

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 * North Dakota Department of Agriculture

Federal Tax ID# *45-0309764

Contact Person/Title *Kenneth S. Junkert, Director; Administrative Services Division, North Dakota Department of Agriculture

Address * 600 E. Boulevard Ave – Dept. 602

City * Bismarck

State * ND

Zip Code * 58505-0020

E-mail Address * kjunkert@nd.gov

Web Site Address (Optional) www.nd.gov/ndda

Phone * 701-328-4756

Fax # (if available) 701-328-4567

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

N/A

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;

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

Choose all that apply

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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

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

Project Name* North Dakota Wetlands Certification Review Initiative

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

Wetlands play a vital role in supporting and sustaining plants, animals, and people. They are highly productive ecosystems, and provide refuge and habitat for wildlife. Farmers and ranchers are front line conservationists and their way of life is highly dependent on conserving natural resources. One of the most controversial and potentially harmful effects on North Dakota's natural resources is wetland conversion.

The United States Department of Agriculture Natural Resource Conservation Service (NRCS) is responsible to identify and certify wetlands that are subject to conservation compliance requirements in the Farm Bill. NRCS issues over 1,000 wetland certifications per year in North Dakota. Many of the wetlands NRCS certifies do not show on pre-1985 slides or have become so large and wet that the land is not farmable. While NRCS is responsible to certify wetlands, local natural conditions are not always considered.

To address the wetland certification issue, the North Dakota Department of Agriculture is proposing to provide a local review process of wetland certifications prior to issuance by NRCS. Our goal is to create a review process taking into consideration local weather conditions over the last 20 years or longer. Agriculture producers will have an interactive role during all wetland delineation work. More importantly, trust in the wetland certification process will increase, and appeals and mediations will go down.

The North Dakota Wetlands Review Certification Initiative is a five-year project. The total cost of the project is \$1,987,350.

Amount of Grant request \$ * \$1,987,350

Total Project Costs \$* N/A

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

Amount of Matching Funds \$ N/A

If applicable

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

Source(s) of Matching Funds

If applicable

N/A

Certifications *

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

OX I certify that if awarded grant funding none of the funding will be used for any of the exemptions noted on Page 1 of this application.

Narrative

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

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

The North Dakota Department of Agriculture (NDDA) is a state agency lead by the agriculture commissioner. NDDA’s primary responsibility is to promote a healthy economy, environment, and social climate for North Dakota agriculture and the rural community. NDDA’s responsibilities include providing leadership in the formulation of policies affecting the state’s agricultural industries, serving as an advocate for the needs and concerns of farmers and ranchers on the state and national levels, promoting and marketing North Dakota products, and disseminating information concerning agricultural issues.

NDDA is responsible for:

- Promoting improved marketing conditions for North Dakota products
- Regulating dairy and poultry industries
- Licensing and bonding livestock auction markets and individuals selling livestock
- Controlling and eradicating bee diseases and licensing of beekeepers
- Developing, supervising, and participating in programs to protect plant life from disease and insects
- Administering a mediation service to resolve differences between financially distressed farmers and their creditors
- Administering and enforcing state and federal pesticide laws
- Licensing and inspecting anhydrous ammonia bulk facilities
- Administering noxious weed laws
- Monitoring compliance with established standards by organic producers
- Administering the Agriculture in the Classroom program
- Cooperating with federal agencies in controlling animals that cause property damage
- Administering the State Waterbank program

- Promoting honey and honey products
- Promoting the turkey industry
- Registering and regulating livestock medicines
- Registering and enforcing laws pertaining to fertilizers and soil conditioners
- Licensing anhydrous ammonia facilities and enforcing laws related to anhydrous storage
- Administering a state meat and poultry inspection program

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

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

Wetlands play a vital role in supporting and sustaining plants, animals, and people. Enhancement of these vital ecosystems will have a positive impact on water quality and wildlife habitat. This initiative will also increase the tools for agriculture producers to manage water and improve soil health.

This initiative is new and is not replacing funding that is no longer available to NDDA.

Goal

- Allow North Dakota Department of Agriculture input to improve the wetland certification process in North Dakota

Strategies

- Employ specialist and secure contractors to provide third party observation and verification in the wetland determination process
- Work with impacted parties and government agencies to foster a better understanding of the wetland certification process
- Promote program through all means of mass communications

Benefits

- Improve soil health
- Improve soil diversity
- Improve production agriculture practices
- Improve water quality
- Creation of improved wetlands
- Improve wildlife habitat
- Provide a proactive approach to water management in North Dakota
- Improve the wetland certification process
- Improve the mitigation process in the state

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.*

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

Through the North Dakota Wetlands Certification Review Initiative the North Dakota Department of Agriculture will participate in the wetland determination process in the state. The North Dakota Department of Agriculture will use the Outdoor Heritage Fund grant to contract for services to provide third party observation and verification in the wetland determination process in North Dakota for those who request it.

The North Dakota Department of Agriculture will closely monitor all contracts to ensure timeliness and that objectives are met.

NDDA's senior division director is Ken Junkert. He will manage the initiative. Ken is a 23-year NDDA employee who has served under three agriculture commissioners. Ken has been assigned direct management responsibility over five NDDA divisions. He has also served as the acting deputy agriculture commissioner. Prior to joining NDDA, Ken worked for Mandan/Bismarck Farmers Union Oil Company. Ken holds a Master of Public Administration Degree from the University of North Dakota.

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

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

NDDA will measure success by quantifying the following:

- Number of wetland certifications completed
- Number of agriculture producers assisted

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.**

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

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

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

At the completion of the five-year project, NDDA will conduct a performance analysis of the initiative and determine if goals and objectives outlined in the grant request have been met. If success is determined, NDDA will seek alternative funding sources and may consider an additional request to the Outdoor Heritage Fund.

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

Reduction in funding will reduce the number of wetland determinations which would be detrimental to the program and to conservation efforts in North Dakota.

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
\$1,978,350	\$1,978,350	\$0	\$0	\$0	\$0
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Total Project Costs	\$	\$	\$	\$	\$

Explanation of costs:

NDDA: \$329,600 (or \$65,920/year)

- Temporary salaries: \$49,920
- Operating: \$16,000

Contractor: \$1,648,750 (or \$329,750/year)

- Salary & benefits: Manager, administrative support & conservation reviewers: \$271,000
- Operating: \$58,750

Total Request: \$1,978,350

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 documentation showing actual cost.
- 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.

Approved by OHF Advisory Board: October 17, 2013

Approved by Industrial Commission: October 22, 2013