

# 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: Napoleon Recreation Trail

Name of Organization: City of Napoleon

Federal Tax ID#: 456004954

Contact Person/Title: Bob Humann

Address: 225 Lake Avenue West

City: Napoleon

State: North Dakota

Zip Code: 58561

E-mail Address: [bhfp LLC@gmail.com](mailto:bhfp LLC@gmail.com)

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

Phone: 701-220-5310

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.** Provides trail access to McKenna Lake

**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 City of Napoleon is proposing a recreation trail to connect facilities throughout town. Currently, the City of Napoleon does not have a trail system. The goal of the recreation trail system is to create a safe route to local recreational facilities and give residents an outdoor facility to get exercise and experience the nature that Napoleon has to offer. The proposed path would connect two public campgrounds, the rodeo grounds, the city park and pool, Veteran’s Park, and would end at the newly built nursing home. Nursing home residents would have easy access to the path to enjoy the outdoors and get some exercise. A majority of the path parallels the creek that eventually drains to McKenna Lake. The creek is a wildlife habitat and is home to many wildlife species. The path will not disturb the habitat but will

highlight the animals that can be found in Napoleon. Wildlife educational plaques will be displayed along the path to be used as a learning tool for local clubs and groups.

Since 2000, McKenna Lake has turned into a high quality fishery for walleyes and pike, attracting people from multiple states. Since the construction of the McKenna Lake boat ramp (2023), the area has been used regularly for fishing and other recreational activities. A new 39-unit campground, scheduled to open in 2023, is being built adjacent to the boat ramp. Today, these facilities are only accessible by car, or by walking along the streets. The city is attempting to address the safety concerns involved with residents using the streets as walking trails as well as create a nature trail to highlight the outdoor amenities that Napoleon has to offer. The project is expected to take place in 2024. Construction would start and be completed in the summer of 2024. The total project cost is estimated at \$1,400,000. The city is seeking a 75% grant from the Outdoor Heritage Fund. The funding is crucial to the project to lower the burden on the community. The local cost share will come from local businesses and city funds.

**Project Duration:**

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

The project would be designed during the winter of 2023/2024 with construction taking place in 2024.

**Amount of Grant request: \$1,050,000**

**Total Project Costs: \$1,400,000**

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

**Amount of 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)
\$350,000	City of Napoleon	Cash

**Certifications**

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

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

## **Narrative**

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

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

The City of Napoleon has a city council made up of 6 council members and a mayor. The council members are heavily involved in city projects. Members work hard to secure funding and complete projects while keeping the burden on citizens low. The city employs a public works staff to maintain the towns infrastructure. Public works is overseen by the city council.

### **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.

Napoleon is seeking Outdoor Heritage Funds to construct a walking trail through the community. The trail would connect recreational facilities such as the city campground, city parks, McKenna Lake Boat Ramp, new private campground and the Napoleon Care Center. The project will be sponsored by the City of Napoleon. The goal of the project is to create a trail system to give citizens a safe route to access

local recreational facilities as well as highlight the nature and wildlife habitats that Napoleon has to offer. Many wildlife habitats can be found in and around Napoleon. The path would give residents a chance to explore these areas, without disturbing them, and learn more about the species that call Napoleon home. The trail would be designed this winter, with construction being completed in the summer of 2024.

The project will meet Directive D by creating recreational facilities for citizens. The walking trail will not only act as a recreational facility, but it will also provide easy and safe access for citizens to walk or bike to other recreational facilities such as the local campgrounds, boat ramp, city park, rodeo grounds, and the nursing home. The walking trail meanders along the drainage ditch in a scenic location that is home to many wildlife. Much of the route from the nursing home to the boat ramp does not have sidewalk. Residents who would like to walk to the boat ramp or city park, must walk along the road. This causes a major safety concern for the pedestrians and drivers. The walking trail would provide that safe route for pedestrian traffic to and from the boat ramp and the other facilities in between.

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 project will be designed by Moore Engineering. Moore Engineering is the city engineer for Napoleon. Moore has designed many walking paths throughout North Dakota. The project will be stamped by a registered Professional Engineer.

The project will then be publicly bid to contractors throughout the region. The contractors must have an active North Dakota Contractor's License.

The construction project will be overseen by Moore Engineering staff. Moore has staff qualified and experienced in inspection of concrete construction. Moore will also handle the project administration. Moore has performed administration on hundreds of projects throughout North Dakota including Outdoor Heritage Fund projects.

**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 project will be analyzed by path use. A successful project will show that the path is being used to access the recreational facilities and that local clubs, groups, and classes are using the path for an educational purpose. Currently, the outdoor amenities are accessed by walking on the street or in the boulevard. The recreational trail should keep citizens from walking on the street and protect them from traffic.

## Financial Information

### Project Budget – Use the table below to provide an itemized list of project expenses and describe the matching funds being utilized for this project.

Indicate if the matching funds are in the form of cash, indirect costs or in-kind services. The budget should identify all other committed funding sources and the amount of funding from each source. **A minimum of 25% match funding is required.** An application will be scored higher the greater the amount of match funding provided. (See Scoring Form.)

Certain values have been identified for in-kind services as detailed under “Budget Information” at the back of this form. Refer to that section and utilize these values in identifying your matching funds.

**NOTE: No indirect costs will be funded. Supporting documentation for project expenses, including bids, must be included or application will be considered incomplete.**

Project Expense	OHF Request	Applicant's Match Share (Cash)	Applicant's Match Share (In-Kind)	Applicant's Match Share (Indirect)	Other Project Sponsor's Share	Total Each Project Expense
Construction	\$855,870.00	\$285,290.00	\$	\$	\$	\$1,141,160.00
Engineering	\$194,130.00	\$64,710.00	\$	\$	\$	\$258,840.00
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
<b>Total Costs</b>	<b>\$1,050,000.00</b>	<b>\$70,000.00</b>	<b>\$10,000.00</b>	<b>\$</b>	<b>\$270,000.00</b>	<b>\$1,400,000.00</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.

The proposed project has an estimated total cost of \$1,400,000. The engineering cost is \$364,640.00 and the construction cost is estimated at \$1,035,360.00. The remaining local share will be funded by city funds. The City will seek local donations to help offset the burden to the tax payers.

Since the project is a public transportation route, the city would like to ensure that the project is built to support the correct loads and built to last.

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

Include information on the sustainability of this project after OHF funds have been expended and whether the sustainability will be in the form of ongoing management or additional funding from a different source.

The project maintenance will be funded by the City of Napoleon. City staff will maintain the path as they maintain all other public roadways and sidewalks. The trail will be constructed with concrete. While it will have a higher capital cost, the maintenance on the trail will cost less in the long run. This will make it easier for city personnel to maintain.

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

Without the full 75% funding, this project is not feasible for the City of Napoleon. The city has worked hard to come up with the 25% matching funds from local businesses. With limited resources in Napoleon, additional local dollars are hard to come by.

**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 project trailhead would host a sign acknowledging that the path was funded by the North Dakota Outdoor Heritage Fund.

**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: None

**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