

Application Process

Step One

Submission of application

Step Two

Review of application by staff to make sure the application is complete. This review does not involve any analysis of the application but rather just a look to make sure all the blanks are filled in and all the information required is provided. If an application is incomplete, the staff will notify the applicant of what is missing and the applicant will have an opportunity to make the correction and resubmit the application within three (3) business days.

Step Three

All applications will be posted to the Outdoor Heritage Fund website. A notice will be sent to the OHF Advisory Board notifying them when the applications have been posted and providing them with a list of the applications. If an OHF Advisory Board member has a technical question about an application they should forward their question(s) to Industrial Commission staff as soon as possible so the Technical Committee can deal with the question.

Step Four

Review of applications by the Technical Committee. The Technical Committee consists of the four ex-officio members of the OHF Advisory Board – Game and Fish Department, State Forester, Soil Conservation, Parks and Recreation. These individuals will utilize staff within their offices to complete the reviews. It is the desire of the OHF Advisory Board that the same individual from those offices complete the reviews. It was, however, indicated that if the Technical Committee members did not have the expertise available within their offices to provide the technical expertise needed to review an application, they could reach out to other entities that have that expertise.

The review conducted by the Technical Committee will only be on the technical/scientific components. The Technical Committee will look at all applications and provide comments on the technical aspects of the applications—they will not be scoring the applications. They are also asked to provide an executive summary of the application and answer the following two questions: 1) Does this application meet the requirements of the law? and 2) Does the application satisfactorily deal with the scientific aspects of the project (if applicable)?.

Step Five

Review of applications by the OHF Advisory Board. This will include an oral presentation by the applicant of their application. Each applicant will be allowed 10 minutes to present their application. The oral presentation is strongly encouraged. An applicant can, however, decide not to make an oral presentation.

The OHF Advisory Board will then have an opportunity to discuss the application and then do their scoring of the application.

Adopted by the OHF Advisory Board: October 17, 2013

Adopted by the Industrial Commission: