

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

NO CONSIDERATION:

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

- Projects that are already completed;
- Projects that are on-going (Phased projects would be considered);
- Staffing;
- Feasibility studies;
- Annual maintenance;
- Paving projects for roads and parking lots;
- Swimming pools;
- Non-permanent equipment (such as tractors, snowmobiles);
- Research;
- Projects where the applicant is not directly involved in the project.

Application Deadline

Applications for the second grant round cycle are due on **August 1, 2014 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 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. 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 * The Minot Retriever Club

Federal Tax ID# * 45-0306839

Contact Person/Title * Ed Sehn, Club President

Address * 30-62nd St SW

City * Minot

State * ND

Zip Code * 58701

E-mail Address * sehn@srt.com

Web Site Address (Optional)

Phone * 701-833-7826

Fax # (if available)

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;

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

Project Name* Saving The Minot Retriever Club for Future Generations

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)

Background

The Minot Retriever Club has been dedicated since 1957 to offering sportsmen the opportunity of training their retrievers on some of the finest retriever training grounds in the Midwest.

The Minot Retriever Club has spent the last three decades developing ponds designed for retriever training. The Club's ponds have received a majority of its water supply from Burlington Dam #1 located on the Des Lacs River. This dam was created in the 1930's as a CCC back-to-work project. The dam created backwater that would allow farmers to draw from the water source that was created by the Des Lacs River. Following the Mouse River Flood of 2011, the dam was damaged and the Ward County Water Resource Board has declared the dam unsafe and is currently planning on breaching this dam in September 2014. When this water is drained it will essentially turn the ponds into mud flats and will mostly likely put an end to the retriever club.

Objective

The objective of this project would be to construct two dikes after the dam is breached that would separate the current ponds from the Des Lacs River and allow the ponds to maintain their water levels. The club is fortunate that the current ponds were developed, so that if the water source from the river ended, we would easily be able to dike the current ponds and would have adequate watershed to maintain the majority of our training area.

Expected Results

This project would restore and maintain this sportsman's resource. There has been an increased interest in retriever training the last several years as more and more people have moved into the area from either oil development or from military people looking for this type of outdoor recreation opportunity. This project would continue to offer opportunities and ensure that the tradition of training retrievers at the Minot Retriever Grounds would be preserved for future generations.

Project Duration:* It is the goal of this project to have the dike systems in place by the spring of 2015.

Amount of Grant request \$ * \$65,610

Total Project Costs \$* 87,210

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

A minimum of 25% Match Funding is strongly encouraged. Amount of Matching Funds \$* \$21,600

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

In-Kind \$3,600

Cash \$18,000

Source(s) of Matching Funds*

Please provide verification that these matching funds are available for your project.

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. *

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

In 1956 a small group of avid hunters met to help each other train their hunting dogs. In 1957 the group formed the Minot Retriever Club and affiliated the club with the American Kennel Club (AKC).

The members of the new club soon found that they needed access to both land and water to properly train their retrievers. Through fund raising the club was able to purchase land that would meet their needs. Throughout the last 30 years the retriever club has conducted several projects to improve the sculpted ponds that are especially designed for retriever training. The last improvement project took place in 2012 following the Mouse River Flood., That’s projects goal was to repair and improve ponds and roads into our camping area that were effected by the flooding. The Minot Retriever Club’s training grounds are located on approximately 39 acres, two and one half miles west of Burlington, North Dakota. The club has 25 members and has added five additional members this spring.

The club held its first AKC Licensed Field Trial in 1959, and has held at least one trial every year since then. In 2001 the club held its first (AKC) Licensed Retriever Hunt Test. These events draw people and dogs from as far away as Florida, Texas, and California giving the restaurants and gas

stations in the town of Burlington and restaurants and hotels in Minot economic positive activity. The club has regularly scheduled training sessions for members, with a focus on handler skills for new members.

The Minot Retriever Club is the only club of it's kind in North Dakota that has been specifically designed for training retrievers. The mission of the club is to promote hunting conservation through the use of trained retrievers and to promote education and training of dog handlers and their retrievers. The Club holds their regularly schedules business meetings the third Monday of every month at 7:00 p.m.

The Minot Retriever Club ponds and upland grasslands provide habitat for breeding and migrating waterfowl, pheasants, white tail deer, numerous species of shorebirds, wading birds and marsh birds and resident furbearers such as muskrats, mink and raccoons.

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.

This is a new project that is being proposed because the dam that provides water to the Minot Retriever Club grounds will be breached in the fall of 2014. The goal of this grant is to preserve the ponds by constructing two dikes that will hold water in the ponds and allow for the activity of training retrievers to continue on these grounds.

The project timetable would be for the construction of the dikes to be completed by the spring to 2015.

This is a new project that has not been previously been funded, there is an urgency for the funding of this project.

The retriever club receives income from membership fees as well as the two AKC retriever events that are held each summer and our hosted by the Minot Retriever Club. At the end of the 2011 flood, much of the club's savings were used to repair damage that had occurred as a result of the flood. The revenue that the clubs has is enough to maintain the activities of the club, however it is not enough to fund this project.

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.

We have been working with a Civil Engineer from Ducks Unlimited who will design this project. Professional contractors will be used to do the dirt work that is needed for this project. These individuals as well as the Board of Directors of the Minot Retriever Club will oversee this project to ensure that it is carried out in a manner the will meet the objectives of this project.

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.

Success of the project will be measured when the water levels are maintained to a level that will allow for retriever training to continue at the level that it had been in the past. Also by again being one of the premier destinations for AKC Hunt Test and AKC Field Trial participants from across the United States and Canada.

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 strongly encouraged.*

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*

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.

Once the project is completed, it will be the responsibility of the Minot Retriever Club to maintain and manage the grounds including the ponds and the constructed dikes. The retriever club has been maintaining, improving and managing these grounds since 1957.

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

If less funding is available than the amount requested, the Board of Directors will continue to pursue funding through other grant sources that may be available.

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

Revised May 27, 2014

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.) Note a minimum of 25% match funding is strongly encouraged. An application will be scored higher the greater the amount of match funding 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. Also by law several items are ineligible for funding -- see Exemptions in the Application Form. Effective January 29, 2014 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 exceptional circumstances, the following projects will NOT receive consideration for funding:

- Projects that are already completed;
- Projects that are on-going (Phased projects would be considered);
- Staffing;
- Feasibility studies;
- Annual maintenance;
- Paving projects for roads and parking lots;
- Swimming pools;
- Non-permanent equipment (such as snowmobiles, tractors);
- Research;
- Projects where the applicant is not directly involved in 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
Dike Construction *	\$65,610	\$18,000	\$ 0	\$ 0	\$ 0	\$ 83,610
Seeding / Mulching	\$ 0	\$ 0	\$ 3,600	\$	\$	\$ 3,600
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
Total Costs	\$ 65,610	\$ 18,000	\$ 3,600	\$	\$	\$ 87,210

- Please see detailed breakdown on cost.

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.

Approved by OHF Advisory Board: October 17, 2013
Approved by Industrial Commission: October 22, 2013
Revised by OHF Advisory Board: January 22, 2014
Approved by Industrial Commission: January 29, 2014
Revised by OHF Advisory Board: May 13, 2014
Approved by Industrial Commission: May 27, 2014

Project construction Cost Estimate

ITEM NO	ITEM	ESTIMATED QUANTITY	UNIT	UNIT PRICE	EXTENSION TOTAL
1	Mobilization	1	L.S.	\$5,000.00	\$5,000.00
2	Site Preparation (2' excavation)				
	West Dike (wet)	1150	CY	\$12.00	\$13,800.00
	West Dike (dry)	200	CY	\$5.00	\$1,000.00
	East Dike (wet)	480	CY	\$12.00	\$5,760.00
	East Dike (dry)	250	CY	\$5.00	\$1,250.00
4	Embankment Construction				
	West Dike	4200	CY	\$4.00	\$16,800.00
	East Dike	2000	CY	\$4.00	\$8,000.00
9	Riprap Placement (DU Class III)		CY		
	West Dike	125	CY	\$100.00	\$12,500.00
	East Dike	45	CY	\$100.00	\$4,500.00
12	Seeding & Mulching	3	Acre	\$1,200.00	\$3,600.00
Construction Cost Estimate					\$72,210.00
Engineering Cost Estimate					\$15,000.00
Total Project Cost					\$87,210.00

