

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 **October 1, 2015 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 * UNITED TRIBES TECHNICAL COLLEGE

Federal Tax ID# * 45-0314233

Contact Person/Title *

Ms. Pat Aune, Land Grant Director

Alternative Contact Person: Dr. Linda Hugelen, PhD, Agroecology Extension Educator

Address * 3315 University Drive

City * Bismarck

State * North Dakota

Zip Code * 58504

E-mail Address * lhugelen@uttc.edu; or, paune@uttc.edu

Web Site Address: (Optional) www.uttc.edu/Land Grant

Phone * 701.221.1399 (Aune); or 701.221.1426 (Hugelen)

Fax # (if available) 701.530.0622

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. 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;

X **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;

O **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

X Tax-exempt, nonprofit corporation.

Project Name*

United Tribes Technical College Nature Trail

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).

This project will develop the United Tribes Technical College (UTTC) walking trail, which links to the extensive Bismarck-Burleigh public trail system, into a three season trail providing family recreation as well as environmental education. Building on the unique characteristics of the walking path, the project will support increased opportunities for family recreation and natural habitat education through the development of a three season restroom facility with picnic area as well as signage/educational materials for the flora and fauna found along the trail.

The objectives are:

- 1) To conserve and promote the use of natural areas for recreation, health and education;
- 2) To provide a safe area for children and families to experience the outdoors with opportunities to learn about native flora and fauna.

Expected Results:

- 1) Interpretive kiosks with trail maps will be installed at both entrances of the trail. Signs will be installed identifying historic sites as well as native plants and small animals that may be found along the trail;
- 2) An outdoor covered picnic area will be erected with a three-season restroom, benches and picnic tables;
- 3) Distance markers will be installed at intervals for trail users to track exercise goals.

UTTC welcomes all community members to the campus for recreation, fitness, social and educational purposes. Likewise, the trail with the enhancements will be open to the general public.

Project Duration:* One year to complete the project.

Amount of Grant request \$ * \$103,850

Total Project Costs \$* \$148,251

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

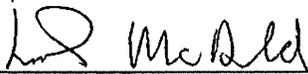
A minimum of 25% Match Funding is required. Amount of Matching Funds \$* \$44,101 (in-kind) and \$300 (cash)

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

Source(s) of Matching Funds* Indirect Costs, staff time and fringe benefits

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.

As specified by the following signature of the President, matching funds specified in the document will be available.



Leander McDonald, PhD, UTTC President

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)

United Tribes Technical College (UTTC) was established in 1969 as a Native American postsecondary institution and as a 501(c)(3) non-profit corporation. It is owned and operated by the five federally-recognized Tribal Nations located in North Dakota—the Mandan, Hidatsa, Arikara Nation; the Spirit Lake Tribe; the Sisseton Wahpeton Sioux Tribe; the Standing Rock Sioux Tribe; and the Turtle Mountain Band of Chippewa. The college is located on the 269 acre site south of Bismarck,

North Dakota. Enrollment at UTTC is open to all students meeting entrance requirements regardless of race or gender. Approximately 15% of its annual average student body of 700 students are non-Indian.

The UTTC mission is that UTTC provides quality post-secondary education and training to enhance knowledge, diversity, and leadership. Beginning as a vocational education provider, UTTC has expanded its offerings to include three Bachelors of Science degrees (Elementary Education, Criminal Justice, and Business Administration/Management); ten Associate of Applied Science degrees; five one year certificates; and two short term diplomas. UTTC is fully accredited by the Higher Learning Commission and is a land grant institution.

UTTC is governed by a ten-member board of directors made up of the chairperson and one delegate selected from each of the owning tribes. The UTTC Board of Directors appoints/employs a president to provide overall management of the college. Staffing is illustrated in the attached organizational chart.

The major activity is providing post-secondary, elementary and pre-school education to students residing on and off the UTTC campus. UTTC provides student research through its programming and in partnership with ND four year colleges.

UTTC's staff and students are encouraged to volunteer in the Bismarck community. For example, student and staff participated in the Relay for Life and campus based activities promoting healthy lifestyles.

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.

Program Goal: To support development of the UTTC walking trail into a three season recreational site to provide recreational opportunities and environmental education for families and individuals.

Site Location and Description: The UTTC walking trail rings the north, east and south edge of the UTTC campus. It links to the larger Bismarck-Burleigh public trail through a crosswalk on the northern segment and an underpass on the southern segment. Unlike many trails which parallel streets and highways, this trail skirts around campus and is away from any vehicle traffic. The trail's northern segment is bordered by trees and shrubs which provide habitat for small animals and birds.

The middle section crosses through the Dragonfly Garden which is a research garden developed and maintained by the Land Grant programs. The garden has native plantings and a developing fruit orchard.

The trail provides a number of unique features along the trail that make it an ideal opportunity for outdoor recreation. It is a natural setting with trees and native plants and provides habitat for small animals and birds. It is largely a no-vehicle area which provides opportunity for children to explore and play on the trail fringes without needing to hold a parent's hand. It is regularly patrolled by UTTC Security 24/7.

Project Description: This project will allow the trail to become a recreational and educational experience for members of the general public. The proposed additions will make the area especially attractive to families with young children. Currently only a trail with no amenities is available. One bench is located at the midpoint. The nearest public restrooms are located approximately two (2) miles from either end of the trail. This project will provide increased usage through three enhancements:

- The construction of a three season restroom with an outdoor public water fountain. This will allow parents with young children to use the trail knowing their children’s bathroom needs are met.
- The construction of a covered picnic area which will allow individuals and families to combine walking with picnic as well as providing shelter from unexpected rain showers. It will also provide a place to cool off.
- For health and fitness, the trail will include distance markers at regular intervals. Users may also use the existing Frisbee golf course which is located along the northern section of the trail.

As conceived, the project will also support conservation, environmental education and awareness of the historic site.

- Three (3) two-sided kiosks will be placed at either end of the trail and at the picnic area. They will display:
 - 1) Trail map with ‘you are here’ and points of interest;
 - 2) Description of native plants with their historic usage;
 - 3) Small animal habitat with descriptions; and
 - 4) A campus description and historic information on the site (formerly Fort Lincoln Army Post, WWII internment camp, etc.).
- Educational signage at appropriate locations along the trail will provide information on native plants, trees, and bird/small animal habitat encouraging awareness of the need to conserve natural plants and protect habitat.
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Action Plan:

This plan assumes the award announcement is received in December with a January 1, 2016 starting date.

Action Plan	Begin *	Completion	Personnel
Announce award		December 2015	Administrator
Meet with Facilities Committee	January 2016	January 2016	Administrator and Project Director
Review project with Tree Committee	January 2016	January 2016	Project Director
Develop information for the kiosks and signage.	January 2016	January 2016	Project Director & Campus Office of Public Information
Develop RFPs and other legal documents to seek construction company for restroom and picnic shelter.	February 2016	February 2016	Project Director & Campus facilitor/planner

Seek bids, review and select contractors	March 2016	April 2016	Project Director, & campus Facilities Committee
Seek sources for benches and kiosks. Review options with Facilities Committee. Confirm selection.	March 2016	April 2016	Project Director
Write quarterly report	April 2016	April 2016	Project Director
Restroom and shelter construction begins	May 2016	July 2016	Project Director
Landscaping around the structures	May 2016	August 2016	Project Director Land Grant Agroecology team Maintenance crew
Finalize and locate signs along the trail.	May 2016	August 2016	Project Director and agroecology team
Write quarterly report	July 2016	July 2016	Project Director
Develop plan for winter maintenance of the restroom and shelter.	July 2016	September 2016	Project Director Maintenance Department
Write quarterly report	October 2016	October 2016	Project Director
Prepare trail area and recreation areas for winter.	October 2016	November 2016	Project Director, Maintenance and Agroecology Dept.
Winterize plumbing	November 2016	March 2017	Project Director, Maintenance Department
Final Report	December 2016	December 2016	Project Director

The benefits the project provides to the public include:

- 1) Restrooms and drinking water;
- 2) Benches for resting and for relaxation;
- 3) A covered picnic area;
- 4) Awareness of native plants and small animals; and
- 5) A safe area for children and adults to play and explore the environment (wooded and prairie).

This is a new project. Funds are not intended to replace any other funding. As the trail currently exists, the UTTC Maintenance program provides upkeep, the Land Grant program maintains the gardens and plantings along the trail, and the Security Department provides security. No grant funds will be used for these functions.

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.

UTTC has a 46 year history of managing federal, state and private funds. This has fostered the development of appropriate fiscal and program accountability. Reporting to the administration is done monthly, with updates to the board quarterly.

Ms. Pat Aune, Administrator of the UTTC Land Grant Extension program, will provide oversight to this project. An experienced administrator and member of the campus Facilities Committee, Pat was a member of the team planning and developing the trail and the Dragonfly Garden.

Dr. Linda Hugelen, the Agroecology Extension Educator, will manage the project and will submit the required regular quarterly reports. Linda has a doctorate degree in biological sciences with an emphasis on rangeland restoration. Her work history includes teaching secondary education; being the Natural Resources Program Coordinator and instructor at a tribal college; 14 years as a conservationist for USDA Natural Resources Conservation Service; and, the director of a tribal environmental department.

The campus community has two regularly meeting committees that have been involved in the development of this proposal and the trail itself:

1. Facilities Committee meets monthly to review needs and proposals for the physical, environmental issues of the campus. This committee has reviewed and approved these plans.
2. Tree Committee is an ad hoc group of individuals and agency representatives whose purpose is to review the current environment (including 100 year old cottonwood trees to be replaced); identify appropriate new plantings and provide guidance to the native landscapes.

If the proposal is funded, these committees will again review and confirm the plan. They will also form an executive committee to monitor the project and provide the necessary administrative support to develop construction plans, create legal documents to seek construction bids and proceed with the 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.

While this project supports increased use of the trail and surrounding area for family and public activities, not all usage will be measureable. However, some evaluation of usage will be possible using the geocache sites already in place along the trail. Geocaches are part of a national treasure-hunt type game that uses GPS technology for participants to find hidden caches that may include trinkets for trading, and a notebook and pencil for leaving a message by the finder. The finder often sends an email message after finding the geocache. In the past five months, about 23 people have signed in and logged their success (or failure) onto the internet site. UTTC has historic use data and trail usage from geocache return. One geocache location will have a registry where UTTC will request voluntary data on frequency of use, and demographic including individuals and families.

If the project is successful the trail will be enhanced with a rest area for trail users to use bathroom facilities or get a drink. Benches and a covered picnic area will be a comfortable place to rest or eat. Informative kiosks and interpretive signage will provide educational information to enable trail users to be aware of their surroundings. A voluntary registry will be maintained at the informative kiosks for each visitor's name and place of residence (city & state). A 'Comments' section will be included.

Financial Information

ATTACHMENT: Project Budget – Using the standard project budget format that is available on the website at <http://www.nd.gov/ndic/outdoor-info/page.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.**

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
1) Contracted engineer	\$ 2,000	\$	\$	\$	\$	\$ 2,000
2) Contracted graphic designer	\$ 1,000	\$	\$	\$	\$	\$ 1,000
3) Construction - restroom	\$ 45,000	\$	\$	\$	\$	\$ 45,000
4) Construction - shelter	\$ 35,000	\$	\$	\$	\$	\$ 35,000
5) Construction – 3 kiosks	\$ 6,000	\$	\$	\$	\$	\$ 6,000
6) Garbage containers	\$ 2,000	\$	\$	\$	\$	\$ 2,000
7) 10 Picnic tables	\$ 7,240	\$	\$	\$	\$	\$ 7,240
8) 10 Benches	\$ 5,610	\$	\$	\$	\$	\$ 5,610
9) Materials for trail signage	\$	\$ 300	\$	\$	\$	\$ 300
10) Staff time	\$	\$	\$ 16,026	\$	\$	\$ 16,026
11) Indirect costs	\$	\$	\$	\$ 28,075	\$	\$ 28,075
Total Costs	\$ 103,850	\$ 300	\$ 16,026	\$ 28,075	\$	\$ 147,951

148,251

- 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.

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.

This project will be sustained without additional external funding. The UTTC maintenance staff will maintain the facilities, and the Land Grant Department will maintain the vegetation and signs.

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

For the project to be successful and encourage family and public usage, funding for the restroom and water station is critical. If less funding is available, there will be fewer interpretive signs, and the number of benches and picnic tables will be reduced.

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.

The three kiosks will credit the North Dakota Outdoor Heritage Fund. Each interpretive sign will have a statement recognizing the source of the funds, and a sign will also be placed on the restroom and picnic facility.

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*

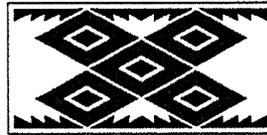
All decisions on requests will be reported to applicants no later than 30 days after Industrial Commission consideration. The Commission can set a limit on duration of an offer on each application or if there isn't a specific date indicated in the application for implementation of the project, then the 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.

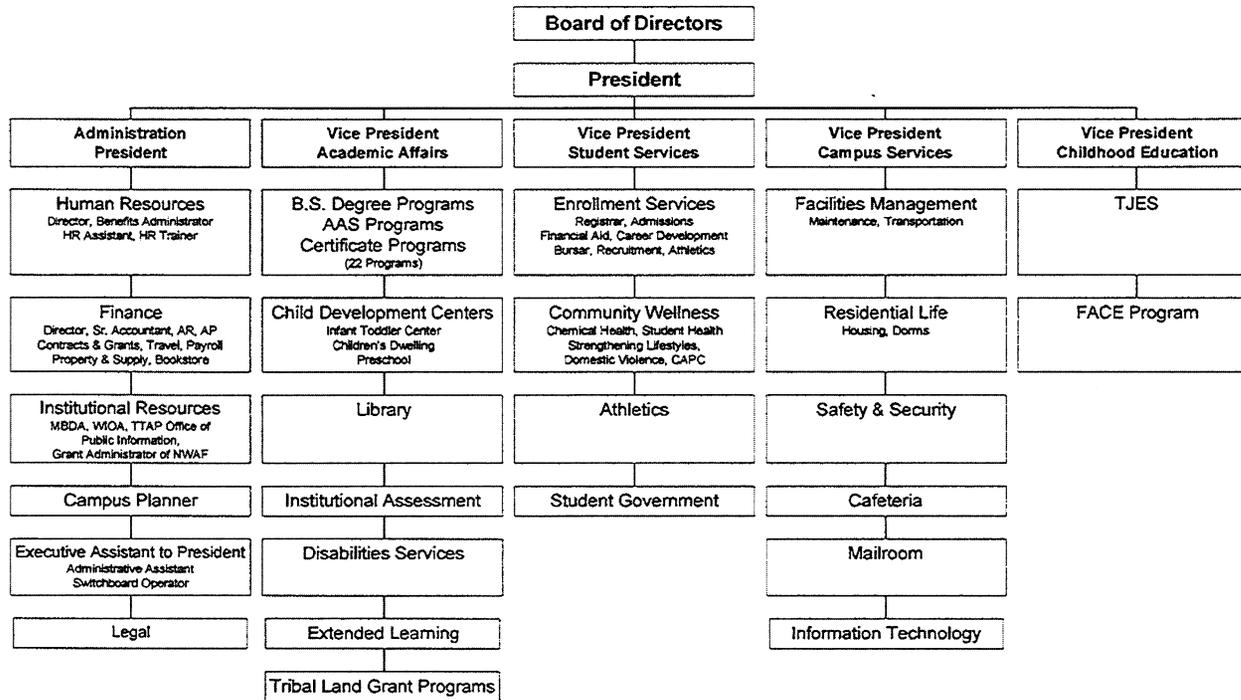
If you have any questions about the application or have trouble submitting the application, please contact Karlene Fine at 701-328-3722 or kfine@nd.gov

Revised: June 10, 2015



UNITED TRIBES
TECHNICAL COLLEGE

OVERVIEW OF ORGANIZATIONAL CHART



**Nonprofit Organization
Indirect Cost Negotiation Agreement**

EIN: 45-0314233

Organization:

United Tribes Technical College
3315 University Drive
Bismarck, ND 58504

Date:

Report No(s) :

Filing Ref. :

Last Negotiation Agreement
dated February 26, 2014

The indirect cost rate(s) contained herein are for use on grants, contracts, and other agreements with the Federal Government to which 2 CFR 230 (OMB Circular A-122) apply, subject to the limitations contained in Section II.A. of this agreement. The rate(s) are negotiated by the U.S. Department of the Interior, Interior Business Center, and the subject organization in accordance with the authority contained in 2 CFR 230.

Section I: Rate(s)

Type	Effective Period		Rate*	Locations	Applicable To
	From	To			
Fixed Carryforward	07/01/12	06/30/13	21.92%	All	All Programs
Fixed Carryforward	07/01/13	06/30/14	23.42%	All	All Programs

*Base: Total direct costs, less capital expenditures and the portion of subgrants or subcontracts in excess of the first \$25,000.

Treatment of fringe benefits: Fringe benefits applicable to direct salaries and wages are treated as direct costs; fringe benefits applicable to indirect salaries and wages are treated as indirect costs.

Treatment of paid absences: Vacation, holiday, sick leave, and other paid absences are included in salaries and wages and are claimed on grants, contracts, and other agreements as part of the normal cost for the salaries and wages. Separate claims for the costs of those paid absences are not made.

Section II: General

Page 1 of 3

A. Limitations: Use of the rate(s) contained in this agreement is subject to any applicable statutory limitations. Acceptance of the rate(s) agreed to herein is predicated upon these conditions: (1) no costs other than those incurred by the subject organization were included in its indirect cost rate proposal, (2) all such costs are the legal obligations of the grantee/contractor, (3) similar types of costs have been accorded consistent treatment, and (4) the same costs that have been treated as indirect costs have not been claimed as direct costs (for example, supplies can be charged directly to a program or activity as long as these costs are not part of the supply costs included in the indirect cost pool for central administration).

B. Audit: All costs (direct and indirect, federal and non-federal) are subject to audit. Adjustments to amounts resulting from audit of the cost

allocation plan or indirect cost rate proposal upon which the negotiation of this agreement was based will be compensated for in a subsequent negotiation.

C. Changes: The rate(s) contained in this agreement are based on the organizational structure and the accounting system in effect at the time the proposal was submitted. Changes in organizational structure, or changes in the method of accounting for costs which affect the amount of reimbursement resulting from use of the rate(s) in this agreement, require the prior approval of the responsible negotiation agency. Failure to obtain such approval may result in subsequent audit disallowance.

D. Rate Type:

1. **Fixed Carryforward Rate:** The fixed carryforward rate is based on an estimate of the costs that will be incurred during the period for which the rate applies. When the actual costs for such periods have been determined, an adjustment will be made to the rate for future periods, if necessary, to compensate for the difference between the costs used to establish the fixed rate and the actual costs.

2. **Provisional/Final Rate:** Within 6 months after year end, a final indirect cost rate proposal must be submitted based on actual costs. Billings and charges to contracts and grants must be adjusted if the final rate varies from the provisional rate. If the final rate is greater than the provisional rate and there are no funds available to cover the additional indirect costs, the organization may not recover all indirect costs. Conversely, if the final rate is less than the provisional rate, the organization will be required to pay back the difference to the funding agency.

3. **Predetermined Rate:** The predetermined rate contained in this agreement is based on estimated costs which will be incurred during the period for which the rate applies and is normally not subject to subsequent carry-forward adjustments. However, if material changes occur in the grantee/contractor's cost structure, adjustments to the rate may be necessary to compensate for the effects of such changes.

E. Agency Notification: Copies of this document may be provided to other federal offices as a means of notifying them of the agreement contained herein.

F. Record Keeping: Organizations must maintain accounting records that demonstrate that each type of cost has been treated consistently either as a direct cost or an indirect cost. Records pertaining to the costs of program administration, such as salaries, travel, and related costs, should be kept on an annual basis.

G. Reimbursement Ceilings: Grantee/contractor program agreements providing for ceilings on indirect cost rate(s) or reimbursement amounts are subject to the ceilings stipulated in the contract or grant agreements. If the ceiling rate is higher than the negotiated rate in Section I of this agreement, the negotiated rate will be used to determine the maximum allowable indirect cost.

H. Use of Other Rate(s): If any federal programs are reimbursing indirect costs to this grantee/contractor by a measure other than the approved rate(s) in this agreement, the grantee/contractor should credit such costs to the affected programs, and the approved rate(s) should be used to identify the maximum amount of indirect cost allocable to these programs.

I. Central Service Costs: Where central service costs are estimated for the calculation of indirect cost rate(s), adjustments will be made to reflect the difference between provisional and final amounts.

J. Other:

1. The purpose of an indirect cost rate is to facilitate the allocation and billing of indirect costs. Approval of the indirect cost rate does not mean that an organization can recover more than the actual costs of a particular program or activity.

2. Programs received or initiated by the organization subsequent to the negotiation of this agreement are subject to the approved indirect cost rate(s) if the programs receive administrative support from the indirect cost pool. It should be noted that this could result in an adjustment to a future rate.

3. This negotiation agreement is entered into under the terms of an Interagency Agreement between the U.S. Department of the Interior and the cognizant agency. No presumption of federal cognizance over audits or indirect cost negotiations arises as a result of this Agreement.

4. New indirect cost proposals are necessary to obtain approved indirect cost rate(s) for future fiscal or calendar years. The proposals are due in our office 6 months prior to the beginning of the year to which the proposed rate(s) will apply.

Section III: Acceptance

Listed below are the signatures of acceptance for this agreement:

By the Nonprofit Organization:

By the Cognizant Federal Government Agency:

United Tribes Technical College
Grantee/Contractor

U.S. Department of the Interior
Cognizant Agency

 /s/
Signature
Shirley A. Boyd
Name (Type or Print)

_____/s/
Signature
Deborah A. Moberly
Name

VP Finance & Business Services
Title

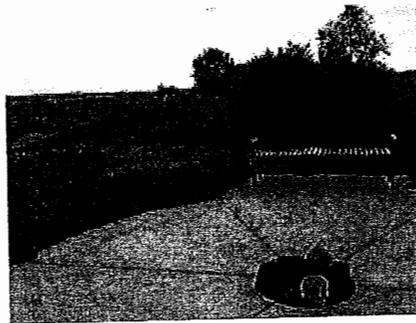
Office Chief
Office of Indirect Cost Services
Title

6/20/04
Date

U.S. Department of the Interior
Interior Business Center
Agency

Date
Negotiated by Elena Chan
Telephone (916) 566-7102

United Tribes Technical College
Public Trail and Dragonfly Garden
Trail completed summer 2015



A picnic shelter and public restrooms would be located just south of this overlook along the service road for the Dragonfly Garden. Visitors can explore the gardens, the fruit orchard and the native habitat that shelters birds and small animals.

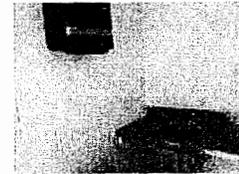
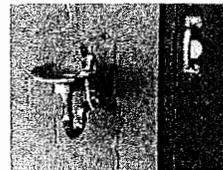
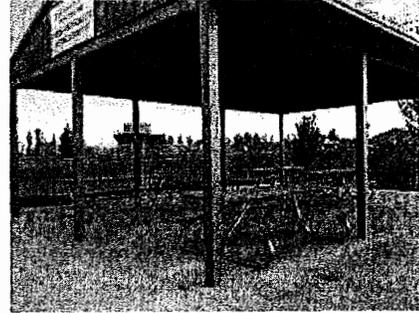


Trail goes past a natural overlook where a picnic shelter, water fountain and public three season restroom would encourage individuals and families to pause and enjoy the native landscape and developing fruit orchard.



Trail Enhancements Requested

These photos are examples of the shelter and restroom facilities that would be sustainable for public use. The shelter has metal roof and posts, a concrete floor and sturdy picnic table. The restroom is a concrete block building, metal roof, stainless sink and toilet, with a water fountain on the outside wall.



Additional information provided to OHF staff:

Question 1: As noted in the budget form if funding for a building is being requested it must be part of a comprehensive conservation plan for a new or expanded recreational project. The budget form provides a definition of what a comprehensive conservation plan is. The definition of building is also in the budget form and I believe what you have proposed would apply to both the restroom and shelter.

Response to Question 1: See Attachment 1 - Trail Master Plan from 2013

Question2: In your budget detail under 5 when you are giving detail on the kiosks you indicate – “see attachment”. It isn’t clear which attachment you are referring to. Would you please clarify?

Response to Question 2: See Attachment 2 - Visual representation of kiosks from the Appalachian Trail

Question 3: Last you indicate the costs for the garbage containers, tables and concrete benches. Are those amounts based on information from a vendor?

Response to Question 3: See Attachment 3 - Derivation of cost estimates.

Clarification for UTTC proposal

1. Attachment 1: Trail Master Plan from 2013
2. Attachment 2: Visual representation of kiosks from the Appalachian Trail
3. Attachment 3: Derivation of cost estimates

United Tribes Technical College
Nature Trail Development

History of the Trail

Initial development of the Trail was spurred by a desire to promote healthy activity for UTTC students and families. As walking is an activity that is suited to most adults and children, a 2003 plan began to evolve for formalizing a walking trail on the northern edge of campus. *It is included in the 2003 UTTC Master Facilities Plan which was formally adopted by the Board of Directors.*

Two events pushed further development of the trail. UTTC began development of the south campus site adding an opportunity for additional trail development. Secondly, the college began to actively work with the Bismarck Mandan Parks organization to develop the link with the public trail on the southern loop. These developments led to a new effort to make a trail that met two conditions 1) it needed to support the conservation/education effort of the UTTC Land Grant programs and 2) it should be appropriate for families and children.

By 2011, the trail had been expanded to add the eastern and southern edges of campus and the trail had been paved. This made it a surface appropriate to walking, running, and cycling. The paving to connect to the Bismarck Mandan Trail System was completed in the summer of 2014. The UTTC Land Grant program launched a multi-year project to plant native species along the trail culminating in the development of the Dragonfly Gardens and orchard planting at the mid point of the trail.

The continued expansion of the trail is included in the *revised 2013 UTTC Master Plan* which was passed by the Board of Directors. This plan specifically recognized further development needed to include a restroom and shelter area to meet the needs of any children who might use the trail.

Goal and Objectives

The Goal of the UTTC Trail is *“To develop a public multi use recreational and conservation education site appropriate to the needs of multiple age groups.”*

Within this umbrella goal, the trail planners had four main areas of concentration: a) providing healthy recreational support; b) providing conservation education for the general public; c) general educational opportunities for plant species from across North Dakota; and d) providing educational and recreational opportunities for families with children.

The objectives with related rationale of the Trail Development plan included:

1. Development of a paved surface trail routing along the north, east and south edges of the UTTC campus which would be connected to the Bismarck Mandan trails.
Progress: The trail has been completed with connections on the north and south edge of campus to the Bismarck Mandan trail system.
2. Planting of the Dragonfly Garden, the orchard, and native plant species along the trail to support conservation, small animal habitat and education.

Progress: The UTTC trail provides an opportunity for children and families to explore flora and fauna native to each geographic area of the State. Developing an appreciation of nature and wildlife habitat along the trail encourages the development of knowledgeable citizens which supports conservation efforts and environmental awareness.

The UTTC Land Grant programs undertook a multi-year planting effort. Harvested plant species from across the state were transplanted and are thriving along the trail. This has created a living laboratory which allows people to see examples of the rich fauna heritage of the state. It also has positively impacted the habitat for small animals and users of the trail regularly encounter small animals, such as rabbits, squirrels, raccoons and gophers with an abundance of birds flying through the trees.

3. Enhancing the conservation education component of the site.

Progress: The Land Grant staff has amassed a body of information related to each species of flora found along the trail. This has included native location, plant family, and medicinal and food uses of the plant. Additionally, the staff has worked to begin a catalog the small animals found along the trail.

Yet to be accomplished: To support the education and conservation component:

- a) To develop and erect kiosks that accurately describe the trail's flora and fauna. This material needs to be done in a format which supports parents as active educators of their children regarding the interlink between plants and animal habitat;
- b) To develop and erect signage to be placed along the trail that identifies the flora along the trail with appropriate notations of medicinal and food usage.

4. To develop a family friendly recreational area which supports healthy lifestyles and provides opportunity for conservation education.

Progress: This trail was sited along the north, east and south edge of campus to provide an opportunity for children without the hazards of vehicular traffic. The site lends itself to providing an opportunity for urban children to explore along the wooded edges of the trail without safety concerns about them becoming lost in an unfamiliar forest environment. The animals living along the trail provide for children seeing them in the natural environment.

Yet to be accomplished: To support the family friendly usage, there are two major enhancements that need to be added.

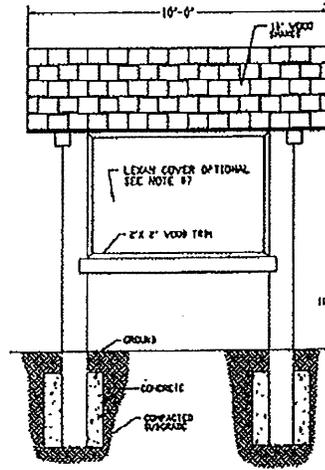
- a) Providing an appropriate restroom area. Children have the need to use restrooms more frequently than adults. As the trail is specifically designed to be away from vehicular traffic, it is not a matter of loading the children into a car and driving to the nearest public restroom (located approximately 2 miles from either end of the trail). Without the addition of restrooms, families are unlikely to spend time along the trail which in turn reduces the opportunity for children to interact with nature.
- b) Provide a picnic area/shelter. The shelter will foster two important usage patterns. First, families will be able to bring their children out for an afternoon or evening knowing there is a place where children can comfortably be provided a snack. In the second area, this development provides for weather contingencies including overexposure to the sun (needing shade to cool down) and sudden rain, hail or lightning storms (needing protection from the elements).

RECOMMENDED BY:
 APPALACHIAN TRAIL CONFERENCE
 NPS APPALACHIAN TRAIL PROJECT OFFICE

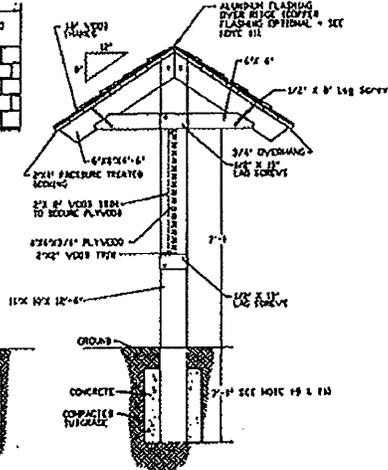
DESIGN #1
 LONG LASTING
 BULLETIN BOARD

PROVIDED BY:
 L. S. SPOFFORD, ARCHITECT
 1000 N. W. 10TH AVE., SUITE 100
 MIAMI, FLORIDA 33136

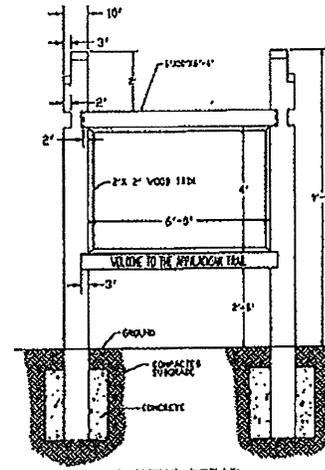
DESIGNED BY:
 L. S. SPOFFORD, ARCHITECT
 1000 N. W. 10TH AVE., SUITE 100
 MIAMI, FLORIDA 33136



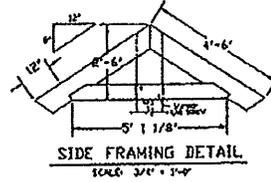
FRONT ELEVATION
 SCALE: 3/4" = 1'-0"



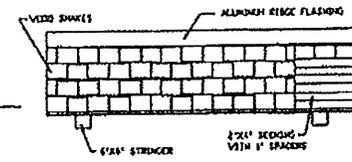
END ELEVATION
 SCALE: 3/4" = 1'-0"



FRAMING DETAIL
 SCALE: 3/4" = 1'-0"



SIDE FRAMING DETAIL
 SCALE: 3/4" = 1'-0"



ROOF ASSEMBLY
 SCALE: 3/4" = 1'-0"

NOTES:

1. ALL WOOD SHOULD BE PRESERVE TREATED.
2. ALL HARDWARE AND NAILS SHALL BE GALVANIZED.
3. CEDAR WOOD SHAKES SHOULD BE APPROXIMATELY 18" X 1/2" HANDSPLET WITH A 5 1/2" EXPOSURE.
4. FINISH SHOULD BE NATURAL.
5. STANDARD SLAT SIGN SHOULD HAVE APPROXIMATELY 2" LETTERS - "WELCOME TO THE APPALACHIAN TRAIL", WOOD ROUTED OR WHITE REFLECTIVE PAINT.
6. KASE ALL EXPOSED EDGES.
7. LEXAN COVER FOR PLYWOOD IS OPTIONAL. ATTACH 2" X 2" WOOD TRIM TO OUTSIDE EDGE OF LEXAN WITH 1/4" LAG SCREWS. ATTACH LEXAN TO PANEL AT TOP WITH 3" X 2" HINGES OR COMPARABLE SIZE SCOR HINGES.
8. OPTIONAL 3/8" REBAR MAY BE ATTACHED TO BACK OF 1/2" WOOD SUPPORT POSTS TO DETER VANDALS.
9. IN NORTHERN LOCATIONS, WIND SUPPORT POSTS TO A MINIMUM DCPH OF 45.
10. IF CONCRETE VIAL NOT BE USED AROUND SUPPORT POSTS (FOOTERS), INCREASE DEPTH AN ADDITIONAL 1".
11. OPTIONAL USE COPPER FLASHING EXPOSED 1" ON EITHER SIDE FROM UNDER SHAKE CAP. COPPER WASH ON ROOF HOLDS PREVENT HOLD AND HILFIELD.

(NOT TO SCALE)

Appalachian Trail Gateway Bulletin Board

**Materials List
Long-Lasting Bulletin Board
Design #1**

# Needed	Material	Approximate Cost
2	10" x 10" x 12'6" pressure treated lumber (support posts)	400.00
4	6" x 8" x 4'6" pressure treated lumber	220.00
2	6" x 6" x 5' pressure treated lumber (rafters)	50.00
2	6" x 10" x 6'4" pressure treated lumber (horizontal beams)	135.00
1	6' x 4' x 3/4" plywood panel	28.00
1	6' x 4' x 1/4" Lexan®	240.00
2	2" x 2" x 4' pressure treated board (panel frame)	7.00
2	2" x 2" x 6' pressure treated board (panel frame)	7.00
1	15" (minimum) x 10' aluminum ridge flashing	27.00
approx. 18 as needed	2" x 4" pressure treated boards (roof frame) Wood shakes, triple overlay, approx. 5" – 6" exposed (100 sq. ft.)	70.00 600.00
12	1/2" x 12" lag screws	60.00
18	1/4" x 4" lag screws (panel frame)	18.00
8	1/2" x 10" lag screws	40.00
2	5/8" x 3' rebar minimum (optional; to attach to back or side of posts to deter vandals from using chainsaw on support posts)	13.00
as needed	Galvanized nails to attach 2" x 4" roof frame	5.00
as needed	Galvanized nails to attach wood shakes on roof	5.00
12	60-pound bags of ready-mix concrete (optional; can be poured dry or wet around base of support posts to add stability)	50.00
8	12" bridge spikes or lag bolts (optional: can be pounded or nailed near base of support posts, below grade, to add stability)	7.00
Total Cost		\$1,982.00

Note: Costs are estimates only, based on 2012 pricing; prices may vary significantly by locale.

Note: Larger-dimension lumber may have to be special-ordered from a sawmill.

Note: Taxes are not included in this estimate.

Attachment 3
Cost Estimates

In developing the cost estimates for the shelter and restrooms, Pat Aune, Land Grant Director (and Facility Committee member) and Bud Anderson, Facilities Manager reviewed

- a) the proposed structures included in the trail plan,
- b) previous construction bids for projects undertaken by campus staff,
- c) estimates provided by the North Dakota Department of Transportation on April 11, 2014 and,
- d) estimates from three construction companies providing on-line estimates.

A compilation of these sources was used to identify likely costs for these structures. Details for construction are:

1. Picnic Shelter – approximately 20' x 40' concrete floor with drain, metal roof, metal posts and a 3 season water faucet. Estimated cost \$35,000
2. Three season restroom constructed of concrete block, metal roof, and concrete floor with drain, stainless steel ADA compliant toilet, sink and water fountain. Estimated cost \$45,000
3. Estimates for commercial benches, picnic tables and garbage containers were selected after reviewing numerous on-line vendors.

UTTC finance office policy requires gathering 3 bids for equipment and services. When funding is provided the project director will be establishing the details for each component of the project and will seek bids prior to purchase.