

Outdoor Heritage Fund (OHF) Advisory Board Subcommittee  
Recommended Review, Scoring and Approval Process

Review Process:

1. The OHF Advisory Board (Board) members will review all applications prior to the meeting. It will be up to each Board member as to whether they want to do some preliminary scoring.
2. Each applicant will be given an opportunity to make a 10-minute oral presentation of their application. That will be followed by a period of time for Q & A with the Board members.
3. Following that Q & A the Advisory Board will have a time for discussion between the Board members only.
4. The Board members will complete their scoring of the application using the Scoring Form.
5. Then the Board will hear from the next applicant and go through the same process for each application.
6. After hearing all the applications the Board members will have an opportunity to review their scoring and if they need to make adjustments they can do so.

Scoring Process:

7. The Board members will proceed to the Second Step in the process and insert their score for each application on to their Funding Ranking Form. The Scoring Form is used by each Board member to score the application on the application's own merits. Each Board member will use their own judgment as to whether the application meets the intent of the directives. Prior to finalizing their scores for each application, Board members will have:
  - the comments from the Technical Committee regarding the technical aspects of the application;
  - heard an oral presentation (if the applicant chooses to make a ten-minute presentation);
  - an opportunity to question the applicant;
  - an opportunity to participate in a discussion with the other Board members about the application.
8. Then using the score from the Scoring Form for each application, the Board members will then proceed to the third step in the process. During the third step each Board member, using the Scoring Form as a tool, will determine the amount of funding that should be awarded for each application. The total amount of funding you can approve for Grant Round 1 funding is \_\_\_\_\_.
9. These ranking sheets will then be collected and tabulated by staff.

Approval Process:

10. The tabulation of the ranking sheets will be distributed to the Board. The Board will then have an opportunity to discuss that information. It will be during this discussion the Board members may want to ask questions of other Board members about an application. Even though the ex-officio members will not be involved in the scoring process they will be available to answer any technical questions that may come up regarding the application.
11. Following this discussion, Board members will need to make a motion on each application as to whether the application should be recommended to the Industrial Commission and at what funding level. There will be a roll call vote(s) on each application. If the Board votes to fund more projects than there is funding, then the Board will need to go back through all the applications that have been recommended for funding and adjust the dollar awards until they get to the amount that is available for the Grant Round.
12. The Board list of recommended projects will then be forwarded to the Industrial Commission for the Commission's consideration.

Revised  
Outdoor Heritage Fund (OHF) Advisory Board Subcommittee  
Recommended Review, Scoring and Approval Process

Review Process:

1. The OHF Advisory Board (Board) members will review all applications prior to the meeting. It will be up to each Board member as to whether they want to do some preliminary scoring.
2. Each applicant will be given an opportunity to make a 10-minute oral presentation of their application. That will be followed by a period of time for Q & A with the Board members.
3. Following that Q & A the Advisory Board will have a time for discussion between the Board members only.
4. The Board members will complete their scoring of the application using the Scoring Form.
5. Then the Board will hear from the next applicant and go through the same process for each application.
6. After hearing all the applications the Board members will have an opportunity to review their scoring and if they need to make adjustments they can do so.

Scoring Process:

- ~~7. The Board members will proceed to the Second Step in the process and insert their score for each application on to their Funding Ranking Form. The Scoring Form is used by each Board member to score the application on the application's own merits. Each Board member will use their own judgment as to whether the application meets the intent of the directives. Prior to finalizing their scores for each application, Board members will have:~~
  - the comments from the Technical Committee regarding the technical aspects of the application;
  - heard an oral presentation (if the applicant chooses to make a ten-minute presentation);
  - an opportunity to question the applicant;
  - an opportunity to participate in a discussion with the other Board members about the application.
8. Then using the score from the Scoring Form for each application, the Board members will then proceed to the ~~third~~ next step in the process, filling out the Funding Ranking Form. During the ~~third~~ this step each Board member, using the Scoring Form as a tool, will determine the amount of funding that should be awarded for each application. The total amount of funding you can approve for Grant Round 1 funding is \_\_\_\_\_.
9. ~~These ranking sheets~~ The Funding Ranking Form will then be collected and tabulated by staff.

Approval Process:

10. The tabulation of the ~~ranking sheets~~ Funding Ranking Form will be distributed to the Board. The Board will then have an opportunity to discuss that information. It will be during this discussion the Board members may want to ask questions of other Board members about an application. Even though the ex-officio members will not be involved in the scoring process they will be available to answer any technical questions that may come up regarding the application.
11. Following this discussion, Board members will need to make a motion on each application as to whether the application should be recommended to the Industrial Commission and at what funding level. There will be a roll call vote(s) on each application. If the Board votes to fund more projects than there is funding, then the Board will need to go back through all the applications that have been recommended for funding and adjust the dollar awards until they get to the amount that is available for the Grant Round.
12. The Board list of recommended projects will then be forwarded to the Industrial Commission for the Commission's consideration.

## North Dakota Outdoor Heritage Fund Scoring of Grant Applications

**1. Does the grant application impact one or more than one fund directive?**

	0	3	6	9	12	
Meets no directives	<input type="radio"/>	Meets all four directives				

**2. Does the grant application explain how this project would provide access to private and public lands for sportsmen, including projects that create fish and wildlife habitat and provide access for sportsmen?**

	0	3	6	9	12	
Does not meet directive	<input type="radio"/>	Fully meets directive				

**3. Does the grant application explain how this project would improve, maintain, and restore water quality, soil conditions, plant diversity, animal systems, and to support other practices of stewardship to enhance farming and ranching?**

	0	3	6	9	12	
Does not meet directive	<input type="radio"/>	Fully meets directive				

**4. Does the grant application explain how this project would develop, enhance, conserve, and restore wildlife and fish habitat on private and public lands?**

	0	3	6	9	12	
Does not meet directive	<input type="radio"/>	Fully meets directive				

**5. Does the grant application explain how this project would conserve natural areas for recreation through the establishment and development of parks and other recreation areas?**

	0	3	6	9	12	
Does not meet directive	<input type="radio"/>	Fully meets directive				

**6. Does the grant application include matching funds (includes both cash and in-kind services)?**

	0	3	6	9	12	
Project does not include any matching funds	<input type="radio"/>	Provides for funding match of 50% or more				

**7. Does the grant application explain how this project would be sustained after the Outdoor Heritage Fund dollars have been expended?**

	0	3	6	9	12	
No discussion on the sustainability of the project	<input type="radio"/>	Provides a plan to sustain project an additional 20 years or more				

**8. Does this grant application outline how the project will be managed and does it provide for methods to measure whether the project is successful?**

	0	3	6	9	12	
No discussion on project management or methods to measure success	<input type="radio"/>	Provides management plan and methods to measure success				

**9. Does this grant application state that the funds will be used for a new project or to replace funding that is no longer available?**

	0	1	2	3	4	
Funding will be used for an ongoing project	<input type="radio"/>	Funding will be used for a new project or replace unavailable funds				

Total Points Awarded = \_\_\_\_\_ (maximum 100)



## 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 if there are any matching funds being utilized to fund this project. Please note if the matching funds are in the form of cash or in-kind services. In-kind services can only be used as match. 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.)

Please feel free to add columns and rows as needed. Narrative is welcome to fully explain the proposed budget.

Note that NO INDIRECT COSTS will be funded from the Outdoor Heritage Fund.

Project Expense	OHF Request	Applicant's Match Share (Cash)	Applicant's Match Share (In-Kind)	Other Project Sponsor's Share
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>Total Project Costs</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

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
- Equipment                    Any equipment purchased must be listed separately with documentation showing actual cost.
- Equipment usage            Actual documentation
- Seed & Seedlings            Actual documentation
- Transportation                Mileage at federal rate
- Supplies & materials        Actual documentation

More categories 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.