



Environment and Natural Resources Trust Fund

2011-2012 Request for Proposal

Legislative-Citizen Commission on Minnesota Resources (LCCMR)

www.lccmr.leg.mn

Funding Priority Categories for 2011-2012

- Natural Resource Data and Information
- Water Resources
- Methods to Protect, Restore, and Enhance Land and Habitat
- Land Acquisition for Habitat and Recreation
- Aquatic and Terrestrial Invasive Species
- Climate Change, Renewable Energy, and Air Quality
- Environmental Education
- Creative Ideas

Funding Beginning: July 1, 2011

Deadline to Submit: 4:30 p.m., Friday April 9, 2010

- Electronic submission of proposals required.
- Please carefully review the full text of this document before submitting a proposal.
- LCCMR staff are available to review draft proposals if submitted by Monday April 5, 2010. Early submission of drafts is recommended to receive the most detailed guidance.

TABLE OF CONTENTS

Background Information	Pg. 2
Proposal & Funding Process Timeline	Pg. 3
2011-2012 Funding Priorities	Pg. 4
Requirements and Evaluation Criteria.....	Pg. 7
Proposal Submission.....	Pg. 8
Proposal Submit Form Instructions	Pg. 9
Main Proposal Template/Instructions	Pg. 10
Project Budget Template/Instructions	Pg. 12
Eligible & Ineligible Expenses	Pg. 13
Environment and Natural Resources Trust Fund:	
MN Constitution and Statutory Expenditures	Pg. 14
Map of MN by Geographic Region	Pg. 15
Map of MN by Ecological Section.....	Pg. 16

\$ FUNDING AVAILABILITY:

- This Request for proposal (RFP) is for the biennium (2 years) beginning July 1, 2011. For that period, approximately \$52 million from the Environment and Natural Resources Trust Fund is expected to be available for project funding.
- Through this RFP the LCCMR intends to make recommendations to the 2011 MN Legislature for appropriation of the majority of the funds available during the next two years. The LCCMR may choose to retain a small portion of funds outside of this RFP to be available for additional appropriation recommendations addressing specific time sensitive needs.
- **It is intended that this RFP is the only standard RFP that will be issued until February 2012 (for funding beginning July 1, 2013).** Any project seeking funding to begin July 1, 2012 should reply to this RFP.

2011-2012 REQUEST FOR PROPOSALS (RFP)

BACKGROUND INFORMATION

LCCMR MEMBERS

Sen. Ellen Anderson
 Al Berner
 Jeff Broberg
 Rep. Lyndon Carlson
 Sen. Satveer Chaudhary
 Sen. Dennis Frederickson
 Nancy Gibson
 John Herman
 Rep. Larry Howes
 Norman Moody
 Mary Mueller
 Sen. Pat Pariseau
 Rep. Tom Rukavina
 Rep. Ron Shimanski
 Sen. Jim Vickerman
 Rep. Jean Wagenius
 Elizabeth Wilkens

Co-Chairs

Sen. Jim Vickerman
 Rep. Jean Wagenius
 Nancy Gibson

Co-Vice Chairs

Sen. Dennis Frederickson
 Rep. Larry Howes
 Jeff Broberg

*The LCCMR is an
 Americans with
 Disabilities Act (ADA)
 Equal Opportunity
 Employer (EOE).*

PLEASE CAREFULLY REVIEW THE FULL TEXT OF THIS DOCUMENT BEFORE SUBMITTING A PROPOSAL

ELIGIBILITY—OPEN TO ALL:

The spirit and intent of the LCCMR is to provide access to EVERYONE who has innovative ideas for environment and natural resource projects that could provide multiple ecological and other public benefits to Minnesota, are consistent with the LCCMR's Six-Year Strategic Plan for the Environment and Natural Resources Trust Fund, and address the adopted funding priorities described in this RFP.

LCCMR staff are available to assist in proposal development. Lobbying or professional grant-writing experience is not necessary for success.

DEADLINE FOR SUBMISSION:
4:30 PM, FRIDAY APRIL 9, 2010
THIS IS A FIRM DEADLINE.

SUBMIT PROPOSAL:

Web-based Submission of Proposals Required*

Go to: www.lccmr.leg.mn and select "[2011-2012 LCCMR Proposal Submit Form](#)".

Save a copy of your submission for your records.

All submitted proposals and budgets will be posted on the web upon receipt for the public to view.

*If unable to use the web-based proposal submit form, please contact LCCMR staff.

PROJECT IMPLEMENTATION:

Funding for projects will be available beginning July 1, 2011. Any project seeking funding to begin July 1, 2012 should also reply to this RFP.

EXPENSE ELIGIBILITY:

For a list of eligible and ineligible expenses see page 13.

PROPOSAL ASSISTANCE:

LCCMR staff are available to assist proposers, answer questions, or review and provide feedback on drafts of proposals. **Proposers are encouraged to submit proposal drafts to help ensure proposals are focused, clear, and contain all necessary information.** Drafts must be received by April 5, 2010 to allow adequate time for staff review. Early submission of drafts is recommended to receive the most detailed guidance.

If you have questions or would like proposal assistance, contact LCCMR staff:

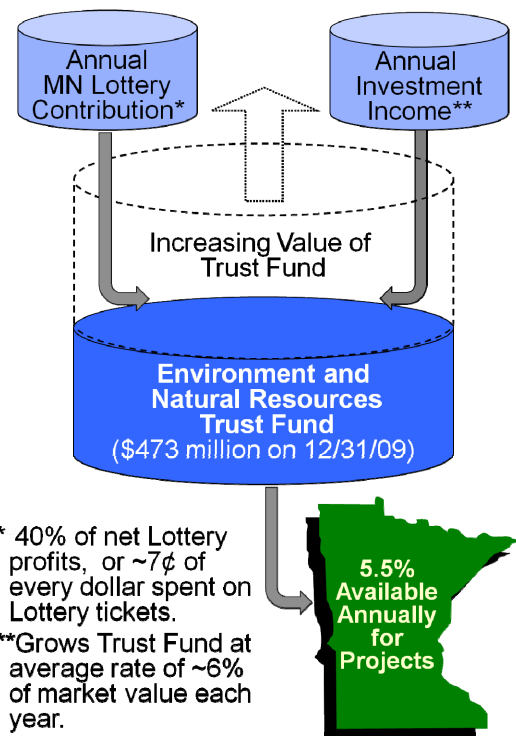
Phone: (651) 296-2406

Fax: (651) 296-1321

Email: lccmr@lccmr.leg.mn

Address:

Room 65 State Office Building
 100 Rev Dr Martin Luther King Jr Blvd
 St. Paul, MN 55155



2011-2012 PROPOSAL & FUNDING PROCESS TIMELINE

JANUARY 2010

- LCCMR determines funding priorities and adopts 2011-2012 Request for Proposal (RFP).
- 2011-2012 RFP issued.
- LCCMR staff available to review and provide feedback on any draft proposals submitted from January through April 5, 2010.



APRIL 2010

- Monday, April 5: Last day to submit draft proposals for LCCMR staff review.
- **Friday, April 9: Final Proposal Submission Deadline.**



SUMMER/FALL 2010

- All proposals are reviewed and evaluated using the criteria on page 7 of this RFP.
- Based on the evaluations, a subset of proposals is selected for further consideration and is invited to give presentations before the LCCMR.
- Final selection is made by LCCMR of proposals to be recommended to MN legislature for funding.

RESEARCH PROJECTS

Recommended research projects undergo peer review.



PROJECT WORK PLANS

All recommended projects submit detailed work plans to the LCCMR.



JANUARY-MAY 2011 (Legislative Session)

- The LCCMR funding recommendations are considered and acted upon by the Minnesota Legislature (House and Senate) and signed into law by the Governor.



JUNE-JULY 2011

- June 2011: LCCMR approves work plans for funded projects authorizing projects to begin July 1, 2011
- **July 1, 2011: Money from the Environment and Natural Resources Trust Fund is available for projects to begin.**

**THE NEXT STANDARD RFP—FOR FUNDING BEGINNING
JULY 1, 2013—IS INTENDED TO BE ISSUED IN FEBRUARY 2012.**

2011-2012 FUNDING PRIORITIES

Projects are sought that provide multiple ecological and other public benefits, are consistent with the LCCMR Six-Year Strategic Plan for the Environment and Natural Resources Trust Fund (available at www.lccmr.leg.mn), and address the adopted funding priorities detailed below. Projects should be innovative and must accelerate or supplement, not supplant, existing efforts.

Proposals must address one of the eight funding priorities detailed below; proposals may respond to more than one priority.

A. Natural Resource Data and Information

Proposals must address one or more of the following:

1. Collect baseline, foundational wildlife or natural resource data and information, including:
 - a. Ongoing efforts of the Minnesota County Biological Survey, Soil Survey, County Geological Atlas, and the National Wetlands Inventory update.
 - b. Climate data at a scale appropriate to assess natural resource changes attributable to accelerated climate change.
2. Coordination, facilitation, or training pertaining to statewide sharing, distribution, or innovative application of natural resource data and information tools, including Geographic Information Systems (GIS), Light Detection and Ranging (LiDAR), and other remote sensing techniques.

B. Water Resources

Proposals must address one or more of the following:

1. Protect or restore water quality by reducing soil erosion, reducing peak water flows, or improving water and land use practices. Projects must include monitoring and evaluation.
2. Research or engineering design to protect the health of humans and aquatic and terrestrial species by 1) advancing development or implementation of standards for nitrates or other contaminants; or 2) broadly reducing levels of nitrates, estrogenic, pharmaceutical, or other contaminants in ground and surface waters.
3. Research, monitoring, or evaluation of ground and surface water interaction and sustainability.
4. Research, monitoring, or evaluation of deep water lake ecosystems, including Lake Superior.
5. Investigate and increase the understanding of the distribution and hydraulic properties of aquitards (impermeable geological layers between aquifers) and the water quality and water quantity effects aquitards have on confined, leaky, and un-confined aquifers.

C. Methods to Protect, Restore, and Enhance Land and Habitat

Proposals must address one or more of the following (see p.7 for additional project requirements pertaining to this category):

1. Innovative protection, restoration, or enhancement of lands with high-quality natural resources, habitat, and ecological value.
2. Long term preservation of native forest, wetland, or prairie plant genetics and viability through long term storage in seed banks or other related efforts.
3. Technical assistance for prairie stewardship, forest stewardship, stewardship of Conservation Reserve Program lands and other agricultural lands, or aquatic buffer management to improve water quality.
4. Planning and implementation of community-based efforts to permanently conserve natural resources and reduce habitat fragmentation impacts on natural resources, including the impacts of transportation and other infrastructure.

2011-2012 FUNDING PRIORITIES

D. Land Acquisition for Habitat and Recreation

Proposals must address fee title or permanent conservation easement acquisition of strategic lands with high quality natural resources, habitat, and/or ecological value, and the greatest capability to contribute multiple conservation benefits to wildlife, humans, and water quality (see p.7 for additional project requirements pertaining to this category). All lands to be acquired must provide a restoration/enhancement or management plan for the site and an explanation as to how it will be developed, implemented, and funded.

Priority will given to projects that address one or more of the following:

1. Efforts based on precision conservation* methods and analysis that quantifiably identify the lands most critical to acquire.
2. Efforts involving Scientific and Natural Areas (SNA) or that aim to protect unique ecosystems or rare, endangered, or threatened species.
3. Efforts in areas of the state with limited protected public lands providing habitat or public access.
4. Efforts that improve habitat connectivity.
5. Efforts that improve public access for natural resource management or outdoor recreation.

E. Aquatic and Terrestrial Invasive Species

Proposals must address one or more of the following:

1. Prevent introduction or provide early detection of new invasive species.
2. Reduce the spread of invasive species along streams, rivers, land transportation routes, and other vectors.
3. Alternative control techniques for containing or suppressing invasive species already present in Minnesota. Standard control and maintenance activities of invasive species will not be considered.

F. Climate Change, Renewable Energy, and Air Quality

Proposals must address one or more of the following:

1. Research to help understand how to mitigate, adapt, or make Minnesota's ecosystems more resilient to climate change.
2. Implementation of innovative efforts aimed at mitigating, adapting, or making Minnesota's ecosystems more resilient to climate change.
3. Evaluation of applicability and/or effective implementation of clean energy technologies (e.g., biofuels, solar, geothermal, wind) or energy conservation in Minnesota. Focus examples include carbon emissions reduction; community-based, locally-produced renewable energy technologies; renewable energy life cycle costs and impacts; or smart energy technologies.
4. Reduction of greenhouse gas emissions through new and innovative approaches to increasing recycling and composting. Standard, required, and ongoing efforts will not be considered.
5. Innovative approaches to air quality improvement that reduce impacts on human health, the environment, or natural resources.

** Precision conservation is an emerging practice that considers lands in terms of the interconnected systems of which they are a part. As a practice, precision conservation compiles and integrates multiple types of available data layers and analysis (e.g., terrain analysis, soil productivity, habitat potential, economic analysis, erosion potential, proximity to surface water) to identify and guide efforts that will maximize conservation benefits.*

2011-2012 FUNDING PRIORITIES

G. Environmental Education

Proposals must address education and training efforts that will increase the knowledge and skills of students and all citizens to improve and maintain water quality, reduce and monitor energy consumption, and restore and maintain a healthy and biodiverse natural environment. Funding for capital projects (e.g. buildings) will not be considered.

Priority will given to projects that address one or more of the following:

1. Efforts that are locally-led, involve broad-based partnerships, provide outdoor experiences, and are committed to building a long-lasting and action-based conservation ethic in a community.
2. Environmental education programs using community plantings or gardens to teach biological or ecological concepts; use of native plants and/or organic practices are encouraged.
3. Efforts that deliver and implement existing curriculum, especially integration of environmental education into school curriculum.

H. Creative Ideas

Proposals will be considered for efforts that are innovative or “out-of-the-box” and could produce transformative changes for the benefit of Minnesota’s environment and natural resources, but do not fit under one of the other categories; or, that focus on new and emerging environment or natural resource issues and are time-sensitive, but do not fit under one of the other categories.

REQUIREMENTS AND EVALUATION CRITERIA

Project Requirements

- Expenditures must strictly adhere to the constitutional purpose of the Environment and Natural Resources Trust Fund (pg. 14) and conform to M.S. 116P.08, the laws governing the Environment and Natural Resources Trust Fund (pg. 14)
- Funds requested are expected to be expended and activities completed within 36 months. If additional time is needed, please explain in the “Timeline Requirements” section (section III-B) of the main proposal.
- Fee-title and conservation easement acquisition projects have the following additional requirements:
 1. First priority must be given to lands with high quality natural resources that provide multiple benefits and that provide natural buffers to water resources;
 2. Targeted lands must be identified in an adopted state, regional, or local natural resource plan;
 3. Conservation easements must be perpetual and include stewardship provisions to perpetually monitor and enforce the conditions of the conservation easements;
 4. Explanation must be provided for how a restoration/enhancement or management plan for the site will be developed, implemented, and funded (through this funding request or other funds);
 5. A list must be provided that identifies proposed acquisitions by parcel name, acquisition type (fee-title or conservation easement), county, estimated # of acres, and geographical coordinates (latitude and longitude or UTM-X and UTM-Y).
- Restorations must plant vegetation only of ecotypes native to Minnesota and preferably of the local ecotype using a high diversity of species originating as close to the restoration site as possible and, when restoring prairies, protect existing prairies from genetic contamination. Use of seeds and plant material beyond these requirements must be expressly requested and approved. For additional guidance, see “Native Vegetation Establishment and Enhancement Guidelines” from the Minnesota Board of Soil and Water Resources: http://www.bwsr.state.mn.us/practices/seeding_guidelines.pdf
- All projects are subject to additional requirements including accessibility, data availability, land acquisition requirements, energy conservation and sustainability guidelines, and recyclable material requirements. Information located at www.lccmr.leg.mn titled “Additional Proposal Requirements”.

Evaluation Criteria

The following criteria will be considered in evaluating Environment and Natural Resources Trust Fund proposals (Additional explanation of evaluation criteria is available at www.lccmr.leg.mn):

1. **FUNDING PRIORITIES:** Responds to RFP funding priorities and LCCMR Six-Year Strategic Plan for the Environment and Natural Resources Trust Fund articulated and adopted by the LCCMR.
2. **MULTIPLE BENEFITS:** Delivers multiple benefits to Minnesota’s environment and natural resources.
3. **OUTCOMES:** Identifies clear objectives likely to result in measurable, demonstrated, and meaningful outcomes.
4. **KNOWLEDGE BASE:** Contributes to the knowledge base or disseminates information that will benefit other related efforts.
5. **EXTENT OF IMPACTS:** Results in broad, long-term impacts of statewide or regional significance.
6. **INNOVATION:** Employs or demonstrates innovative approaches to more effectively and efficiently solve specific environment and natural resources issues.
7. **SCIENTIFIC/TECHNICAL BASIS:** Reflects current scientific and technical knowledge, standards, and best practices.
8. **URGENCY:** Addresses an issue for which immediate future action is necessary and urgent to avoid undesirable consequences.
9. **CAPACITY AND READINESS:** Demonstrates capacity and readiness for efforts to be managed and completed in a timely, accountable, and effective manner.
10. **LEVERAGE:** Leverages collaborative partnerships and additional efforts, resources, and non-state dollars.
11. **RESULTING ADDITIONAL EMPLOYMENT:** Employs a significant number of additional or new employees or students in natural resources jobs that are direct to the funding request.

PROPOSAL SUBMISSION

FIRM DEADLINE: 4:30 P.M., FRIDAY APRIL 9, 2010

ALL FORMS AND TEMPLATES REQUIRED FOR PROPOSAL

SUBMISSION CAN BE FOUND AT: www.lccmr.leg.mn

LCCMR staff are available to review draft proposals if submitted by Monday April 5, 2010. Early submission of drafts is recommended to receive the most detailed guidance. Submit drafts using the online proposal submit form—indicate DRAFT by entering “Y” in the appropriate field of the submit form.

PROPOSAL SECTIONS CHECKLIST

1	<u>2011-2012 LCCMR Proposal Submit Form</u> : Go to www.lccmr.leg.mn , select the submit form on the Main Page, and provide all requested information, as detailed on p.9 of this RFP.
Proposal sections #2 through #7 (as applicable) are submitted through the online submit form as document attachments. See guidelines for attachments below.	
2	Main Proposal (2-page limit) : Download the template (MS Word) and fill out according to instructions on pages 10-11 of this RFP.
3	Detailed Project Budget (1-page limit) : Download the template (MS Excel) and fill out according to instructions on page 12 of this RFP.
4	Map or Graphic (1-page limit) : Simple map or graphic (see below).
5	Acquisition List : If applicable (see below). Download the template (MS Excel) and fill out according to instructions stated in the template.
6	Project Manager Qualifications and Organization Description (1-page limit total)
7	Letter or Resolution (1-page) : If applicable (see below).

Guidelines for Attachments

FORMATTING FOR ALL ATTACHMENTS

- 8 1/2" x 11" pages; 11 pt. font minimum, except for “Detailed Project Budget”, which can be 10 pt.
- Project Title clearly marked on top of each page
- Blank 1-inch margin on bottom of each page

GUIDELINES FOR SPECIFIC ATTACHMENTS

#2: Main Proposal (2-page limit)

Main proposal must provide concise information summarizing the proposed project, activities, outcomes, and strategy and timeline. See template instructions.

#3: Detailed Project Budget (1-page limit)

Project budget must clearly account for how all requested funds would be used and explain what (if any) other funds would be used during the project. See template instructions.

#4: Map or Graphic (1-page limit)

- For all proposals involving land acquisition or restoration, a map of the specific proposed project area is required. Map must be legible as black & white photocopy, include north arrow and scale, and illustrate **specific site location** within city, county, region, and/or state.

- For all other proposals it is encouraged to include a map, graphic, table, or figure that further clarifies information in the main proposal.

#5: Acquisition List

For all proposals involving land acquisition, a list is requested that identifies proposed acquisitions by parcel name, acquisition type, county, estimated # of acres, and geographical coordinates (latitude and longitude or UTM-X and UTM-Y). See instructions in template.

#6: Project Manager Qualifications and Organization Description (1-page limit total)

- Include description of project manager qualifications and responsibilities pertaining specifically to project proposal. This does not need to be a complete resume.
- Organization description should be a simple, brief explanation of organization and its mission.

#7: Letter or Resolution (1-page limit)

Non-profits and local units of government must submit a letter or resolution authorizing proposal submission from their governing board. State and federal agencies and colleges/universities do not need a resolution but should have an authorized person submit the proposal.

2011-2012 LCCMR PROPOSAL SUBMIT FORM INSTRUCTIONS

1. The "2011-2012 LCCMR Proposal Submit Form" is located at: www.lccmr.leg.mn — click on "2011-2012 LCCMR Proposal Submit Form" and follow the instructions. **Web-based submission of proposals is required.** If unable to use the web-based submit form, please contact LCCMR staff.
2. Draft proposals intended for staff review prior to final submission should be submitted using the online proposal submit form. Indicate draft by entering "Y" in the appropriate field. Drafts must be submitted by April 5, 2010 to allow adequate time for staff review. Early submission of drafts is recommended.
3. Provide all requested information. The tab key on your keyboard will take you from field to field. An asterisk (*) denotes a required field for submission.
4. Attach: Main Proposal, Detailed Project Budget, Map or Graphic, Acquisition List (if applicable), Project Manager Qualifications and Organization Description, and Letter or Resolution (if applicable).
5. Before pressing "SUBMIT", review the information you provided for accuracy and ensure that all necessary attachments have been attached. After you press "SUBMIT" you will be able to review a copy of the information you provided; please save or print this page for your records.

2011-2012 LCCMR PROPOSAL SUBMIT FORM

***Is this a DRAFT of a proposal intended for staff review?** (enter Y if draft or N if final submission) ____

***Project Title:** (limit 8 words within the allowable space) _____

***LCCMR 2011-2012 Funding Priority:** (e.g. "A. Natural Resource Data and Information")

***Primary:** (Select the funding priority to which your proposal most closely responds)

Secondary: (If applicable, select up to one other funding priority to which your proposal also responds)

***Environment and Natural Resources Trust Fund \$ Request:** (\$ request to LCCMR) \$ _____

***Proposed Project Time Period for the Funding Requested:** (Enter number of years and start date/end date in format: [#] years, July 2011 to [End Date: Month Year]) _____

***Other Non-State Funds—specific to these proposed activities:** (Include only secured, non-state cash \$ to be spent on the project during the funding period. Explain in Project Budget under Section V. "Other Non-State \$ Being Applied to Project During Project Period") \$ _____

Project Manager: ***First Name:** _____ ***Last Name:** _____ (List one person only. Project team members can be listed in the Main Proposal under Section III-A. "Project Team/Partners".)

***Sponsoring Organization:** _____

Mailing Address: ***Street Address:** _____

***City:** _____ ***State:** _____ ***Zip:** _____

***Telephone Number:** (Area Code) _____ - _____ (provide a reliable phone number, including area code, in case of questions)

***Email:** _____

Web Address: _____ (if available)

Location: (What area will the project impact? Be as specific as possible in terms of region, ecological section, county, city, and township—see p.15 for [map of MN by geographic region](#) and p.16 for [map of MN by ecological section](#)). To select more than one, hold "ctrl" while left clicking with the mouse.)

***Region:** _____ ***Ecological Section:** _____ ***County:** _____ **City/Township:** _____

*PROJECT SUMMARY

The summary is LIMITED TO 30 WORDS within the allowable space and must be a free standing summation of the project. Be specific. Provide a clear, concise summary of the proposed project's activities and outcomes. It is important that the summary be able to stand on its own as a description of the proposal because it will be used along with the project title to refer to the proposal during proposal review.

ATTACHMENTS

Attach ***Main Proposal** (MS-Word format), ***Detailed Project Budget** (MS-Excel format), Map or Graphic, Acquisition List (if applicable) ***Project Manager Qualifications and Organization Description**, and Letter or Resolution (if applicable). Individual attachment files cannot exceed 2 MB each.

2011-2012 MAIN PROPOSAL

INSTRUCTIONS AND TEMPLATE (2 PAGE LIMIT)

(2-page limit, single-sided, 11 pt. font minimum. Retain bold text and DELETE all instructions typed in italics)

- MS-Word template of the Main Proposal can be downloaded from the LCCMR web page: www.lccmr.leg.mn. Click on “2011-2012 Main Proposal template”.
- Attach Main Proposal, in MS-WORD format, to your “2011-2012 LCCMR Proposal Submit Form”.

PROJECT TITLE:

I. PROJECT STATEMENT

In this section, provide a summarizing overview statement (3/4 page or less) that clearly and succinctly states:

1. *WHY this project needs to be done (i.e. the situation to which it is responding; the opportunity, challenges, issues, or need the project would address).*
2. *Overall GOALS of the project (e.g. reduce forest fragmentation, improve water quality) and the specific, direct OUTCOMES you aim to achieve (e.g. populations served, geographic areas served, resources impacted, species impacted).*
3. *HOW the project will achieve those goals (i.e. the project itself and types of activities involved).*

II. DESCRIPTION OF PROJECT ACTIVITIES

In this section, break the project into specific activities (i.e. distinct efforts, phases of effort, types/categories of effort) and their outcomes. Be specific. List as many activities as needed using the format indicated below. For each activity:

- *Provide a short, descriptive title for the activity.*
- *Indicate the budget amount intended to be allocated specifically to that activity.*
- *Give a detailed description of the activity, including specific tasks involved. Description should include an explanation of proposed plans for evaluating the activity outcomes. If an activity involves land acquisition, indicate the parcels proposed and the name of the organization or entity who will hold title—be specific.*
- *State specific, measurable outcomes that will be achieved as a result of the activity.*

FOR EXAMPLE:

Activity 1: (Title of Activity) _____ **Budget:** \$ _____

Include detailed description of the activity you are proposing to do here.

Outcome	Completion Date
1. Specific, measureable outcome #1	
2. Specific, measureable outcome #2	
3. Specific, measureable outcome #3	
Etc.	

ADD ADDITIONAL ACTIVITIES AS NEEDED USING THE SAME FORMAT AS ABOVE. Please mark as Activity 2, 3, 4, 5, etc.

III. PROJECT STRATEGY

A. Project Team/Partners

Describe the project team and partners that will be carrying out the proposed activities. List names and affiliations of team members or partner organizations, and explain the specific role each will play in carrying out the project. Be clear as to which partners are proposed to receive dollars from the Environment and Natural Resources Trust Fund and which partners are proposed to be contributing dollars or resources from other sources.

B. Timeline Requirements

Explain the timeline requirements specific to the proposed project. Timeline requirements are the project timeline being requested to carry out the project and the rationale, such as any particular conditions or stages required or assumed in order to carry out the project under the timeline (e.g. if project requires a certain number of field seasons under certain conditions). If project would require more than 36 months to complete, explain here. If proposed project is a distinct phase of some larger effort and additional funding beyond this request is anticipated to be needed for a future phase, explain in section III-C below.

C. Long-Term Strategy and Future Funding Needs

Is this proposal a component of a specific, larger or longer-term project or effort that will require additional investment over time than is being requested here? If so, please explain the established project/effort (including previous efforts leading up to this request), identify what sorts of longer-term investments will be required, and comment on long-term strategies for ongoing financial support and project progress and/or completion.

2011-2012 DETAILED PROJECT BUDGET

INSTRUCTIONS AND TEMPLATE (1 PAGE LIMIT)

MS-Excel template can be downloaded from LCCMR web page: www.lccmr.leg.mn. Click on "[2011-2012 Detailed Project Budget template](#)". Attach budget, in MS-Excel format, to your "2011-2012 LCCMR Proposal Submit Form".

(1-page limit, single-sided, 10 pt. font minimum. Retain bold text and DELETE all instructions typed in italics. ADD OR DELETE ROWS AS NECESSARY. If a category is not applicable write "N/A", leave it blank, or delete the row.)

IV. TOTAL TRUST FUND REQUEST BUDGET: [Insert # of years for project] years

BUDGET ITEM (See list of Eligible & Non-Eligible Costs, p.13)	AMOUNT
Personnel: In this column, list who is getting paid to do what and what is the % of full-time employment for each position. List out by position or position type—one row per position/position type. For each, provide details in this column on the inputs: i.e. % dollars toward salary, % dollars toward benefits, time period for position/position type, and number of people in the position/position type.	\$
Contracts: In this column, list out proposed contracts. Be clear about whom the contract is to be made with and what services will be provided. If a specific contractor is not yet determined, specify the type of contractor sought. List out by contract types/categories—one row per type/category.	\$
Equipment/Tools/Supplies: In this column, list out general descriptions of item(s) or item type(s) and their purpose—one row per item/item type.	\$
Acquisition (Fee Title or Permanent Easements): In this column, indicate the proposed # of acres and name of organization or entity who will hold title.	\$
Travel: Be specific. Only in-state travel essential to completing project activities can be included.	\$
Additional Budget Items: In this column, list any additional budget items that do not fit above categories. List by item(s) or item type(s) and explain how number was reached. One row per type/category.	\$
TOTAL ENVIRONMENT & NATURAL RESOURCES TRUST FUND \$ REQUEST	\$

V. OTHER FUNDS

SOURCE OF FUNDS	AMOUNT	STATUS
Other Non-State \$ Being Applied to Project During Project Period: Indicate any additional non-state cash \$ to be spent on the project during the funding period. For each individual sum, list out the source of the funds, the amount, and indicate whether the funds are secured or pending approval.	\$	Indicate: Secured or Pending
Other State \$ Being Applied to Project During Project Period: Indicate any additional state cash \$ (e.g. bonding, other grants) to be spent on the project during the funding period. For each individual sum, list out the source of the funds, the amount, and indicate whether the funds are secured or pending approval.	\$	Indicate: Secured or Pending
In-kind Services During Project Period: Indicate any in-kind services to be provided during the funding period. List type of service(s) and estimated value. In-kind services listed must be specific to the project.	\$	
Remaining \$ From Current ENRTF Appropriation (if applicable): Specify \$ and year of appropriation from any current ENRTF appropriation for any directly related project of the project manager or organization that remains unspent or not yet legally obligated at the time of proposal submission. Be as specific as possible. Describe the status of \$ in the right-most column.	\$	Indicate: Unspent? Not Legally Obligated? Other?
Funding History: Indicate funding secured prior to July 1, 2011 for activities directly relevant to this specific funding request. State specific source(s) of funds.	\$	

ELIGIBLE & INELIGIBLE EXPENSES

ELIGIBLE EXPENSES

Eligible expenses are those expenses directly incurred through project activities that are solely related to and necessary for producing the project outcomes described in the approved Work Plan during the appropriation period. **All proposed expenses must be specified in the proposal submitted.** All dollars are awarded on a reimbursement basis, unless specifically authorized. Eligible expenses must be documented as specified in the Reimbursement Manual available from the authorized contract person for the State.

Eligible expenses may include the following and are eligible only if specified in an approved Work Plan:

- a. Eligible expenditures incurred only after the effective date in the approved Work Plan.
- b. Wages and expenses of salaried Recipient employees if specified and documented in the Work Plan. For State Agencies: use of unclassified staff only OR request approval for the use of classified staff accompanied by an explanation of how the agency will backfill that part of the classified staff salary proposed to be paid for with this appropriation. This is subject to specific discussion and approval by LCCMR;
- c. Fringe benefit expenses limited to salary, FICA/Medicare, retirement, and health insurance of Recipient's employees if specified in the Work Plan;
- d. Professional services specified in the approved Work Plan that are rendered by individuals or organizations not a part of the Recipient;
- e. Materials and supplies specific to the project and incoming freight charges for them;
- f. Capital expenditures for facilities, equipment, and other capital assets as expressly approved in the Work Plan. For expenditures greater than \$3,500, the Recipient must include in the Work Plan an explanation as to how all the equipment purchased with the appropriation will continue to be used for the same program through its useful life, or, if the use changes, a commitment to pay back to the Environment & Natural Resources Trust Fund an amount equal to either the cash value received or a residual value approved by the director of the LCCMR if it is not sold;
- g. Publication & printing expenses (including the process of composition, plate-making, press work, binding and the end products produced) necessary for contract administration, work products production, and semi-annual reports relating to Work Plan accomplishments;
- h. In-state transportation and travel expenses such as lodging, meals, and mileage of personnel involved in the Project in the same manner and in no greater amount than provided for in the current "Commissioner's Plan" promulgated by the Commissioner of Employee Relations and as provided by

LCCMR or, for University of Minnesota (U of M) projects, the University of Minnesota plan found at <http://policy.umn.edu/Policies/Finance/Travel/TRAVEL.html>. Allowable meal & lodging expenses are for employees only. Purchasing meals for others is not an allowable expense.

INELIGIBLE EXPENSES

Ineligible expenses for reimbursement mean all expenses not defined as eligible expenses, **including but not limited to the following:**

- a. Any expenses incurred before the project is authorized, before July 1, 2011, or before Work Plan approval—whichever is latest.
- b. Fund raising;
- c. Taxes, except sales tax on goods and services;
- d. Insurance, except title insurance;
- e. Attorney fees, except for acquisition and clearing title to land;
- f. Lobbyists, political contributions;
- g. Advertising and marketing expenses;
- h. Loans, grants, or subsidies to persons or entities for development;
- i. Bad debts, late payment fees, finance charges or contingency funds;
- j. Interest, investment management fees;
- k. Directors or officers salary, including executive director;
- l. Merit awards and bonuses;
- m. Office rental fees (including storage space rental);
- n. Overhead and indirect expenses, including office maintenance, office utility expenses, refreshments for staff, decorations, office materials and supplies;
- o. Communication expenses incurred for telephone calls, web access, postage, and similar services.
- p. Purchase of communication devices such as pagers, cell phones, personal data assistants (PDAs);
- q. Purchase of computers;
- r. Purchase of audiovisual equipment;
- s. Memberships (including subscriptions and dues);
- t. Publications, periodicals, and subscription fees;
- u. Employee worksite parking;
- v. Entertainment, gifts and prizes, food and refreshments;
- w. Conference attendance and associated costs and fees;
- x. Out of state transportation and travel expenses.

ENVIRONMENT AND NATURAL RESOURCES TRUST FUND: MN CONSTITUTION AND STATUTORY EXPENDITURES

LCCMR Staff:

Susan Thornton, Director

Shelley Shreffler

Michael McDonough

Mike Banker

Diana Griffith

Information from this document may be copied and distributed to others.

This publication can be made available in alternate formats, such as large print or cassette tape, upon request.

Any questions or suggestions can be sent to the LCCMR:

Ph: 651-296-2406

TTY: 651-296-9896 OR
1-800-657-3550

Fax: 651-296-1321

Email:

lccmr@lccmr.leg.mn

Web: www.lccmr.leg.mn

Legislative-Citizen
Commission on
MN Resources
Rm. 65 State Office Bldg
100 Rev. Dr. Martin
Luther King Jr. Blvd.
St. Paul, MN 55155

MN Constitution Art. XI, Sec.14: Environment and Natural Resources Trust Fund Established

<http://www.lccmr.leg.mn/language.html>

A permanent environment and natural resources trust fund is established in the state treasury. Loans may be made of up to five percent of the principal of the fund for water system improvements as provided by law. The assets of the fund shall be appropriated by law for the public purpose of protection, conservation, preservation, and enhancement of the state's air, water, land, fish, wildlife, and other natural resources. The amount appropriated each year of a biennium, commencing on July 1 in each odd-numbered year and ending on and including June 30 in the next odd-numbered year, may be up to 5-1/2 percent of the market value of the fund on June 30 one year before the start of the biennium. Not less than 40 percent of the net proceeds from any state-operated lottery must be credited to the fund until the year 2025. [Adopted, November 8, 1988; Amended, November 6, 1990; November 3, 1998]

MS 116P.08 Environment and Natural Resources Trust Fund Expenditures and Exceptions

<https://www.revisor.mn.gov/statutes/?id=116P&view=chapter>

Subdivision 1. **Expenditures.** Money in the trust fund may be spent ONLY for:

- (1) the reinvest in Minnesota program as provided in section 84.95, subd. 2;
- (2) research that contributes to increasing the effectiveness of protecting or managing the state's environment or natural resources;
- (3) collection and analysis of information that assists in developing the state's environmental and natural resources policies;
- (4) enhancement of public education, awareness, and understanding necessary for the protection, conservation, restoration, and enhancement of air, land, water, forests, fish, wildlife, and other natural resources;
- (5) capital projects for the preservation and protection of unique natural resources;
- (6) activities that preserve or enhance fish, wildlife, land, air, water, and other natural resources that otherwise may be substantially impaired or destroyed in any area of the state;

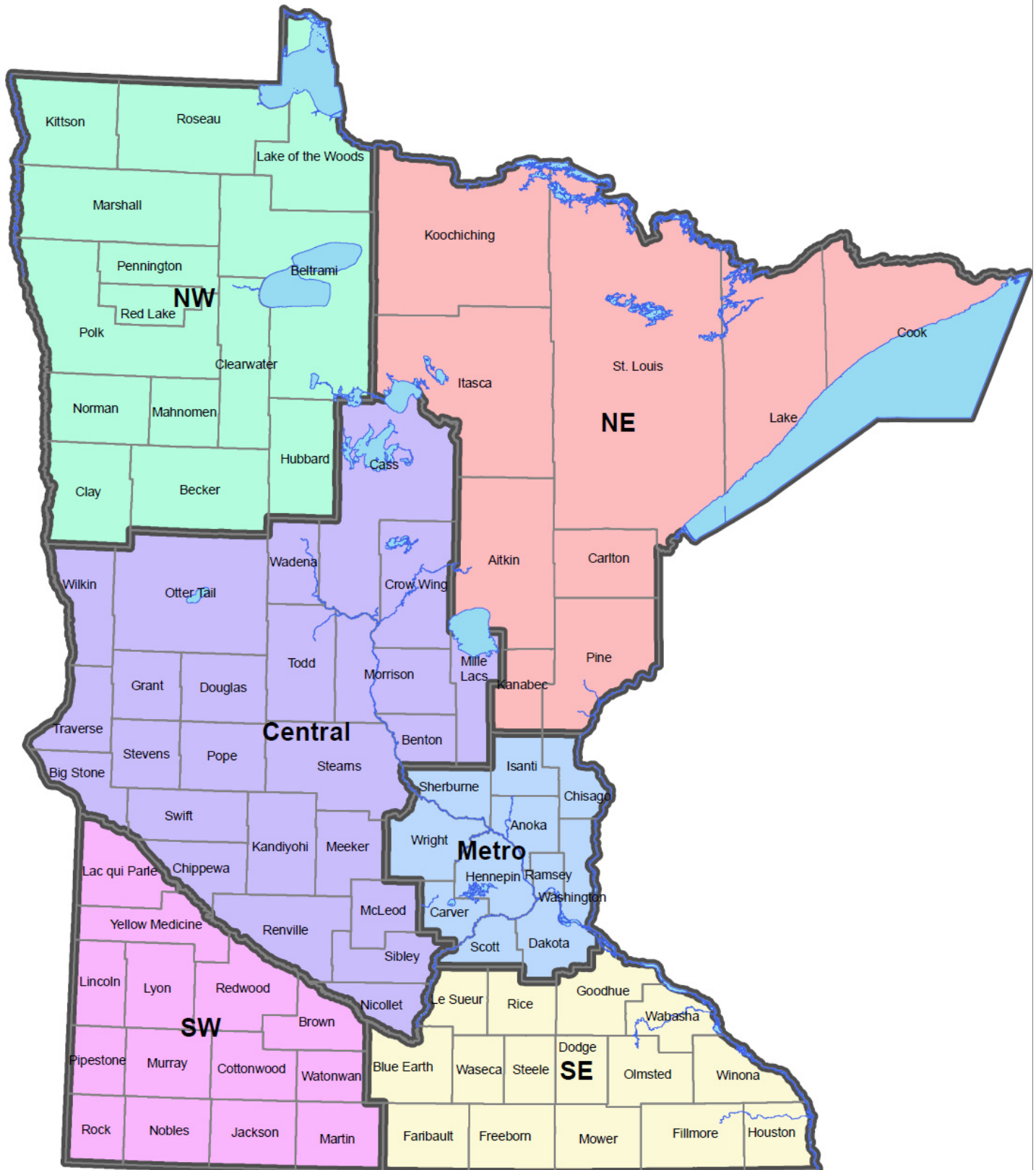
- (7) administrative and investment expenses incurred by the state board of investment in investing deposits to the trust fund; and

- (8) administrative expenses subject to the limits in section 116P.09.

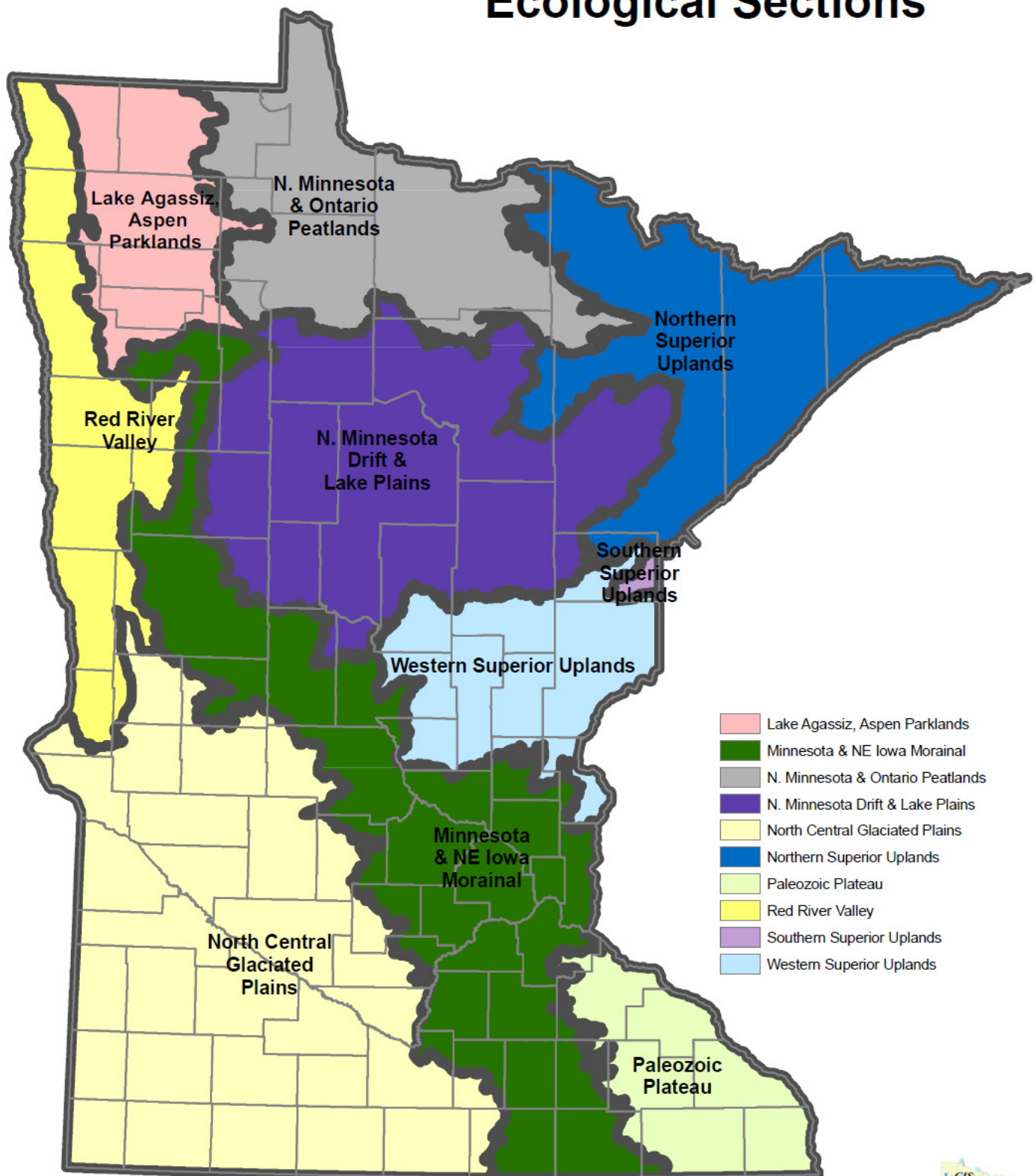
Subdivision 2. **Exceptions.** Money from the trust fund may not be spent for:

- (1) purposes of environmental compensation and liability under chapter 115B and response action under chapter 115C;
- (2) purposes of municipal water pollution control under the authority of chapters 115 and 116;
- (3) costs associated with the decommissioning of nuclear power plants;
- (4) hazardous waste disposal facilities;
- (5) solid waste disposal facilities; or
- (6) projects or purposes inconsistent with the strategic plan.

Minnesota (by geographic region)



Ecological Sections



Ecological Sections provided by MN Department of Natural Resources



January 2010