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 **March 1, 2016 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 * Dakota Heritage Foundation

Federal Tax ID# * 47-2500470

Contact Person/Title * David Nehring/President

Address * 12550 10th Ave SE

City * Bismarck

State * North Dakota

Zip Code * 58504

E-mail Address * dnehring@bektel.com

Web Site Address (Optional)

Phone * 701-214-3184

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

O **Directive A**. Providing access to private and public lands for sportsmen, including projects that create fish and wildlife habitat and provide access for sportsmen;

O **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;

XX **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.

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

O **Directive A**. Providing access to private and public lands for sportsmen, including projects that create fish and wildlife habitat and provide access for sportsmen;

XX **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

XX Tax-exempt, nonprofit corporation.

Project Name* South Central ND Habitat Enhancement

Abstract/Executive Summary.

During Calendar Year 2015, $60,000 of OHF funding was used to enhance habitat for Pheasants Forever Dakota Chapter members. This project, in turn, created the model for our organization to expand beyond the Dakota Chapter of Pheasants Forever. The Dakota Heritage Foundation was established to provide similar projects, to members of Pheasants Forever, and also to members of other wildlife organizations of South Central North Dakota. Our objective is to increase habitat and plant diversity with member/partner knowledge of habitat through education, tree/shrub planting, and other habitat needs. This grant will allow the purchase of trees, weed barrier, grass seed, and other necessary tools in increasing conservation measures in North Dakota.

Project Duration:* 10 months. This will allow the foundation time to place orders for trees/shrubs, barrier, seed, etc, to promote the program, and coordinate use of equipment.

Amount of Grant request $ * 50,000

Total Project Costs $* 110,000
(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 $* 60,000

*$25,000 cash from Dakota Chapter PF in habitat funding
*$5,000 cash grant from ND Petroleum Council
*$11,000 in equipment purchases from Dakota Heritage Foundation (tractor)
*$19,000 in in-kind matching (transportation of equipment and supplies, many man-hours of preparation of sites, planting, and weed suppression)

Source(s) of Matching Funds* Club member labor and transportation, Cash through Habitat Committee of Dakota Chapter of PF. Cash grant from ND Petroleum Council. Equipment provided by Dakota Chapter PF, and Dakota Heritage Foundation.

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

Purpose of Grant – Describe the proposed project identifying how the project will meet the specific directive(s) of the Outdoor Heritage Fund Program
There are two main areas of focus in our application for funding:

Tree/shrub plantings – To provide additional wildlife winter survival cover. Our goal is to provide $10,000 in trees/shrubs and weed barrier to Dakota Chapter PF members – this amount should provide at least 4 linear miles of new plantings.

Native grass seeding – To help offset the loss of CRP acres, and to enhance the cover that is presently being used as wildlife habitat. These funds would be available to members of the Dakota Chapter of PF, as well as members of other wildlife groups that would like to apply – we are requesting $40,000 in funding for this component, which would cost-share over 500 acres of new native grass plantings.

Due to the recent reduction in CRP acres in our state, and the decrease in funding in other areas, our organization believes that the need for these types of projects is absolutely necessary in maintaining our wildlife populations. Tree/shrub plantings are important to wildlife for winter survival, as well as concealment from predators, and also an important food source. Native grass establishment has many important benefits to wildlife, such as nesting cover, concealment, and a high value in ecosystem protection. These areas are high priorities in this grant application.

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.*

The project will be managed by members and professionals in habitat and conservation along with members of the clubs that have a strong belief and commitment to conservation and outdoor activities.

Dave Nehring, Habitat Committee Chairman, PF Dakota Chapter, and President, Dakota Heritage Foundation will oversee all facets of the project.

Bill Haase, ND G&F Outreach Biologist, will aid in the direction of the project, and provide guidance for the public lands.

Evaluation – Describe your plan to document progress and results. *We will provide the committee with before/after photos, and reporting consistent with OHF requirements.

Financial Information

ATTACHMENT: **Project Budget – Using the standard project budget format that is available on the website at** http://www.nd.gov/ndic/outdoor-infopage.htm **, please include a detailed total project budget that specifically outlines all the funds you are requesting. Note that a minimum of 25% match funding is required.***
The project budget should identify all matching funds, funding sources and indicate whether the matching funds are in the form of cash or in-kind services. Effective July 1, 2015 no State General Fund dollars can be used for a match unless funding was legislatively appropriated for that purpose. As noted on the standard project budget format, certain values have been identified for in-kind services. Please utilize these values in identifying your matching funds. **NOTE: No indirect costs will be funded.**

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. *

Even though we are a new organization, our partners in the conservation community have had a long history of habitat establishment and enhancement – we are confident that this history will continue as needed.

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

If partial funding is available, we will attempt to go ahead with a phased project.

Partnership Recognition - If you are a successful recipient of Outdoor Heritage Fund dollars, how would you recognize the Outdoor Heritage Fund partnership? *

Our organization would provide weatherproof signage at the sites funded with OHF grant dollars.

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

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
Trees/shrubs/barrier	$10,000	$10,000	$	$	$	$20,000
Tree planting	$	$2,500	$10,000	$	$	$12,500
Barrier application	$	$2,500	$10,000	$	$	$12,500
Native Grass seeding	$40,000	$15,000	$10,000	$	$	$65,000
	$	$	$	$	$	$
	$	$	$	$	$	$
Total Costs	$50,000	$30,000	$30,000	$	$	$110,000

DRAW TEXT BOX FOR DETAILS HERE

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

• Labor costs	$15.00 an hour
• Land costs	Average rent costs for the county as shown in the most recent publication of the USDA, National Agricultural Statistics Services, North Dakota Field Office
• Permanent Equipment	Any equipment purchased must be listed separately with documentation showing actual cost. (For example: playground equipment)
• Equipment usage	Actual documentation
• Seed & Seedlings	Actual documentation
• Transportation	Mileage at federal rate
• Supplies & materials	Actual documentation

More categories will be added as we better understand the types of applications that will be submitted. We will use as our basis for these standards other State and Federal programs that have established rates. For example the North Dakota Nonpoint Source Pollution Management Program has established rates. If your project includes work that has an established rate under another State Program please use those rates and note your source.

Definitions/Clarifications:

Building - Defined as "A structure with a roof either with walls or without walls and is attached to the ground in a permanent nature."

Comprehensive Conservation Plan - Defined as "A detailed plan that has been formally adopted by the governing board which includes goals and objectives--both short and long term, must show how this building will enhance the overall conservation goals of the project and the protection or preservation of wildlife and fish habitat or natural areas." This does not need to be a complex multi-page document. It could be included as a part of the application or be an attachment.

New and Expanded Recreational Project means that the proposed building cannot be a replacement of a current building. The proposed building must also be related to either a new or expanded recreational project--either an expansion in land or an expansion of an existing building or in the opportunities for recreation at the project site.

Playground equipment calculation - Only the actual costs of the playground equipment (a bid or invoice showing the amount of the equipment costs must be provided) - cannot include freight or installation or surface materials or removal of old equipment, etc.

Staffing/Outside Consultants Costs - If you are requesting OHF funding for staffing or for an outside consultant, you must provide information in your application on the need for OHF funding to cover these costs. For example, if you are an entity that has engineering staff you must explain why you don't have sufficient staff to do the work or if specific expertise is needed or whatever the reason is for your entity to retain an outside consultant. If it is a request for reimbursement for staff time then a written explanation is required in the application of why OHF funding is needed to pay for the costs of that staff member(s)' time. **The budget form must reflect on a separate line item the specific amount that is being requested for staffing and/or the hiring of an outside consultant.** This separate line item will then be used to make the calculation of 5% or 10% as outlined in the law. Note that the calculation will be made on the grant less the costs for the consultant or staff.

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