

# 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, 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:

- 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.

## NO CONSIDERATION:

In addition to those specific items in law that are ineligible for funding, in the absence of a finding of exceptional circumstances by the Industrial Commission, the following projects will NOT receive consideration for funding:

- 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 Budget Form 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 Budget Form 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 Budget Form 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.

## Application Deadline

Applications for this grant round cycle are due on **April 1, 2018 at 5:00 p.m. CT**. All information, including attachments, must be submitted by that date. See instructions below for submission information.

## Instructions

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](mailto:outdoorheritage@nd.gov) or print it and mail it to the address noted in the next 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](mailto: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. 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 \* National Wild Turkey Federation

Federal Tax ID# \* 57-0564993

Contact Person/Title \* Administrative Contact: Tara Moon, Grant & Finance Manager

Address \* 770 Augusta Road

City \* Edgefield

State \* South Carolina

Zip Code \* 29824

E-mail Address \* tmoon@nwtf.net

Web Site Address (Optional) www.nwtf.org

Phone \* 803-637-7507

Fax # (if available) 803-637-9180

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

*Please contact the following for questions regarding this application.*

*Applicant: Collin Smith  
NWTF District Biologist MT, WY, ND, SD  
Office Phone – (406) 600-9241  
Email: csmith@nwtf.net*

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

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

Choose all that apply

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

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

- O State Agency
- O Political Subdivision
- O Tribal Entity
- ✓ Tax-exempt, nonprofit corporation.

**Project Name\* NWTF Northern Plains Riparian Restoration 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)

North Dakota's riparian areas provide vital habitat components utilized throughout the life history of several species of wildlife. More than 70% of plains wildlife species are dependent upon these habitats, however these areas comprise only approximately 3% percent of the landscape. Currently the health of many riparian areas are in decline. Tree and shrub species are experiencing poor recruitment and regeneration throughout ND's riparian areas. Decreased stream flows resulting from altered hydrology, invasive species, pests, disease and improper grazing regimes are some of the contributing factors. As a result, many riparian areas are listed as high priority conservation areas by state/federal wildlife and land management agencies. The dependence on riparian communities by many fish & wildlife species found within North Dakota emphasizes their function and value. Riparian areas also improve water quality and provide recreational opportunities such as hunting, fishing, camping, boating and wildlife observation.

The National Wild Turkey Federation (NWTF) is applying for funding to support restoration of riparian areas in ND, to be delivered through the NWTF's Northern Plains Riparian Restoration Initiative (NPRRI). The NPRRI is a comprehensive landscape scale initiative & granting program developed by the NWTF to address the conservation of these important natural communities. The ND State Chapter of NWTF provides annual funding in support of the NPRRI for projects in North Dakota. For implementation years 2018-2020, \$15,000 has been committed. These funds are made available to potential project partners in ND through a formal RFP and application process. Projects are evaluated and ranked based on criteria such as merit, wildlife & fish habitat benefit, water quality improvement, recreational opportunity, science & design, potential for success and leverage of resources.

The overarching goal of the NPRRI is to reverse the downward trend of riparian area health by conserving or restoring grasses, forbs, shrubs and native tree species found within riparian areas. Objectives include planting native tree & shrub species, establishing riparian buffers and proper grazing regimes, controlling invasive species, supporting scientific riparian research and educating citizens about the importance of riparian areas to fish & wildlife, local economies and the "way of life" in North Dakota.

Through the establishment of cooperative partnerships, reliable science, funding sources and implementation of projects, the NPRRI works to assist landowners and land management agencies with the restoration and management of riparian areas. Private and public land projects that showcase the proper management of riparian areas are developed and supported. Since its inception in 2007, the popularity of the NPRRI program has grown to include over 87 different partners to conserve over 47,500 acres on 93 projects at a cost of over \$7.4 million dollars. This application to the OHF is requesting \$45,000 to expand NPRRI project delivery in ND in years 2018-2020. If provided, it is anticipated that OHF funds would be leveraged through multiple partners and provide for assistance on approximately nine additional projects resulting in a conservative estimate of 2,700 riparian acres improved.

**Project Duration:\*** (Please include information regarding the intended time schedule for drawing down funds if your application is approved by the Industrial Commission.)

The NWTF is requesting funds to be utilized during the 2018, 2019 and 2020 NPRRI annual grant cycles. The NPRRI RFP goes out in March/April of each year and awards are made in early June. Projects receiving support through an NPRRI award are allowed 12 months for completion and projects must be completed prior to payment being made. It is anticipated that OHF grant funds would be expended no later than August 2021.

**Amount of Grant request \$ \***

\$45,000 (\$15,000 per year for three years). This is a request for new cash funding to augment and expand the NPRRI program in North Dakota.

**Total Project Costs \$\***

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

It is anticipated that \$45,000 of OHF funds would support approximately nine additional projects delivered through the NPRRI over the three-year period. The average cost of a riparian project delivered through the NPRRI over the past decade in ND is \$60,704. This cost estimate does not include NWTF costs, which are donated. NPRRI project awards range between \$3,000 - \$5,000, with the highest project cost being \$327,060 and the lowest \$4,940. This request is for support of future projects in years 2018-2020, so the exact cost of the delivery of nine anticipated is uncertain, however, if the historical average project cost is used to make the calculation, nine projects would have a combined average cost of approximately \$546,336.

**A minimum of 25% Match Funding is required. Amount of Matching Funds \$\***

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

Projects are generally funded and implemented through a combination of cash and in-kind valued services. The NDNWTF State Chapter has committed \$5,000 cash each year for NPRRI cycle years 2018, 2019 and 2020, for a total of \$15,000 cash. This NDNWTF funding would be matched with the OHF award of \$45,000 cash at a rate of 25% match. When combined with the NDNWTF funds, the OHF grant funds would then be matched even further by project partner cash and in-kind funds and NWTF’s donated hourly and indirect costs at an average match rate of 1:20 or more, providing even greater leverage. Private lands projects delivered through the NPRRI encourage landowners to provide match at a minimum of 40% of the total project cost.

**Source(s) of Matching Funds\***

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.

North Dakota NWTF Cash - \$15,000

NWTF costs (hourly and indirects) - \$20,419

Project Partner Cash - \$345,061\*

Project Partner In-kind services and indirects - \$120,856\*

\* Based on historical project averages as applied to the delivery of nine projects

**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 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)

Founded in 1973, the National Wild Turkey Federation is a not for profit 501(c3) conservation organization dedicated to the conservation of the wild turkey and the preservation of our hunting heritage. The NWTF has over 217,000 members with 2,600 local chapters representing all 50 states. The organization’s 260 member staff operates under the direction of an executive management team consisting of Chief Executive Officer, VP of Volunteers and Fundraising, VP of Conservation, VP of Development, VP of Communications and VP of Finance. The organization is governed by an 18 member National board of directors.

With efforts from partners and volunteers, the NWTF has facilitated the restoration or introduction of wild turkeys to suitable habitats in 49 states, investment of \$488 million in wildlife conservation and the preservation of America’s hunting heritage. Our returns have included improving more than 17 million acres of wildlife habitat and introducing 100,000 people to the outdoors each year.

NWTF programs include the Hunting Heritage Super Fund which is used to deliver mission objectives at the state level, and outreach & education programs such as Jakes, Women in the Outdoors and Wheelin’ Sportsman. The NWTF also provides national grants for wild turkey research. Through our 10 year initiative, Save the Habitat. Save the Hunt., the NWTF is working to conserve or enhance 4 million acres of critical upland habitat, recruit 1.5 million hunters and open access to 500,000 acres for hunting.

### **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. Please note that 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.

If your project includes tree/shrub/grass planting, please 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.

If your project includes Section 319 program funding, please provide, in detail, the specific best management practices that will be implemented and the specific projects for which you are seeking funding.

If you are requesting funding for fencing, please note that the Board/Commission's preference is for a minimum cost share of 40% by the recipient. Please include detailed information on the type of fencing to be installed, whether funding is requested for boundary fencing, new or replacement of existing fencing, and/or cross fencing.

#### THE NWTF NORTHERN PLAINS RIPARIAN RESTORATION INITIATIVE

The NWTF's Northern Plains Riparian Restoration Initiative (NPRRI) is a unique program specifically designed to advance the conservation, restoration and enhancement of riparian communities in the Northern Plains states of Montana, Wyoming, North Dakota and South Dakota. Through an established network of riparian professionals, the program works with private landowners and public land managers to provide technical assistance to identify, design and implement on the ground improvement projects. Additionally, the program provides financial assistance through its cost share grant application process.

#### THE IMPORTANCE OF RIPARIAN AREAS

A multitude of wildlife species are dependent upon woodland riparian corridors in North Dakota, including migratory and resident birds, mammals, reptiles and amphibians. For many species of western birds and mammals, including several species of concern, riparian areas provide the travel corridors, cover, roosting and nesting sites, food and water required to sustain life. Riparian corridors are also important for aquatic species, as riparian vegetation can control erosion and remove excess nutrients and sediment from surface runoff that can harm fish spawning and rearing areas. The vegetation growing in these areas shade streams to optimize light and temperature conditions for aquatic plants and animals. Riparian areas also help to control flooding by storage of water in associated sloughs, improve water quality by controlling sedimentation and nonpoint source pollution, and increase water quantity by recharging underground aquifers. Riparian vegetation also stabilizes stream banks and reduces flood flows, which reduces downstream flood peaks. The recreational values of riparian corridors are important as well, providing family camping areas, quality hunting and fishing locations, and hiking and bird-watching opportunities.

#### THE NEED IN NORTH DAKOTA AND THE NORTHERN GREAT PLAINS

Because many riparian areas often are relatively small and occur in conjunction with major watercourses, they are vulnerable to severe alteration. Riparian communities throughout North Dakota and the plains states have been heavily impacted by human activities to include highway, bridge, and dam construction, residential and energy development, intensive livestock grazing, logging and mining. Currently, the health and condition of many of the Northern Great Plains riparian areas are decreasing at an alarming rate.

#### THREATS TO RIPARIAN AREAS

Riparian areas across the Plains are extremely vulnerable to flooding and the resulting erosion and deposition are common forces that help to shape riparian areas. During extreme flooding, these forces can sometimes appear devastating, but riparian areas usually recover rapidly. Other natural disturbances include fire, wind and wildlife alterations. These elements usually help build the character of the riparian area and are not considered to have long-lasting adverse impacts. However, man-made changes often have long-term adverse effects. Hydro modification – the building of dams across channels, the construction of levees, and the channelization of the streams significantly alter the hydrology that is so important to riparian

systems. Water withdrawals from streams also may reduce base flow, depriving riparian areas of needed moisture. A common disturbance to riparian areas involves clearing vegetation and converting the area to other uses such as urban development or cropland. Excessive logging can strip banks of vegetation. Overgrazing can devastate riparian areas as livestock tend to congregate in these wooded areas for extended periods, graze and browse much of the vegetation and trample stream banks. Some of these disturbances can be managed and the damaged riparian system will recover. Invasion by exotic plant species such as Russian olive and tamarisk also can adversely impact riparian areas by out-competing beneficial native vegetation. When invasive species dominate a riparian area, the overall vegetative diversity decreases. These monotypic stands result in less favorable habitat for most wildlife species. Offsite disturbances may also have significant effects to water quality and quantity. The character of a riparian area is often dependent upon the condition of its watershed. Likewise, the condition of the riparian area is a reflection of the watershed's health.

### GOALS, STRATEGIES AND BENEFITS OF THE NPRRI

The overarching goal of the NPRRI is to reverse the downward trend of riparian area health in the Northern Great Plains states by conserving, restoring or improving riparian area conditions. In North Dakota the program often focuses on improving grazing infrastructure to establish proper grazing management regimes, planting native tree species to replace those that have been lost over time, and removing invasive species of little value to wildlife such as Russian olive and tamarisk either by chemical or mechanical methods. Projects delivered through the NPRRI frequently result in benefits such as improved or created fish and wildlife habitat, improved water quality, increased native plant diversity, reduced soil erosion, and often enhance productivity of lands owned and managed by ranchers or farmers. Recreational opportunities such as fishing, hunting, wildlife observation and canoeing/kayaking are also usually indirectly enhanced through improved riparian health.

Strategies to accomplish the delivery of the NPRRI and its goal include:

- The development and maintenance of a network of riparian specialists that are frequently consulted and partnered with, to include but not limited to staff from North Dakota Game and Fish Department, North Dakota Forest Service, US Fish and Wildlife Service, Natural Resources Conservation Service, US Forest Service, US Army Corps of Engineers, multiple County Conservation Districts and Non-Governmental Organizations.
- Provision of technical assistance in the design and implementation of riparian projects
- Development of a proposal-driven process and competitive granting program for provision of supplemental financial cost share to private landowners and public land management agencies
- Evaluation of project completion and success
- Education and outreach regarding awareness of riparian threats and conservation successes

### NPRRI INNOVATIVE PROCESSES AND TIMETABLE

The NWTF's NPRRI program in North Dakota has been in existence for over a decade. Most land managers in the state are aware of its existence and utilize the program for technical assistance and cost share when implementing sound riparian improvement projects. The

program is funded annually by the North Dakota State Chapter of the NWTF with monies raised at local fundraising events. When opportunities exist, the NWTF district biologist works to secure new cash match to leverage the State Chapter's funding, and these dollars are then made available for riparian project applicants. The granted funds are further leveraged by cash and in-kind match provided by the recipients implementing the projects. Each year in March/April, a formal request for proposals is prepared and sent out to the riparian network by the NWTF district biologist. The deadline to submit applications is in June. The applications received are reviewed and ranked based on established criteria such as project merit, benefits, likelihood of success, partnerships and match. If field visits are required, they are usually performed at this time. Successful applicants generally have one year to complete their project and request reimbursement, however extensions can be granted if extenuating circumstances exist. Upon completion of projects, site visits are conducted by the NWTF district biologist to evaluate implementation completion and success. The project leaders or managing agencies are responsible for any further maintenance to projects that may be required. Many projects are enrolled in existing recognized conservation programs such as those offered by state or federal agencies, and require long term maintenance agreements if the project takes place on private lands. Signage indicating the cooperators and partnership are required if the project site has a location deemed appropriate. The NPRRI projects and their cooperating partners are frequently highlighted in press releases and the NWTF's magazine "Turkey Country". If the ND Outdoor Heritage Fund deems appropriate to provide an award in support of the NPRRI program, the OHF will be acknowledged and recognized as a cooperating funding provider in support of those projects either through signage and/or through articles highlighting NPRRI projects.

**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 NPRRI administration and program management & oversight takes place through NWTF Conservation Programs staff overseeing the Northern Great Plains District. Individual projects receiving NPRRI cash grant awards are overseen and administered through their project leader. These are state or federal agency staff responsible for the management of those public lands, or in the case of private lands projects, those who are working with private landowners that are enrolled in recognized long-term conservation programs. The NPRRI is delivered through a set schedule and timeline that has been in place since 2007. Individual project timelines may vary, however project completion is required within one year of the award unless extenuating circumstances apply. NWTF staff maintain communication with individual project leaders throughout the project's phases to monitor implementation timelines and gauge scheduled activities. The individual project leaders' background's will vary and therefore cannot be reported here, however NWTF staff currently overseeing the NPRRI, Collin Smith, is a certified wildlife biologist through The Wildlife Society and has 28 years of experience in wildlife habitat development on public and private lands, with a riparian, forest and wetlands management emphasis.

### **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.

When projects submissions to the NPRRI are evaluated for awards, there are several factors that are taken into consideration when making funding decisions that will help to ensure the success of the project. Riparian enhancement project success can be greatly increased if evidenced by strong leadership, partnership involvement, interagency participation, and close interaction between agencies and landowners. The recognition of natural watershed and riparian characteristics, along with pretreatment inventories and surveys, proven design, proper planning and timing of implementation, and adequate time and financial support are also critical components of a successful project. The implementation of BMP's and post treatment monitoring can also provide beneficial in ensuring a successful outcome.

Prior to award and implementation of projects, NWTF staff communicate with the project leader to evaluate these factors and provide assistance. As project implementation occurs, further assistance is provided as needed, followed by a project completion report and review. Post monitoring for long-term success and follow up maintenance is performed by individual project leaders and the project team.

### **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. Note that a minimum of 25% match funding is required.\***

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. Effective July 1, 2015 no State General Fund dollars can be used for a match unless funding was legislatively appropriated for that purpose. 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.**

✓ 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.

Most riparian projects that are planned and completed successfully are sustainable over a long term through natural processes. Depending upon the type of riparian improvement project implemented, some projects may require future or ongoing maintenance such as watering and weed control, such as in the case of tree & shrub plantings. Future maintenance and any associated costs are the responsibility of the project team, land owner or land management agency that receives NPRRI funds or manages the land.

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

If partial funding is received the NPRRI program will still be offered, however the amount of projects able to be funded will be reduced and the overall improvement to riparian areas in North Dakota during the project years decreased. This will be reflected in a reduced total acreage impacted through the program in North Dakota.

**Partnership Recognition - If you are a successful recipient of Outdoor Heritage Fund dollars, how would you recognize the Outdoor Heritage Fund partnership? \* Please note it is a requirement that there be signage at the location of the project acknowledging the funding from the Outdoor Heritage Fund if appropriate for your project.**

Most NPRRI projects receiving support through the NPRRI are required to construct signage indicating the support provided through the program if a suitable location exists. This signage would recognize the OHF as a contributing partner. Additionally, press releases and articles drafted for publication through NWTF media outlets (web, social media, “Turkey Country” magazine, etc.) would also indicate OHF’s support of the NPRRI program and individual projects.

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

Revised: December 14, 2017

## 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 the 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.) 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. Note 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.)

Please feel free to insert 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. Also by law several items are ineligible for funding -- see Exemptions in the Application Form. Effective June 10, 2015 the following guidelines were approved by the Industrial Commission:

### NO CONSIDERATION:

In addition to those specific items in law that are ineligible for funding, in the absence of a finding of exceptional circumstances by the Industrial Commission, the following projects will NOT receive consideration for funding:

- 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 below)
- 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 below)
- 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 below)
- A project in which the applicant is not directly involved in the execution and completion of the project.

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
Contracted Labor(1)	\$30,000	\$10,000	\$	\$	\$256,750(a)	\$296,750
Other Labor(2)	\$	\$	\$	\$	\$120,856(a)	\$120,856
Supplies(3)	\$15,000	\$5,000	\$	\$	\$88,311(a)	\$108,311
Operating Costs(4)	\$	\$	\$	\$20,419	\$	\$20,419
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
<b>Total Costs</b>	<b>\$45,000</b>	<b>\$15,000</b>	<b>\$</b>	<b>\$20,419</b>	<b>\$465,917</b>	<b>\$546,336</b>

- (1) Cash provided by project partners for contracted labor costs
  - (2) In-kind labor provided by project partners & private landowners
  - (3) Cash provided by partners for materials & supplies
  - (4) Operating costs to the National Wild Turkey Federation for implementation and administration of the NPRRI program during the three year period. 240 hours staff time for technical assistance at \$34.63/hour (actual hourly rate) & 20.18% indirect rate on \$60,000 (NDNWTF & OHF cash combined). These hourly and indirect rate charges are combined and noted as donated contributions in the indirect column. Note: NWTF's federally approved hourly rate is \$44.23
- (a) Estimated costs for nine projects based on average project expenses delivered in ND through the NPRRI over the past 10 years

**DRAW TEXT BOX FOR DETAILS HERE**

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.

Recommended by OHF Advisory Board: October 17, 2013  
Approved by Industrial Commission: October 22, 2013  
Revisions recommended by OHF Advisory Board: January 22, 2014  
Approved by Industrial Commission: January 29, 2014  
Revisions recommended by OHF Advisory Board: May 13, 2014  
Approved by Industrial Commission: May 27, 2014  
Revisions recommended by OHF Advisory Board: June 3, 2015  
Approved by Industrial Commission: June 10, 2015