

Outdoor Heritage Fund Grant Application

The purpose of the North Dakota Outdoor Heritage Fund is to provide funding to state agencies, tribal governments, political subdivisions, and nonprofit organizations to:

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

Directive B. Improve, maintain, and restore water quality, soil conditions, plant diversity, animal systems and to support other practices of stewardship to enhance farming and ranching;

Directive C. Develop, enhance, conserve, and restore wildlife and fish habitat on private and public lands; and

Directive D. Conserve natural areas for recreation through the establishment and development of parks and other recreation areas.

Exemptions

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

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

Application Deadline

Applications for the first grant round cycle are due on **December 2, 2013 at 5:00 p.m. CST.** All information, including attachments, must be submitted by that date. See instructions below for submission information.

Instructions

It is our intent to have this form available on line. However, until that on-line form is available we are asking that you submit your application as a Word document. Please download this Word document (available on the Industrial Commission/Outdoor Heritage Fund Program website at <http://www.nd.gov/ndic/outdoor-infopage.htm>) to your computer and provide the information as requested. You are not limited to the spacing provided except in those instances where there is a limit on the number of words. After completing the application, save it and attach it to an e-mail and send it to outdoorheritage@nd.gov .Then submit the Word document as noted in the following paragraph.

Attachments in support of your application may be sent by mail to North Dakota Industrial Commission, ATTN: Outdoor Heritage Fund Program, State Capitol – Fourteenth Floor, 600 East Boulevard Ave. Dept. 405, Bismarck, ND 58505 or by e-mail to outdoorheritage@nd.gov . The

application and all attachments must be received or postmarked by the application deadline. You will be sent a confirmation by e-mail of receipt of your application.

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

Oral Presentation. Please note that you will be given an opportunity to make a ten-minute Oral Presentation at a meeting of the Outdoor Heritage Fund Advisory Board tentatively scheduled for the week of January 13, 2014. These presentations are strongly encouraged.

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

Name of Organization *Maah Daah Hey Trail Association

Federal Tax ID# 45-0456993

Contact Person/Title *Donald Mayer, President
Rodney Mitzel, Director

Address *P.O. Box 156

City *Bismarck

State *ND

Zip Code *58502

E-mail Address *info@mdhta.com
westernsg@hotmail.com Don Mayer, President
rfmitzel@yahoo.com Rodney Mitzel, Director

Web Site Address (Optional) <http://www.mdhta.com>

Phone *701-290-5434 Don Mayer, President
701-227-4543 Rodney Mitzel, Director

Fax # (if available) 701-225-6038

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

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

Choose only one response

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

Directive B. Improve, maintain, and restore water quality, soil conditions, plant diversity, animal systems and to support other practices of stewardship to enhance farming and ranching;

Directive C. Develop, enhance, conserve, and restore wildlife and fish habitat on private and public lands; and

Directive D. Conserve natural areas for recreation through the establishment and development of parks and other recreation areas.

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

Choose all that apply

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

Directive B. Improve, maintain, and restore water quality, soil conditions, plant diversity, animal systems and to support other practices of stewardship to enhance farming and ranching;

Directive C. Develop, enhance, conserve, and restore wildlife and fish habitat on private and public lands; and

Directive D. Conserve natural areas for recreation through the establishment and development of parks and other recreation areas.

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

State Agency

Political Subdivision

Tribal Entity

X Tax-exempt, nonprofit corporation, as described in United States Internal Revenue Code (26 U.S.C. § 501 (c))

Project Name*Trail Administrator

Abstract/Executive Summary. An Executive Summary of the project stating its objectives, expected results, duration, total project costs and participants.*

The grant funds will be used to hire a Trail Administrator for the Maah Daah Hey Trail Association. The money will be used to develop the Trails Administrator position, pay the salary, benefits etc. for 5 years.

The trail has continued to expand from it's initial 97 miles to 208 miles in 2014. Because of the expanded miles, the daily functions and needs of the trail now exceeds the capacity of the President and Board Members. The President along with all Board Members serve as volunteers and most have full time employment. Presently the President is the lead person for answering all e-mails and facebook questions, telephone calls, meetings with Forest Service ...etc. about the MDHT. This is consuming a lot of their time and there are items to which are not being attended.

The Duties of the Trail Administrator would include but not limited to:

- Scouting the trails (summer) on a daily basis. Identifying trouble areas that require minor to major repairs or maintenance to the trail.
- Organize the repairs of minor and major repairs or maintenance.
- Update the MDHT website as to present conditions of the trail.
- Answer all website, facebook and telephone calls regarding the MDHT.
- Develop a liaison relationships with all trail use organizations i.e. bikers, runners, horse trail riders etc.
- Write grants for the upkeep and maintenance of the trail.
- Expand the membership of the MDHTA.
- Public awareness thru tradeshows and presentations to civic groups.

It is projected that after this initial 5 years grant funding the Trail Administrators salary will be funded through trail association. It is anticipated that the membership will be increasing to 2,000.

Amount of Grant request \$ 286,606.00

Total Project Costs \$286,606.00

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

Amount of Matching Funds \$

If applicable

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

Source(s) of Matching Funds

If applicable

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 on Page 1 of this application.

Narrative

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

The Maah Daah Hey Trail Association (MDHTA) is a nonprofit organization dedicated to providing and maintaining a linear, non-motorized, sustainable, recreational trail system in southwest North Dakota, through voluntary and public involvement, and in cooperation with the USDA Forest Service.

The north end of the trail begins at the Forest Service CCC Campground 20 miles south of Watford City. It’s original 97 miles wind through Forest Service, Private Lands and Theodore Roosevelt National Park to Sully Creek State Park south of Medora, ND. Additional sub trails were added which include: Buffalo Gap Trail, Ice caves, Long X, Cottonwood, Summitt and soon to be dedicated in June 2014 the “Deuce”. Trails from Sully Creek to Burning Coal Vein 48 miles. The total trail miles are 208.

The organization is a non-profit organization and all board members including the president are non-compensated.

The MDHTA was selected as a “Prairie Partner” for 2008 by the National Grasslands Council of the USDA-Forest Service. This annual award recognizes groups that foster or perform service to promote and further the Forest Service mission of the many programs on National Forest System Lands, including the Dakota Prairie Grasslands (DPG) in North Dakota.

MDHT is featured in many outdoors magazines and article. These include the New York Times, Bismarck Tribune, Billings Gazette, Trailblazer, Bicycling. BackPack Magazine rated the MDHT as a top 10 “must do” trails in America. Greg Peterson wrote an article for ND Horizons magazine describing his 5 day bike ride on the trail which involves more than 13,000 feet of climbing and descending.

The MDHTA was recently recognized for the Governor’s Take Pride in America in the non-profit category. A ceremony was held at the State Capitol. The program is a national partnership that recruits, supports, and recognizes public land volunteers. The MDHTA was recognized for its annual celebration of National Trails Day where

many volunteers work to maintain the MDH Trail. The Take Pride in America program is coordinated by the North Dakota Parks and Recreation Department and the North Dakota Tourism Division under the direction of the Governor's office. Don Mayer and Curt Glasoe attended the ceremony at the State Capitol. According to Don Mayer, "The U.S. Forest Service builds and maintains trails and campgrounds while the (MDHT) association is there to help raise funds and awareness to support them." The MDHT system is used by more than 20,000 outdoor enthusiasts annually. Include an overview of your organizational structure, including board, staff and volunteer involvement. (no more than 300 words)

Purpose of Grant – Describe the proposed project identifying how the project will meet the specific directive(s) of the Outdoor Heritage Fund Program * The Maah Daah Hey Trail Association meets all aspects of Directive A. It is the only trail system in southwest North Dakota, through voluntary and public involvement, and in cooperation with the USDA Forest Service. The 208 miles of the trails include include 8 campsites and passes through Theodore Roosevelt National Park. The trail provides free use access for all outdoor enthusiasts. Anyone can explore deep into the Badlands on a safe trail system that is well marked with minimal impact to the environment.

The request for a Trail Administrator would enable the MDHTA and all the trail users the availability of a full time individual that would be an expert about the trail and would be available for all updates on the trail by e-mail, facebook, phone and do daily checks of the trail.

Identify project goals, strategies and benefits and your timetable for implementation. Include information about the need for the project and whether there is urgency for funding. Please indicate if this is a new project or if it is replacing funding that is no longer available to your organization. Identify any innovative features or processes of your project.

Management of Project – Provide a description of how the 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.*It will be the responsibility of the President and Board members to ensure the development of the Trails Administrator's position which will include an annual evaluation and quarterly meetings with the President and or Board members.

The President is the founder and owner of Western Sand and Gravel in Dickinson ND and board members and directors experiences include a both health, corporate and government employment.

Include a brief background and work experience for those managing the project.

Evaluation – Describe your plan to document progress and results.

Develop a Trails Problem Log Form that can be completed on the website or Trails Administrator. The form will include site and scope of problem with the start and completion date. These forms must be reviewed with the President and or board members.

Promote the increase in membership through tradeshowes, presentations to civic groups etc.

How will you tell if the project is successful? Please be specific on the methods you will utilize to measure success. Note that regular reporting, final evaluation and expenditure reports will be required for every grant awarded.

Financial Information

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

The project budget should identify all matching funds, funding sources and indicate whether the matching funds are in the form of cash or in-kind services. As noted on the standard project budget format, certain values have been identified for in-kind services. Please utilize these values in identifying your matching funds. **NOTE: No indirect costs will be funded.**

X I certify that a project budget will be sent to the Commission*by e-mail and mail on Friday November 29, 2013

Sustainability – Indicate how the project will be funded or sustained in future years. *The initial 5 years of this grant will enable the MDHTA to increase membership and obtain other special funding to maintain the Trails Administrator’s position.

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

Partial Funding – Indicate how the project will be affected if less funding is available than that requested. *The project cannot proceed without the funding due to Maah Daah Hey Trail Association limited funds.

Scoring of Grants

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

Awarding of Grants

All decisions on requests will be reported to applicants no later than 30 days after Industrial Commission consideration. Applicants whose proposals have been approved will receive a contract outlining the terms and conditions of the grant. Please note the appropriate sample contract for your organization on the website at <http://www.nd.gov/ndic/outdoor-infopage.htm> that set forth the general provisions that will be included in any contract issued by the North Dakota Industrial Commission. Please indicate if you can meet all the provisions of the sample contract. If there are provisions in that contract that your organization is unable to meet, please indicate below what those provisions would be. *

Responsibility of Recipient

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

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

Budget Standard Form

Please use the table below to provide a detailed total project budget that specifically outlines all the funds you are requesting and if there are any matching funds being utilized to fund this project. Please note if the matching funds are in the form of cash, indirect costs or in-kind services. The budget should identify all other committed funding sources and the amount of funding from each source. Match can come from any source (i.e. private sources, State and Federal funding, Tribal funding, etc.) Note match funding is not required but an application will be scored higher if match funding is provided. (See Scoring Form.)

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

Note that NO INDIRECT COSTS will be funded from the Outdoor Heritage Fund.

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
Trail Administrator	\$286,606.00	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Total Project Costs	\$286,606.00	\$	\$	\$	\$

DRAW TEXT BOX FOR DETAILS HERE

	Year 1	5% Raise Year 2	5% Raise Year 3	5% Raise Year 4	5% Raise Year 5
Salary	\$ 35,000.00	\$ 36,750.00	\$ 38,587.50	\$ 40,516.88	\$ 42,542.72
Benefits:					
Health Ins	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Payroll Taxes	\$ 2,695.00	\$ 2,829.75	\$ 2,971.24	\$ 3,119.80	\$ 3,275.79
Unempl/Work					
Force Safety Taxes	\$ 637.50	\$ 659.38	\$ 682.34	\$ 706.46	\$ 731.65
Telephone Allowance	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
Net	\$ 45,532.50	\$ 47,439.13	\$ 49,441.08	\$ 51,543.14	\$ 53,750.16
Interview/Moving Expenses	\$ 5,000.00				
Milage Allowance					
\$56.5 per mile/1,000 mo.	\$ 6,780.00	\$ 6,780.00	\$ 6,780.00	\$ 6,780.00	\$ 6,780.00
	\$ 57,312.50	\$ 54,219.13	\$ 56,221.08	\$ 58,323.14	\$ 60,530.16
Grand Total					=====
					\$ 286,606.00

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
- Equipment Any equipment purchased must be listed separately with

- Equipment usage documentation showing actual cost.
- 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.

Approved by OHF Advisory Board: October 17, 2013
Approved by Industrial Commission: October 22, 2013