



INDUSTRIAL COMMISSION OF NORTH DAKOTA

OUTDOOR HERITAGE FUND

Attachment K
 Governor
Jack Dalrymple
 Attorney General
Wayne Stenehjem
 Agriculture Commissioner
Doug Goehring

Executive Director
 Karlene Fine

MEMORANDUM

TO: Outdoor Heritage Fund Advisory Board
 FR: Karlene Fine on behalf of OHF Staff
 DT: June 3, 2015
 RE: Staff Authority

The Outdoor Heritage Fund has been operating for nearly two years and we are about to complete five grant rounds. We thought it would be a good opportunity to discuss the Role of the Staff in the award process and subsequently in working with the projects.

The staff's current authority upon receipt of an application is to review the application; work with the applicant if the application is incomplete or there are errors that need to be corrected. Staff does not have the authority to reject an application unless we know that it violates the law and we would indicate that to the applicant and return the application. Questions have been asked:

- Are there any circumstances where the Advisory Board believes the staff should have authority to reject an application?
- Are there any circumstances where staff could be allowed to include a stipulation for the Industrial Commission's consideration if staff believes the stipulation was overlooked when the application was being discussed by the Board?

I also wanted to make you aware that under this program, similar to other Industrial Commission programs, I do have the authority to amend contracts -- generally it is for no cost extensions. For this program I have not asked for, nor do I intend to ask for, authority to increase the funding level for a project. However, there may be circumstances where I would approve a slight adjustment in purpose. A recent example is a project came in under bid for a few hundred dollars and the applicant asked if they could use those dollars to enhance the purchase to make it more workable for the project. The total dollar cost would not change and the additional purchase is within the scope of work of the application the Board/Commission approved. Are there any concerns about the staff having that authority?

Your thoughts and suggestions are welcome.

Karlene on behalf of OHF Staff

Eric Aasmundstad	Randy Bina	Carolyn Godfread	Jon Godfread	Blaine Hoffman	Tom Hutchens
Robert Kuylen	Jim Melchior	Wade Moser	Kent Reiersen	Patricia Stockdill	Dan Wogsland
Ex-officio:	Larry Kotchman	Terry Steinwand	Rhonda Vetsch	Mark Zimmerman	

