

# 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 Howard Oppegard Landing Improvements

Name of Organization American Foundation For Wildlife

Federal Tax ID# 45-0422834

Contact Person/Title Kyle Vetter, President

Address 1131 Airport Road

City Bismarck

State North Dakota

Zip Code 58504

E-mail Address kylevetter1972@gmail.com

Web Site Address (If applicable)

Phone 701-222-0266 and 701-527-3268 (Kyle Vetter – Cellphone)

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)

In 2020 the American Foundation for Wildlife accepted a donation of a 3.5-acre parcel of land next to Eckelson Lake in Barnes County. This all started when this small parcel of land was privately purchased by Dick Monson in 2020. Mr. Monson recognized that anglers were using Highway 22 as the boat launching and ice fishing access to this predominately northern pike fishery. As an avid hunter and angler, he was greatly concerned about the safety of those individuals utilizing the lake for fishing and the motor vehicles driving by on the highway. So much so, that he and the existing landowner Howard Oppeward agreed to solve this issue. The land was acquired by Mr. Monson in the spring of 2020. After that time, work began to clean up this property and create public access for the future. The site had an existing gravel stockpile and the operator Kjelland Construction agreed to level the land,

grade a new road and cut a lake access into the 12-foot-high lake bank. A public access easement was then entered into with the North Dakota Game and Fish Department (NDGFD).



*Kjelland Construction completing site developments in 2020.*

In December of 2020, American Foundation for Wildlife graciously agreed to accept the property with the understanding that they would continue the public access and make additional improvements if possible.

Since that time, activity has progressively been completed through local partnerships with Barnes County Wildlife Club and Dakota Anglers. In addition, the North Dakota Game and Fish Department’s fisheries department has been very involved in the planning and development of this area. The NDGFD’s technical guidance has been extremely valuable, and they have agreed to continue to be involved thought this project.

For the past two years, the high bank cut access has been adequate for small boats and motorized vehicle access in the winter. The lake is developing into a walleye fishery with past walleye stockings showing excellent growth and desirable lengths. To allow additional boating access and winter access to this developing walleye fishery, additional developments will need to be completed. American Foundation for Wildlife is requesting funds to grade and slope at the current boat access area, to build a concrete ramp for launching larger boats, create an earthen fishing pier, purchase a concrete picnic table for day use, expand the current native pollinator grass and forb planting, and include a shrub planting.

Thank you for your consideration of this request to improve this area for anglers and the public to enjoy the Howard Oppegard Landing.

**Project Duration: 2 years**

**Indicate the intended schedule for drawing down OHF funds.**

2023 - \$30,000  
2024 - \$23,300

**Amount of Grant request: \$53,300**

**Total Project Costs: \$85,650**

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

**Amount of Matching Funds: \$25,100**

**Additional Non-Matching Contributions: \$10,000 – ND Game and Fish Department**

**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)
\$16,850	American Foundation For Wildlife	Cash
\$3,250	American Foundation For Wildlife	In-Kind
\$5,000	Barnes County Wildlife Club	In-Kind
\$10,000	ND Game and Fish Department – Boat Dock – Installation - Personnel	Non-Match

**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 American Foundation for Wildlife (AFW) is a North Dakota nonprofit conservation organization established in 1972. AFW is managed by an elected Board of Directors that is responsible for establishing and managing the vision, policies, and practices of the organization. The American Foundation for Wildlife is a licensed charitable gaming organization in the state of North Dakota. A unique private, nonprofit corporation, AFW works to make sure our state’s important natural resources heritage will always be a part of our future by balancing wildlife conservation and management with the interests and values of our landowners, citizens, and communities.

### **Purpose of Grant – Describe the proposed project identifying how the project will meet the specific directive(s) of the Outdoor Heritage Fund Program**

Identify project goals, strategies and benefits and your timetable for implementation. Include information about the need for the project and whether there is urgency for funding. Indicate if this is a new project or if it is replacing funding that is no longer available to your organization. Identify any innovative features or processes of your project. Note: if your proposal provides funding to an individual, the names of the recipients must be reported to the Industrial Commission/Outdoor Heritage Fund. These names will be disclosed upon request.

For tree/shrub/grass plantings: provide a planting plan describing the site design, planting methods, number of trees/shrubs by species and stock size, grass species and future maintenance. A statement certifying that the applicant will adhere to USDA-NRCS tree/shrub/grass planting specifications along with the name of the governmental entity designing the planting may be substituted for a planting plan.

For projects including Section 319 funding: provide in detail the specific best management practices that will be implemented and the specific projects for which you are seeking funding.

For projects including fencing: A minimum cost share of 40% by the recipient is preferred. Include detailed information on the type of fencing to be installed, whether funding is requested for boundary fencing, new or replacement of existing fencing, and/or cross fencing.

The goal of this grant proposal is to provide recreational access and development of the Howard Opegard Landing in Barnes County. This will be accomplished by partnering with the Dick Monson, Barnes County Wildlife Club, Dakota Anglers, North Dakota Game and Fish Department, and American Foundation for Wildlife. The proposal will enhance visitor access and enjoyment of this landing area for years to come.

Boat Ramp - The main component of the grant proposal is to install a concrete ramp for fishing boats at the existing high bank cut. This ramp will allow fisherman to safely launch larger watercraft. The North Dakota Game and Fish Department will provide a courtesy dock for anglers to secure their watercraft while loading and unloading at the ramp. The NDGFD will also be very involved in the ramp design and ensure that all necessary specifications are

followed to ensure a very long life of the ramp. The partners will be involved during all construction phases of this project by participating if possible during the development activities at the landing area.

Earthen Fishing Pier - The proposal requests the installation of an earthen fishing pier to the west of the boat ramp. This fishing pier will serve multiple functions. The first is to provide non-boating anglers with an access point to fish from shore. There will be an excavated walking path for individuals, youth, families, and all to access Eckelson Lake at this fishing pier. The fishing pier will also serve as a windbreak to lessen the wave activity at the boat ramp and reduce water erosion at the ramp site. All required water permits and approvals will be obtained prior to any construction.

Concrete Picnic Table – The Howard Oppegard Landing is adjacent to Highway 22 between the towns of Eckelson and Sandborn. This area will provide travelers the opportunity to pull off the highway and enjoy the view of the lake. The picnic table will provide all visitors with a place to sit down and have a lunch break.

Pollinator Species and Shrub Planting – The proposal is asking for an expansion of the existing pollinator planting that is currently adjacent to the Howard Oppegard Landing sign. The pollinator planting will have similar species planted (see list below), but would expand the planted area. The planting wouldn't happen until 2024, as site preparation will need to be completed this year and into early next spring. The shrub planting would be coordinated and designed through the Barnes County Soil Conservation District (SCD). Barnes County SCD would provide all technical guidance and potentially be planting all the shrubs. Attached is a list of the available shrubs for sale in 2023 by Barnes County SCD. The preferred shrub species for this project would include native plum, redosier dogwood, chokecherry, and currant.

BARNES COUNTY SOIL CONSERVATION DISTRICT			
SPECIES	No. Ordered	DESCRIPTION	Potential Hgt
<b>SHRUBS:</b>			
Almond, Russian		Hardy, pink flowers in early spring, suckers, lives 10-15 yrs	3 - 5 ft
Buffaloberry		Thorny, thicket forming, abundant small red fruit	6 - 14 ft
Caragana		Very hardy, small showy yellow flowers	6 - 14 ft
Cherry, Nanking		Fast growing, short lived, edible fruit food for jellies	7 ft
Cherry, Sand/Pin/various		Short lived, w/ dark, edible fruit, likes sandy soil	4 ft
ChokeBERRY, Black		Edible berries, substitute for for chokecherry (no black knot), red fall color	4-8 ft
Chokecherry, common		Edible fruit, suckers, susceptible to black knot	8 - 15 ft
Currant, Golden or Black		Edible fruit, excellent wildlife shrub	6 ft
Dogwood, Redosier		Red bark, white blossoms, white berries, tolerates wet areas	10 ft
Elderberry		Fast growing canes, white flowers, dark berries used for wine, jellies.	10 ft
False Indigo		Native, multi-stemmed shrub, dark purple plumes, tolerates wet areas	7 ft
Honeysuckle		Pink flowers, wildlife berries, aphid resistant strains	10 ft
Juneberry/Serviceberry		Slow growing, long-lived, edible berries, native	10 ft
Lilac, Common		Hardy, purple or white flowers, suckers. Villosa does not sucker	6 - 10 ft
Maple, Amur		Dense foliage, hardy, scarlet autumn color	15 ft
Plum, native		Thicket forming, suckers, edible fruit, native	10 ft
Rose, Hansen Hedge		Hardy, suckering, pink flowers followed by red rose hips	6 ft
Sumac (various)		Orange to red fall color, berry clusters for wildlife, suckers	15 ft
Willow, sandbar		Suckers profusely, likes moist areas, good wildlife cover	10 ft

Grasses		lbs. pls
Big Bluestem	<i>Andropogon gerardii</i>	60
Canada Wildrye	<i>Elymus canadensis</i>	60
Green Needlegrass	<i>Stipa viridula</i>	90
Indiangrass	<i>Sorghastrum nutans</i>	60
Little Bluestem	<i>Schizachyrium scoparium</i>	60
Prairie Cord Grass	<i>Spartina pectinata</i>	30
Sideoats Grama	<i>Bouteloua curtipendula</i>	45
Slender Wheatgrass	<i>Elymus trachycaulus</i>	45
Switchgrass	<i>Panicum virgatum</i>	30
Western Wheatgrass	<i>Pascopyrum smithii</i>	45
	<b>Total Grasses:</b>	525
Forbs		
Anise Hyssop/Fragrant Giant Hyssop	<i>Agastache foeniculum</i>	4.8
Black-eyed Susan	<i>Rudbeckia hirta</i>	36
Blanketflower	<i>Gaillardia aristata</i>	15
Blue Vervain	<i>Verbena hastata</i>	1.5
Canada Milkvetch	<i>Astragalus canadensis</i>	15
Common Milkweed	<i>Asclepias syriaca</i>	1.2
Evening Primrose	<i>Oenothera biennis</i>	3
Golden Alexander	<i>Zizia aurea</i>	1.5
Lewis Flax	<i>Linum lewisii</i>	12
Maximilian Sunflower	<i>Helianthus maximiliani</i>	45
New England Aster	<i>Symphyotrichum novae-angliae</i>	0.9
Plains Coreopsis	<i>Coreopsis tinctoria</i>	6
Prairie Coneflower	<i>Ratibida columnifera</i>	6
Purple Coneflower	<i>Echinacea purpurea</i>	12
Purple Prairie clover	<i>Dalea Purpurea</i>	12
Rocky Mountain Bee Plant	<i>Cleome serrulata</i>	3
Wild Bergamot	<i>Monarda fistulosa</i>	6
	<b>Total Forbs:</b>	180.9
	<b>Mix Total:</b>	705.9

*Existing Pollinator Planting Seed Mixture*



*Howard Oppegard Landing – Photos from summer of 2022*

Future development of this landing site would include construction of a vault toilet, development of shore fishing access through additional fishing piers (either earthen or dock style), parking lot developments, additional picnic tables, and/or tree plantings.

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 American Foundation for Wildlife will oversee all activities associated with this grant, but because of our location in Bismarck we have established a partnership for local involvement for the grant proposed activities. The American Foundation for Wildlife has been in communication with the Barnes County Wildlife Club and North Dakota Game and Fish Department’s Fisheries Division in Jamestown on the future management of the landing area. The preferred plan is to duplicate an already successful partnership style management agreement that is in place at Moon Lake. Moon Lake is located south of Interstate 94 approximately 8 miles southeast of Sanborn, North Dakota. The Moon Lake Wildlife Management Area owned by North Dakota Game and Fish Department has a cooperative agreement with Barnes County Wildlife Club for maintenance. Currently the area would be very similar to the Howard Oppegard Landing if all proposal developments are approved. The cooperative agreement would be between American Foundation for Wildlife, Barnes County Wildlife Club, and North Dakota Game and Fish Department.



*Moon Lake – Photos of location, boat ramp and access road to ramp*



## 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 American Foundation for Wildlife will measure success based on completion of each part of the proposed project. There will be photos taken during all developments and each completed part of the project to document the success. The ultimate evaluation of success will be the number of visitors who use the Howard Opegard Landing area.

## 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 and Other Project Sponsor's Match Share (In-Kind)	Total Each Project Expense
Concrete Boat Ramp, Hard Substrate Material and Contractor	\$30,000	\$10,000	\$3,500	\$43,500
Eathen Fishing Pier-Ramp Wind Protection and Contractor Excavating	\$18,000	\$6,000	\$3,500	\$27,500
Concrete Picnic Table	\$750	\$250	\$250	\$1,250
Pollinator and Shrub Planting	\$1,800	\$600	\$1,000	\$3,400
NDGFD – Boat Dock (non-match)			\$10,000	\$10,000
<b>Total Costs</b>	<b>\$53,300</b>	<b>\$16,850</b>	<b>\$18,250</b>	<b>\$85,650</b>

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.**

Concrete Boat Ramp, Material, Equipment and Equipment Operator – The current location will need additional excavation from a construction contractor, added material to site (including gravel and rock rip-rap for erosion control), estimated at \$16,000. The cost of local contractor's hourly rate is \$250 per hour. The boat ramp will be 15-20 feet wide by 100 foot long with cost of concrete the estimated cost at \$12 square foot. This costs of the concrete is estimated at \$24,000.

Earthen Fishing Pier and Boat Ramp Protection – The excess material removed from the exaction of the boat ramp site will be utilized for the fishing point into Eckelson Lake. This fishing point will need additional material and rip-rap to protect the point from water erosion. The cost of local contractor's hourly rate is \$250 per hour. Estimated costs is \$24,000.

Concrete Picnic Table – There is a local supplier of this type of picnic table. The cost for the table is \$1,000 per table.

Pollinator Species and Shrub Planting – There is an existing native pollinator planting near the current sign, but the plan is to expand this planting and border the native pollinator planting with a shrub planting. The pollinator planting cost will be \$2,400. All pollinator and shrub planting will be coordinated with the Barnes County Soil Conservation District. They will assist by providing technical advice for the project. Their technical advice will include the design of the species selected, seed bed preparation, weed control material, and layout.

Boat Dock – The ND Game and Fish Department will purchase a boat dock for this access area. The NDGFD will deliver the dock and oversee the activity associated with boat ramp construction. The estimated cost for this non-match activity is a minimum of \$10,000.

**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.

This grant proposal will fund activities with very long timelines. The installation of a boat ramp will last over 50 years when installed correctly. The number of individuals that would use this Opegard Landing area to Eckelson Lake will be very high when the walleye fishery fully develops. This project is very sustainable for the future. The partnership of local Dick Monson, Barnes County Wildlife Club, Dakota Anglers, North Dakota Game and Fish Department and AFW will ensure that the access area is maintained and improved as planned.

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

The highest priority of this grant is the funding of the concrete boat ramp. This would include the contractor's work and the material costs. The second priority would be the earthen fishing pier. The final priority would be the concrete picnic table and then pollinator/shrub planting.

**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.***

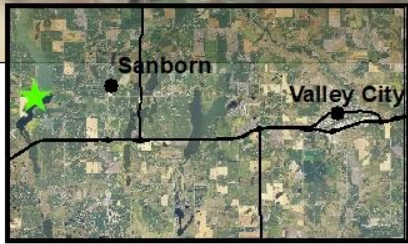
The property currently has a sign listing the name of the landing and partners. A new sign would replace this existing sign with Outdoor Heritage Fund listed as a partner and OHF logo placed on signpost. Any additional signage on the property would have Outdoor Heritage Fund logos included on the signs.

**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:

# Howard Oppengard Proposed Project Map



Features					
	Concrete Picnic Table		Pollinator Planting		Boat Parking
	Shrub Planting		Boat Ramp		Fishing Pier

## **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](mailto:outdoorheritage@nd.gov).

Revised: November 4, 2019, April 12, 2023