

# 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 Partners For Wildlife Project 3

Name of Organization North Dakota Natural Resources Trust

Federal Tax ID# 36-3512179

Contact Person/Title Terry Allbee, Business Manager/Biologist

Address 1605 East Capitol Ave., Ste. 101

City Bismarck

State North Dakota

Zip Code 58501

E-mail Address [terry@naturalresourcestrust.com](mailto:terry@naturalresourcestrust.com)

Web Site Address (If applicable) [www.ndnrt.com](http://www.ndnrt.com)

Phone 701-223-8501

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)

The last winter in North Dakota was tough throughout most of the state. Cattle producers struggled to keep livestock healthy, and the wildlife populations also struggled to survive. It comes without saying that everyone was ready for warmer weather and no snow on the ground. The start of the growing season in North Dakota triggered many producers to start exploring new management actions on their property. Many did this by reaching out to conservation groups to understand whether funding was available, and partnerships could be forged to address the needs of the producer and North Dakota's wildlife. This grant proposal is a response and effort to address the continued strong demand from North Dakota landowners to improve grazing systems, restore grassland acres, and restore wetland acres on their properties.

The North Dakota Partners for Wildlife Project 3 (NDPWP3) is a new phase of two successful grants supported by the Outdoor Heritage Fund (OHF). The North Dakota Natural Resources Trust (Trust) and U.S. Fish and Wildlife Service's private lands program, the North Dakota Partners for Fish and Wildlife Program (ND PFW), have been very appreciative of past support and want to deliver new OHF grant funds to willing landowners statewide. Landowners who participated in the previous NDPWP grants have understood that OHF has been critical in helping achieve natural resource improvements and along with their farming/ranching operations.

All previous grant funds received by the Trust for NDPWP have been obligated with signed landowner agreements except a portion of the NDPWP2 cover crop cost-share. Accomplishments of the original NDPWP, which was approved in fall of 2020, include 27 signed grazing system agreements for 11,580 acres of managed grasslands, 12 wetland restoration agreements restoring on 176 wetland acres, and 11 cover crop agreements. The grant duration was 4 years, and through the first two plus years of the grant, it is over 82% (\$125,751 remaining of \$716,500 grant) completed. Completed meaning development projects are installed, and payments to landowners have been made. The remaining balance of funds are associated with grazing systems and cover crop seedings. It is expected that these activities will be completed in 2023.

The NDPWP2 grant was approved in spring of 2022 with a 4-year duration. The Trust and ND PFW have been busy working with landowners and promoting this OHF grant. During the late winter and early spring of 2023, landowner interest was strong. To date, the NDPWP2 has obligated all grazing system funds with 26 signed landowner agreements on 21,000 acres, three signed grass seeding agreements for 316 acres, six signed wetland restoration agreements on 54 acres and two signed cover crop agreements on 181 acres. The Trust expects 50%-75% of the grazing systems to be completed in 2023, all remaining grass seeding to be completed in 2023, all wetland restoration to be completed in fall of 2023 (fall weather is the limiting factor), and more cover crop agreements to be signed in 2023, with 30% being completed in 2023. This is a great testimonial to the OHF Advisory Board on the success of these previous grants and the need from producers for further funding.

### **Project Duration: 5 Years**

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

2023	\$700,000
2024	\$850,000
2025-2027	\$407,500

**Amount of Grant request: \$1,957,500.00**

**Total Project Costs: \$3,387,000.00**

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

**Amount of Matching Funds: \$1,429,500.00 (42% matching funds)**

**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)
\$68,000.00	ND Natural Resources Trust	Cash
\$25,000.00	ND Natural Resources Trust	In-Kind
\$70,000.00	ND Partners For Fish and Wildlife	Cash
\$35,000.00	ND Partners For Fish and Wildlife	In-Kind
\$1,231,500.00	ND Landowners	Cash

**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 North Dakota Natural Resources Trust was created in 1986 and was originally called the North Dakota Wetlands Trust until 2000. The Trust's mission is to promote the retention, restoration, creation and wildlife friendly management of wetlands, grasslands, and riparian areas by presenting practical conservation opportunities throughout North Dakota. The Trust achieves this mission by partnering with agricultural and conservation organizations to 1) promote the productive use of private agricultural lands private property rights that result in the enhancement and protection of private lands; 2) effectively use North Dakota's public lands both for agriculture and recreation; 3) promote good land use planning along urban river corridors, and 4) enhance the state's significant water resources. The Trust helps shape

the landscape through its programs and does its best to help shape both public attitude and public policy to support natural resource protection.

From its inception, the Trust has played a role as facilitator between agricultural and conservation interests. In addition to facilitating and funding sound, on-the-ground conservation of natural resources, its goal is to identify common issues, create dialogue, and resolve conflicts.

The ND PFW Program has a long history of working closely with private landowners by providing financial and technical assistance through voluntary conservation efforts to restore, enhance, and create wetland and grassland habitats on private land. The ND PFW Program works with private landowners through short-term (10 year) conservation agreements to foster partnerships on working lands that help conserve important wildlife habitat and provide economic benefits for North Dakota's farmers and ranchers and other private landowners. The ND PFW Program in North Dakota was established in 1987. The ND PFW Program is known nationwide as one of the leading Federal programs that promotes and implements voluntary, incentive-based community-based stewardship for fish and wildlife conservation.

**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.

Over the next five-year duration, the goal of NDPWP3 program is to restore and enhance private agricultural property through voluntary wetland and grassland conservation practices statewide. The NDPWP3 will provide landowners with a ten-year partnership agreement with buyback provisions, technical support, voluntary terms, and cost-share.

Wetland Restoration: The NDPWP3 will utilize ND PFW standards for wetland restoration and/or creation. ND PFW standards for wetland restorations follow, and in many cases exceed, NRCS Wetland Restoration Standards. Where required by ND State law, ND PFW will manage permitting from ND State Water Commission for construction and/or water

appropriation. NDPWP3 will cost-share wetland construction, and the Trust will provide a one-time incentive payment based on actual surface acres of water.

Grass Seeding: The NDPWP3 will adhere to ND PFW grass seeding specifications and/or USDA-NRCS planting specifications. We will encourage the use of no-till grass drills when possible. A combination of warm and cool season grasses will be obtained from a reputable seed dealer with weed-free assurance. The grass seeding will have a restriction of no haying prior to July 15th, with preference to delays until August 1, ND's Primary Nesting Season. The cost-share is based on total acres seeded, actual seed costs, and management costs.

Grazing Systems: The NDPWP3 will provide funding for grazing system developments that include livestock water and fencing. The developments will be cost-shared at a rate of 60% from the grant and 40% from landowners. Technical advice will be provided to applicants and supporting partners and developed in consultation with landowners. Landowners will select the fence type that will best meet their operation need. Fencing cost-share will be provided at a per foot rate and will be adjusted to accommodate the different fence types. The rate will be based on USDA Tech Guide Allowable costs with the full funding rate determined by NRCS's practice scenario amount. Water development cost-share will be provided based on documented actual costs. The Trust and ND PFW will provide additional cost-share for components of the grazing system that may not be considered under current OHF guidelines.

This proposal is an innovative approach to bring partners together to prioritize natural resource restoration and enhancements on privately-owned lands across North Dakota. The NDPWP3 will provide private landowners with an opportunity to combine multiple conservation practices in a manner that assists them with achieving their desired management outcomes. Many of the conservation practices that will be implemented through the NDPWP3 to complement one another and can be delivered in a manner that is not burdensome for landowners.

Because project practices will be selected by interested landowners, and certain practices may be more popular than others. We are asking that this grant provide the flexibility to adjust acreage goals and transfer funding to the practices based on practice demand. The OHF funds and match will remain at the same levels.

All participating landowners will be informed about public hunting access opportunities through the North Dakota Game and Fish Department's PLOTS program.

In addition to the traditional landowner promotion, the NDPWP3 would be marketed through the North Dakota Conservation District Employee Association's Dakota Prairie Legacy Initiative and additionally through the Meadowlark Initiative.

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

If yes, provide a copy with the application.

This grant proposal does benefit many of the species of conservation concern and the conservation actions identified in the North Dakota State Wildlife Action Plan (2015)

(NDSWAP). The NDSWAP conservation actions that align with this proposal include 1) offering of incentives and programs to protect, enhance, and restore habitat, 2) promote and support holistic grazing and work with grass-based agriculture groups, and 3) use best management practices.

*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 Trust will oversee and coordinate all activities associated with the NDPWP3 proposal. The NDPWP3 will be offered throughout the entire state of North Dakota with priority given to projects with the highest densities of wetlands and grasslands. The Trust will develop site specific agreements with landowners which will include a map defining boundaries, the payments amount, ND PFW matching funds, landowner contributions, and the Trust matching funds. All agreements will be signed and dated by the landowner and the Trust. A signed agreement by the Trust will be used to determine the level of obligated funds for the grant. The Trust will honor all signed agreements, as our organization recognizes them as legally binding documents.

The Trust's staff will coordinate the NDPWP3 from our office located in Bismarck, ND. The Trust and/or ND PFW will provide technical assistance to landowners including wetland restoration design and construction management, grazing system technical assistance, and grass seeding specific seed mix design, seeding dates, and post management recommendations.

The Trust will provide tracking and reporting of all participant agreements following grant guidelines.

The ND PFW Program has a staff of six biologists working to deliver voluntary private land conservation projects across the state. The ND PFW program focuses on migratory bird habitat as well as species of decline or special concern by working with private landowners to restore wetlands and grasslands and implement rotational grazing systems. The ND PFW Program private lands biologists, located throughout ND, will assist and help deliver NDPWP3 to landowners. ND PFW assistance with this proposal will include financial assistance and technical assistance that includes actions such as providing grass seeding dates, designing seed mixes, recommendations for managing the grass, surveying wetlands, wetland construction oversight, etc.

NDPWP3 is built on an existing delivery network that has proven to be successful. This partnership can deliver private landowner working lands agreements in an efficient and friendly manner. Evaluation of success of the NDPWP3 is directly related to landowner's enrollment into the program. High landowner interest is the key to the NDPWP3 success.

The acreage goal can only be achieved by the willingness of landowners to enroll into the NDPWP3.

The Trust will monitor all NDPWP3 agreements. Evaluations and progress reports will be completed. The Trust's programs are structured to be flexible and accommodating to agreement participants. Maintaining good communication with agreement participants and the partners is important to the Trust.

**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.

We worked diligently to create this diverse partnership for implementation and evaluation reasons in addition to doing optimal outreach to producers. Our partners enable “boots on the ground” contact with landowners, and the focus on developing strong local relationships sets the tone for positive results in how the program can benefit their operation and wildlife habitat. Our field agent partners help with contract facilitation and the implementation aspects, verifying that fence and water resources are completed as prescribed and following up on grazing plans. Our administration ensures timely payments and support lines for both participating landowners and partners. More specifically, success will be measured on the level of agreements completed with landowners and the number of acres benefited by the lease and development activities by increased conservation habitat for grassland birds, satisfied landowners, and increased access for public enjoyment.

**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)	Other's Match Share (Cash)	Applicant's and Other's Match Share (In-Kind)	Landowner's Share (Cash)	Total Each Project Expense
Wetland Restoration	\$60,000	\$32,500	\$20,000	\$0	\$0	\$112,500
Grazing Systems	\$1,800,000	\$20,000	\$40,000	\$0	\$1,200,000	\$3,060,000
Grass Seeding	\$52,500	\$10,500	\$10,000	\$	\$31,500	\$104,500
Contracted Services/Support	\$10,000	\$5,000	\$0	\$0	\$0	\$15,000
Staffing	\$35,000	\$0	\$0	\$60,000	\$0	\$95,000
<b>Total Costs</b>	<b>\$1,957,500</b>	<b>\$68,000</b>	<b>\$70,000</b>	<b>\$60,000</b>	<b>\$1,231,500</b>	<b>\$3,387,000</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.**

Wetland Restoration – Provide cost-share and incentives to restore and/or create wetland habitat in North Dakota. The cost-share is based on an average of \$1,200 per acre for a restoration goal of 65 acres. OHF would provide \$900 or 75% per acre and ND PFW would provide \$300 or 25% per acre. Any costs over \$1,200 per acre will be provided by ND PFW. Costs include dirt work, materials and all associated contractor costs necessary to complete the work. Payment will be based on actual costs of the construction activity. The Trust will provide an incentive to landowners willing to restore and/or create wetlands at \$500 per acre.

Wetland Creation/Restoration – 65 acres goal

OHF (\$900/acre) =	\$ 60,000
ND PFW (\$300/acre) =	\$ 20,000
Trust Incentive (\$500/acre) =	\$ 32,500
<b>Total</b>	<b>\$112,500</b>

Grazing Systems – Grazing systems will include components of both fencing and water developments with a goal of 28,000 acres. Fencing will follow the NRCS Office Tech Guide Allowable Cost recommendations by OHF. The grant will provide landowners a 60% cost-share payment based on these cost-share payment rates. Landowners will provide the remaining 40% cost-share. The fence and water developments will follow the NRCS Office Tech Guide Allowable Cost with full funding rate determined by NRCS's practice scenario amount. The OHF grant will provide 60% cost-share of these rates for fencing by selected fence type. The OHF grant will pay 60% cost-share based on actual costs for all water developments. The landowners will provide the remaining 40% cost-share. The Trust will provide additional cost-share for components of the grazing system that would be classified as equipment such as portable power supplies, portable water delivery systems, and/or other additional cost-share on any unique practices. ND PFW will provide cost-share for other fencing costs and/or additional cost-share on any unique practices.

Grazing Systems - 28,000 acres goal	
OHF (60% of costs) =	\$1,800,000
Landowner (40% of costs) =	\$1,200,000
ND PFW (\$40,000 =	\$ 40,000
Trust (\$20,000) =	\$ 20,000
Total	\$3,060,000

Grass Seeding –Cost-share for grass restoration will be based on total seeding and management costs per acre of \$145. This includes \$100 per acre for native/tame grass seed (OHF \$75/acre, Trust \$15/acre, ND PFW \$10/acre). ND PFW will fund any additional seed costs over \$100 per acre up to \$120 per acre (estimated total cost at \$3,000) and \$45 per acre in landowner match for seedbed preparation, seeding, and establishment management. The goal is to restore 700 acres of grassland.

Grass Seeding - 700 acres goal	
OHF (\$75/acre) =	\$ 52,500
Trust (\$15/acre) =	\$ 10,500
ND PFW (\$10/acre) =	\$ 7,000
ND PFW (> \$100/acre) =	\$ 3,000
Landowner (\$45/acre) =	\$ 31,500
Total	\$104,500

The majority of the landowners will be planting diverse mixtures of native perennial grasses/forbs and/or mixtures of introduced perennial and native grasses. The total OHF cost-share amount will follow the 2023 or most up-to-date NRCS Field Office Tech Guide Allowable Costs.

Contracted Services/Support – This grant proposal is requesting \$10,000 for any additionally required contracted services for items such as engineering, cultural resources, surveys, specialized equipment rentals, soil testing, habitat assessments, partnership coordination meetings, and for any additional delivery and/or program monitoring. If contracted services request is not utilized during the grant period for these services, the funds would be used for additional conservation practices identified in the proposal. The Trust will provide a cash match of \$5,000 toward contracted services and/or outreach, education, support, and workshops that help landowners receive information about technical assistance and the availability of the grant proposal activities.

Staffing – This grant proposal requests \$35,000 of staffing funding for the Trust from OHF. Additional staffing costs will be provided by the Trust and ND PFW and be considered in-kind match based on actual costs of Trust and ND PFW staff salary, benefits, and travel. Staffing activities includes Trust and ND PFW time to complete program promotion and outreach, meeting with landowners, providing technical assistance, completing landowner agreements, partnering with state, federal, local, and nongovernmental organizations, processing payments, providing agreement monitoring, and completing all grant administration.

With this grant proposal offering a suite of three different activities to interested landowners, we are asking that this grant provide the flexibility to adjust acreage goals and transfer funding to the activities based on practice demand. The OHF funds and match will remain at the same levels.

**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.

NDPWP3 will only be available to private landowners. The NDPWP3 is a completely voluntary project that will focus on increasing wildlife habitat, increasing agricultural productivity and improving soil health. It is our vision in this proposal that landowners will select options to fit their farming/ranching operational goals by providing a modest cost-share and that these activities will be retained long after the NDPWP3 agreement has ended.

The NDPWP3 proposal is requesting a higher level of funding than the past NDPWP and NDPWP2 proposals. The intent of this higher funding request is to extend the timeline of any additional request to OHF in the future. If funded, NDPWP3 would have adequate funding for 2 plus years. The Trust and ND PFW will continually gauge landowner interest in NDPWP type activities. It is our belief that these working lands style practices will be of great interest to private landowners in the state and new OHF grant proposals for NDPWP developments may be submitted in the future.

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

The Trust thanks the OHF Advisory Board for considering our NDPWP3 proposal. This request for \$1,957,500 of OHF funds with an additional \$1,429,500 in match is very important for participating landowners. The NDPWP3 along with Trust and ND PFW bring additional cash resources to landowners to progressively enhance their operation in a natural resource-friendly manner. If the OHF Advisory Board recommends a reduction in funding from the original proposal, this will result in a lower number of agreements with landowners, a smaller number of acres achieved, and a reduction in the amount of cash and in-kind match available by the Trust, ND PFW, and landowners.

**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.***

This NDPWP3 will provide OHF recognition on all landowner agreements by including OHF logo on top of agreements, and all discussions with landowners in the delivery of this project will identify OHF as a funding source. If any signs are placed at project locations, it will include the OHF logo. All NDPWP3 distributed information for outreach and/or media will identify OHF as a funding source. Additionally, all presentations or discussions to partners and/or other organizations will acknowledge OHF as a funding source.

**Awarding of Grants - Review the appropriate sample contract for your organization on the website at <http://www.nd.gov/ndic/outdoor-infopage.htm>.**

Can you meet all the provisions of the sample contract?  Yes  No

If there are provisions in that contract that your organization is unable to meet, please indicate below what those provisions would be:

## **ABOUT OHF:**

The purpose of the North Dakota Outdoor Heritage Fund is to provide funding to state agencies, tribal governments, political subdivisions, and nonprofit organizations, with higher priority given to projects that enhance **conservation** practices in this state by:

**Directive A.** Providing access to private and public lands for sportsmen, including projects that create fish and wildlife habitat and provide access for sportsmen;

**Directive B.** Improving, maintaining and restoring water quality, soil conditions, plant diversity, animal systems and by supporting other practices of stewardship to enhance farming and ranching;

**Directive C.** Developing, enhancing, conserving and restoring wildlife and fish habitat on private and public lands; and

**Directive D.** Conserving natural areas and creating other areas for recreation through the establishment and development of parks and other recreation areas.

## **EXEMPTIONS**

Outdoor Heritage Fund grants may not be used to finance the following:

- Litigation;
- Lobbying activities;
- Any activity that would interfere, disrupt, or prevent activities associated with surface coal mining operations; sand, gravel, or scoria extraction activities; oil and gas operations; or other energy facility or infrastructure development;
- The acquisition of land or to encumber any land for a term longer than twenty years; or
- Projects outside this state or projects that are beyond the scope of defined activities that fulfill the purposes of Chapter 54-17.8 of the North Dakota Century Code.

OHF funds may not be used, except after a finding of exceptional circumstances by the Industrial Commission, to finance:

- A completed project or project commenced before the grant application is submitted;
- A feasibility or research study;
- Maintenance costs;
- A paving project for a road or parking lot;
- A swimming pool or aquatic park;
- Personal property that is not affixed to the land;
- Playground equipment, except that grant funds may be provided for up to 25% of the cost of the equipment not exceeding \$10,000 per project and all playground equipment

grants may not exceed 5% of the total grants per year (see Definitions/Clarifications for how this will be calculated);

- Staffing or outside consultants except for costs for staffing or an outside consultant to design and implement an approved project based on the documented need of the applicant and the expenditures may not exceed 5% of the grant to a grantee if the grant exceeds \$250,000 and expenditures may not exceed 10% of the grant to a grantee if the grant is \$250,000 or less (see Definitions/Clarifications for how this will be calculated);
- A building except for a building that is included as part of a comprehensive conservation plan for a new or expanded recreational project (see Definitions/Clarifications for definition of comprehensive conservation plan and new or expanded recreational project); or
- A project in which the applicant is not directly involved in the execution and completion of the project.

The goal of the Industrial Commission is that at a minimum 15% of the funding received for a biennium will be given priority for recreation projects that meet Directive D.

The following projects are not eligible for funding, unless there is a finding of exceptional circumstances by the Industrial Commission include:

- Construction or refurbishment of indoor/outdoor ice rinks,
- Construction or refurbishment of indoor/outdoor athletic courts and sports fields,
- Other substantially similar facilities.
- Infrastructure that is not part of a comprehensive conservation plan.
- Projects not meeting a minimum funding request of \$2,500.

## **Budget Information**

In-kind services used to match the request for Outdoor Heritage Fund dollars shall be valued as follows:

- |                        |   |
|------------------------|---|
| • Labor costs          | \$15.00 an hour   |
| • Land costs           | Average rent costs for the county as shown in the most recent publication of the USDA, National Agricultural Statistics Services, North Dakota Field Office |
| • Permanent Equipment  | Any equipment purchased must be listed separately with documentation showing actual cost. (For example: playground equipment)                               |
| • Equipment usage      | Actual documentation  |
| • Seed & Seedlings     | Actual documentation  |
| • Transportation       | Mileage at federal rate   |
| • Supplies & materials | Actual documentation  |

More categories will be added as we better understand the types of applications that will be submitted. We will use as our basis for these standards other State and Federal programs that have established rates. For example, the North Dakota Nonpoint Source Pollution Management Program has established rates. If your project includes work that has an established rate under another State Program, please use those rates and note your source.

## **Definitions/Clarifications:**

**Building** - Defined as "A structure with a roof either with walls or without walls and is attached to the ground in a permanent nature."

Comprehensive Conservation Plan - Defined as “A detailed plan that has been formally adopted by the governing board which includes goals and objectives--both short and long term, must show how this building will enhance the overall conservation goals of the project and the protection or preservation of wildlife and fish habitat or natural areas.” This does not need to be a complex multi-page document. It could be included as a part of the application or be an attachment.

New and Expanded Recreational Project means that the proposed building cannot be a replacement of a current building. The proposed building must also be related to either a new or expanded recreational project--either an expansion in land or an expansion of an existing building or in the opportunities for recreation at the project site.

Playground equipment calculation - Only the actual costs of the playground equipment (a bid or invoice showing the amount of the equipment costs must be provided) - cannot include freight or installation or surface materials or removal of old equipment, etc.

Staffing/Outside Consultants Costs - If you are requesting OHF funding for staffing or for an outside consultant, you must provide information in your application on the need for OHF funding to cover these costs. For example, if you are an entity that has engineering staff you must explain why you don't have sufficient staff to do the work or if specific expertise is needed or whatever the reason is for your entity to retain an outside consultant. If it is a request for reimbursement for staff time then a written explanation is required in the application of why OHF funding is needed to pay for the costs of that staff member(s)' time. **The budget form must reflect on a separate line item the specific amount that is being requested for staffing and/or the hiring of an outside consultant.** This separate line item will then be used to make the calculation of 5% or 10% as outlined in the law. Note that the calculation will be made on the grant less the costs for the consultant or staff.

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

## Scoring of Grants

**Oral Presentation.** Please note that you will be given an opportunity to make a ten-minute Oral Presentation at a meeting of the Outdoor Heritage Fund Advisory Board. These presentations are strongly encouraged.

**Open Record.** Please note that your application and any attachments will be open records as defined by law and will be posted on the Industrial Commission/Outdoor Heritage Fund website.

All applications will be scored by the Outdoor Heritage Fund Advisory Board after your ten-minute oral presentation. The ranking form that will be used by the Board is available on the website at <http://www.nd.gov/ndic/outdoor-infopage.htm> .

## Awarding of Grants

All decisions on requests will be reported to applicants no later than 30 days after Industrial Commission consideration. The Commission can set a limit on duration of an offer on each application or if there isn't a specific date indicated in the application for implementation of the project, then the applicant has until the next Outdoor Heritage Fund Advisory Board regular meeting to sign the contract and get the project underway or the commitment for funding will

be terminated and the applicant may resubmit for funding. Applicants whose proposals have been approved will receive a contract outlining the terms and conditions of the grant.

## **Responsibility of Recipient**

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

If you have any questions about the application, the Commission can be reached at 701-328-3722 or [outdoorheritage@nd.gov](mailto:outdoorheritage@nd.gov).

Revised: November 4, 2019, April 12, 2023