempt, nonprofit corporation.

Project Name* Stutsman County Grazing Systems

Abstract/Executive Summary. An Executive Summary of the project stating its objectives, expected results, duration, total project costs and participants.* (no more than 500 words)

The primary goal of this project is to restore proper vegetative balance in riparian and associated upland rangeland in Stutsman County. This is accomplished by focusing on proper rotation of grazing animals (beef cattle) through the use of multi-celled grazing systems. A secondary goal is to restore and maintain water quality of the rivers, lakes, and reservoirs in Stutsman County. The plan works with three identified producers. The project will allow grazing systems in which one system will have 23 cells, one would have 13 cells, and one would have 8 cells. To accomplish this, the Stutsman SCD will cost share 140,000 feet of fence, 30,000 feet of pipeline, 4 wells, and 15 water tanks. These projects are shovel ready (already planned with producers waiting). The timetable for implementing this project is to have all practices in place by December 31, 2018.

Project Duration:* 2 years (2017-2018)

Amount of Grant request \$324,900

Total Project Costs \$541,500

(Note that in-kind and indirect costs can be used for matching funds)

A minimum of 25% Match Funding is required. Amount of Matching Funds \$216,600

Please indicate if the matching funds will be in-kind, indirect or cash.

Source(s) of Matching Funds*

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.

40% of Matching funds are provided through local landowners/ag producers through in-kind. If another funding source is located besides local producers, these may be utilized as long as these funds are not being used to already match an OHF grant.

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 on Page 1 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 Stutsman County Soil Conservation District was created on August 21, 1948. The mission statement of the Stutsman County SCD: “To take available technical, financial, and educational resources, whatever their source, and focus or coordinate them so that they meet the needs of local land users for conservation of soil, water, and related resources.” The current Stutsman SCD is governed by a board consisting of five county producers, 3 elected and 2 appointed. The SCD staff includes a district clerk, district technician, a programs manager and a programs technician. The district operates a tree program, two 319 watershed projects, a crop plots project, and several pieces of equipment available for rent. The SCD promotes conservation with annual tours, landowner workshops, periodic newsletters, and a website: www.stutsmanscd.org

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. Please 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. If your project includes tree/shrub/grass planting, please 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. If your project includes Section 319 program funding, please provide, in detail, the specific best management practices that will be implemented and the specific projects for which you are seeking funding. Please note that 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.

The primary goal of this project is to restore proper vegetative balance in riparian and associated upland rangeland in Stutsman County. This is accomplished by focusing on proper rotation of grazing animals (beef cattle) through the use of multi-celled grazing systems. These grazing systems provide periods of heavy grazing followed by longer periods of rest. This system mimics historic pre-settlement grazing provided by herds of bison, which benefits the entire vegetative community. Grazing animals such as beef cattle, bison, etc. should be concentrated enough to impact the entire plant community, thereby allowing a balance of species (i.e. grasses, forbs, woody vegetation, etc.). A secondary goal of this project is to restore and maintain water quality of the rivers, lakes, and reservoirs of Stutsman County. Throughout the drift prairie and Missouri Couteau area of Stutsman County, the rangeland and grazing areas are primarily around streams, lakes or reservoirs. The remainder of the area is generally in crop production. The impact of proper grazing techniques and manure management in these areas can be substantial for water quality, reducing manure and erosion contributions to area streams and lakes.

The Stutsman SCD already has a track record of developing high quality multi-celled grazing systems on rangeland in Stutsman County. The SCD has already implemented a grazing system on several miles of the James River using Outdoor Heritage Funds. For this project 4 producers have plans and are awaiting funding. The budget was developed using known cost rates from implemented projects, there is a bid system for contractors to acquire the lowest cost rate. This project includes: 140,000 linear feet of fence, 30,000 linear feet of pipelines, 15 water tanks, and 4 wells.

The timetable for implementing this project is to have all practices in place by December 31, 2018. Construction of these practices will start in spring of 2017.

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 project will be managed by Ryan Odenbach who has been a Program Manager with the Stutsman SCD for over 14 years. In Stutsman County, he guided the Lower Pipestem Creek Project and Beaver Creek Project Phase 1 to successful conclusions. He is currently managing the Beaver Creek Project Phase 2, the Stutsman Manure Management Project, four special equipment projects, and the SCD's crop plots project.

Implementation of this project will occur in 2017. The projects have already been planned with the producers. Staffing is provided by the Stutsman SCD and the SCD maintains consistent planning and administration to ensure documentation of construction organization. Conservation plans are signed with each producer which ensure proper timing and objectives.

Evaluation – Describe your plan to document progress and results. *

How will you tell if the project is successful? 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.

Photographic monitoring will occur on grazing systems and an operation and maintenance plan will be signed and monitored in the future to determine follow through on practices.

Financial Information

ATTACHMENT: Project Budget – Using the standard project budget format that is available on the website at <http://www.nd.gov/ndic/outdoor-infopage.htm> , please include a detailed total project budget that specifically outlines all the funds you are requesting. Note that a minimum of 25% match funding is required.*

The project budget should identify all matching funds, funding sources and indicate whether the matching funds are in the form of cash or in-kind services. Effective July 1, 2015 no State General Fund dollars can be used for a match unless funding was legislatively appropriated for that purpose. As noted on the standard project budget format, certain values have been identified for in-kind services. Please utilize these values in identifying your matching funds. **NOTE: No indirect costs will be funded.**

X I certify that a project budget will be sent to the Commission*

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

Include information on the sustainability of this project after all the funding from the Outdoor Heritage Fund has been expended and whether the sustainability will be in the form of ongoing management or additional funding from a different source.

Producers receiving this cost share will be expected to maintain their grazing and manure systems as specified in their plans. Operation and maintenance agreements will be signed and field and field checks will occur in the future to determine if agreements are being followed. Personnel from the SCD will also monitor implemented systems for compliance with signed agreements.

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

Fewer systems will be implemented as a result of partial funding.

Partnership Recognition - If you are a successful recipient of Outdoor Heritage Fund dollars, how would you recognize the Outdoor Heritage Fund partnership? * Please note it is a requirement that there be signage at the location of the project acknowledging the funding from the Outdoor Heritage Fund if appropriate for your project.

The Outdoor Heritage Fund partnership will be recognized in a few different ways. First, producers are made aware of where the funding is coming from that they are receiving through SCD staff. Second, SCD newsletters are published recognizing the Outdoor Heritage Fund. Third, the Outdoor Heritage Fund will be recognized on tours that are held looking at implemented projects. Fourth, the SCD website will recognize the Outdoor Heritage Fund projects.

Scoring of Grants

All applications will be scored by the Outdoor Heritage Fund Advisory Board after your ten-minute oral presentation. The ranking sheet(s) 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. Please note the appropriate sample contract for your organization on the website at <http://www.nd.gov/ndic/outdoor-infopage.htm> that set forth the general provisions that will be included in any contract issued by the North Dakota Industrial Commission. Please indicate if you can meet all the provisions of the sample contract. If there are provisions in that contract that your organization is unable to meet, please indicate below what those provisions would be. *

Yes, we can meet them all.

Responsibility of Recipient

The recipient of any grant from the Industrial Commission must use the funds awarded for the specific purpose described in the grant application and in accordance with the contract. The recipient cannot use any of the funds for the purposes stated under Exemptions on the first page of this application.

If you have any questions about the application or have trouble submitting the application, please contact Karlene Fine at 701-328-3722 or kfine@nd.gov

Revised: Budget Standard Form

Please use the table below to provide a detailed total project budget that specifically outlines all the funds you are requesting and the matching funds being utilized to fund this project. Please note 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. Match can come from any source (i.e. private sources, State and Federal funding, Tribal funding, etc.) 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. Note 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.)

Please feel free to insert columns and rows as needed. Please include narrative to fully explain the proposed budget.

Note that NO INDIRECT COSTS will be funded from the Outdoor Heritage Fund. Also by law several items are ineligible for funding -- see Exemptions in the Application Form. Effective June 10, 2015 the following guidelines were approved by the Industrial Commission:

NO CONSIDERATION:

In addition to those specific items in law that are ineligible for funding, in the absence of a finding of exceptional circumstances by the Industrial Commission, the following projects will NOT receive consideration for funding:

- 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 below)
- 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 below)
- 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 below)
- A project in which the applicant is not directly involved in the execution and completion of the project.

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
Fencing	\$197,400	\$	\$131,600	\$	\$	\$329,000
Pipelines	\$90,000	\$	\$60,000	\$	\$	\$150,000
Water Tanks	\$13,500	\$	\$9,000	\$	\$	\$22,500
Wells	\$24,000	\$	\$16,000	\$	\$	\$40,000
Total Costs	\$324,900	\$	\$216,600	\$	\$	\$541,500

Fencing is estimated at \$2.35/ft. for total of 140,000 linear feet.

Pipelines estimated at \$5.00/ft. for total of 30,000 linear feet.

Water Tanks are estimated at \$1,500/tank. for total of 15 tanks

Wells are estimated at \$10,000/well for total of 4 wells

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.

Recommended by OHF Advisory Board: October 17, 2013
 Approved by Industrial Commission: October 22, 2013
 Revisions recommended by OHF Advisory Board: January 22, 2014
 Approved by Industrial Commission: January 29, 2014
 Revisions recommended by OHF Advisory Board: May 13, 2014
 Approved by Industrial Commission: May 27, 2014
 Revisions recommended by OHF Advisory Board: June 3, 2015
 Approved by Industrial Commission: June 10, 2015

December 16, 2015