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 * NORTH DAKOTA PARKS AND RECREATION DEPARTMENT

Federal Tax ID# *

Contact Person/Title * JESSE HANSON, PLANNING DIVISION MANAGER

Address * 1600 EAST CENTURY AVENUE, SUITE 3

City * BISMARCK

State * ND

Zip Code * 58503

E-mail Address * jehanson@nd.gov
Web Site Address (Optional)

Phone * (701) 328-5357

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;

- **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.
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)

Fishing/ Lake Access Enhancement at Beaver Lake State Park and Lake Metigoshe State Park

Fishing is one of the outdoor recreational experiences offered at most state parks located on the lakes or rivers of North Dakota. Although there are many areas suited for shoreline fishing, there are other areas where access is less than desirable.

In 2008, Beaver Lake State Park installed a floating fishing dock to provide better access for people fishing from shore. Needless to say, the dock was an instant hit. The docks enabled people without boats the opportunity to fish from a platform an extra 30 feet from shore and in water that is several feet deeper. Tie down cleats were not installed on the dock to discourage boaters from trying to tie to the dock as is to be used for fishing only. Many visitors have asked when more fishing docks would be installed as shoreline fishing at Beaver Lake is somewhat limited. One of the main comments on what people would like to see to improve the fishing dock is, the dock should be bigger with more usable fishing area. Most of the people fishing bring their own folding chairs to sit on while fishing from the dock, but adding sitting benches on the dock would be a welcome addition.

A new dock configuration for two fishing docks is proposed. The new configuration would be a “T” dock instead of the current “L” configuration. The dimensions of the main spine of the dock will be approximately 45’ in length and 6’ wide. The top of the “T” would consist of two 20’ arms, each with a bench for seating. The anchor system would consist of six screw in pipes and anchor brackets to attach to the dock. During water fluctuations or wave action, the dock self-levels as it is free to slide up and down each of the anchor pipes. A walkway from the dock to the shore would also be required.

Two complete dock systems would be needed, one for Beaver Lake State Park near Wishek and one for Lake Metigoshe State Park near Bottineau. The complete dock system for Lake Metigoshe State Park, including shipping from Beaver Lake, will cost $19,471.41. The complete dock system for Beaver Lake State Park, including shipping, will cost $20,721.71. Attached, please find a diagrams of the dock configurations and a price quotes including freight to each of the proposed locations.
An additional $9,649.47 is requested to augment the existing fishing dock at Beaver Lake State Park. The existing fishing dock is extremely popular and will augment fishing enjoyment by adding the following components to the system.

- 4 - dock sections - $6388.80
- 16 – coupler sets - $689.92
- 2 – bench seats - $776.00
- 2 – corner gussets - $410.00
- 2 – anchor brackets - $522
- 4 – auger tips - $95.00
- Shipping - $767.75

A price quote in the amount of $9649.47 for the dock upgrade has been attached. If all portions of the proposal are approved, a total of $49,842.59 for materials would be needed to complete the project.

Project Duration:* 4 MONTHS

Amount of Grant request $ * $40,381.85

Total Project Costs $* $53,842.49

(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 $* 25% of the full project = $13,460.64
NDPRD will provide $9,460.64 Cash and $4,000 in kind labor
Please indicate if the matching funds will be in-kind, indirect or cash.

Source(s) of Matching Funds* Matching funds will be ND Parks and Recreation Department Operations Fund.

Please provide verification that these matching funds are available for your project. All cash funds and labor match are available. The cash match will be supplied via NDPRD's general operating fund. The labor will be NDPRD staff.

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


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.

BOTH PROJECTS AUGMENT EXISTING FISHING/LAKE ACCESS DOCKS. BOTH BEAVER LAKE AND LAKE METIGOSHE STATE PARKS HAVE FISHING/ACCESS DOCKS HOWEVER, BOTH ARE SMALL AND MORE PEOPLE WANT ACCESS THAN WE HAVE ROOM. THE PROJECTS DESCRIBED IN THIS GRANT APPLICATION ARE FOR ADDITIONAL FISHING/LAKE ACCESS DOCKS ON BOTH LAKES. THE DOCKS WILL SERVE FOR LAUNCHING CANOES/KAYAKS AS WELL. BEAVER LAKE AND LAKE METIGOSHE BEING SMALLER LAKES ARE CONDUCIVE TO SMALL, NON MOTORIZED TYPE VESSELS. LAUNCHING OR PULLING UP TO THE DOCKS DESCRIBED IN THIS GRANT APPLICATION IS ADVANTAGEOUS TO THIS TYPE OF LAKE USER.

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.

STAFF OF THE ND PARKS AND RECREATION DEPARTMENT ROUTINELY ADMINISTER PROJECTS OF THIS CALIBRE. THE DEPARTMENT WILL FOLLOW STATE PROCUREMENT GUIDELINES FOR BID AND DELIVERY OF THE DOCKS. AGENCY PLANNING STAFF ALONG WITH THE INDIVIDUAL PARK STAFF WILL DOCUMENT PURCHASES, DELIVERY AND INSTALLATION OF THE DOCKS. ACCESS TO EACH DOCK WILL BE PROVIDED BY THE DEPARTMENT.

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.

NDPRD WILL PROVIDE FULL DOCUMENTATION OF THE PROCUREMENT PROCESS, BIDS RECEIVED AND BID APPROVAL. SPECIFIC TIMELINES FOR DELIVERY OF THE PRODUCTS WILL BE PART OF THE BID PROCESS. DEPARTMENT STAFF WILL SCHEDULE MAINTENANCE STAFF SUCH THAT AMPLE STAFF WILL BE AVAILABLE FOR ASSEMBLY AND INSTALLATION OF DOCKS UPON THE MATERIAL ARRIVAL AT THE RESPECTIVE PARKS.

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.

XX 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.

PARK MANAGERS AND MAINTENANCE STAFF HAVE A FACILITY AND INFRASTRUCTURE UPKEEP AND MAINTENANCE SCHEDULE AND CHECK LIST FOR ALL INVENTORIED INVESTMENTS IN THE PARKS. SPECIFIC PERIODIC INSPECTIONS AND CHECKLISTS WILL BE
Developed to ensure the docks are maintained, anchoring is secure and in a safe condition. Daily inspections during the visitor use season are employed in the parks and each dock will be installed and removed from the respective lakes to insure they are not impacted by ice. All maintenance of the docks will be funded with park operational/maintenance funds.

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

If less funding is available, adjustments will be made in either scaling back both projects or eliminating one of the two requested.

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 July 3, 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.

<table>
<thead>
<tr>
<th>Project Expense</th>
<th>OHF Request</th>
<th>Applicant's Match Share (Cash)</th>
<th>Applicant's Match Share (In-Kind)</th>
<th>Applicant's Match Share (Indirect)</th>
<th>Other Project Sponsor's Share</th>
<th>Total Each Project Expense</th>
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<td>$9,460.64</td>
<td>$4,000.00</td>
<td>$</td>
<td>$</td>
<td>$53,842.49</td>
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<td>$40,381.85</td>
<td>$9,460.64</td>
<td>$4,000.00</td>
<td>$</td>
<td>$</td>
<td>$53,842.49</td>
</tr>
</tbody>
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DRAW TEXT BOX FOR DETAILS HERE
### Labor costs per park @ $15/hr:
- 3 staff X 8hrs x 3 days (72 staff hours total) = $1080.00/park
  - $1,080 X 2 parks = $2,160.00 total

### Equipment - Bobcat skid steer loader:
- 2 hrs/day X 3 days (6hrs total) @ $50/hr = $300/park
  - $300 X 2 parks = $600.00

### Equipment - Utility service vehicles (2 each)
- 2hrs day X 3 days (6 hrs total) @ $30/hr = $180/park
  - $180.00 X 2 parks = $360.00

### Equipment - Park service boat
- 3hrs day X 3 days (9 hrs total) @ $35/hr = $315/park
  - $315 X 2 parks = $630.00

### Miscellaneous shop/park supplies
- $125/park X 2 = $250.00

### TOTAL IN-KIND MATCH
- $4,000.00

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In-kind services used to match the request for Outdoor Heritage Fund dollars shall be valued as follows:

- **Labor costs**
  - $15.00 an hour
  - Average rent costs for the county as shown in the most recent publication of the USDA, National Agricultural Statistics Services, North Dakota Field Office

- **Land costs**
  - Any equipment purchased must be listed separately with documentation showing actual cost. (For example: playground equipment)

- **Permanent Equipment**
  - Actual documentation
  - Mileage at federal rate

- **Equipment usage**
  - Actual documentation

- **Seed & Seedlings**
  - Actual documentation

- **Transportation**
  - Actual documentation

- **Supplies & materials**
  - Actual documentation

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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
EZ Dock of the Midwest
P.O. Box 112
Red Wing, MN 55066

<table>
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<th>NAME / ADDRESS</th>
<th>Ship To</th>
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</table>
| North Dakota Parks & Recreation
1600 East Century Avenue, Suite 3
Bismarck, ND 58503-0649 | Lake Metigoshe State Park
2 Lake Metigoshe State Park
Bottineau, ND 58318 |

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|          | LAKE METIGOSHE STATE PARK
Governmental Agency |     | 0.00%    | 0.00    |

TOTAL
$19,471.41
# Quote

**EZ Dock of the Midwest**  
P.O. Box 112  
Red Wing, MN 55066

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1600 East Century Avenue, Suite 3  
Bismarck, ND 58503-0649 | Beaver Lake State Park  
3850 70th Street, SE  
Wishek, ND 58495 |

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**BEAVER LAKE STATE PARK**  
Governmental Agency  
0.00%  
0.00

**TOTAL**  
$20,721.71
# Quote

**EZ Dock of the Midwest**  
P.O. Box 112  
Red Wing, MN 55066

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<td>H.D. Poly Pipe Brkt for 2.5&quot; Pipe</td>
<td>2</td>
<td>261.00</td>
<td>522.00T</td>
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**ADD-ON ITEMS**  
Governmental Agency  
0.00%  
0.00

**FOB**  
Red Wing, MN

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**TOTAL**  
$9,649.47