

I. Strategic Plan / RFP

“a copy of the current strategic plan...”

- A. Six Year Strategic Plan – Revised and Adopted December 10, 2013
- B. Request for Proposal (RFP)
 - 1. RFP adopted December 7, 2011 and updated February 15, 2012 for FY2014 (funding beginning July 1, 2013)
 - 2. RFP adopted February 25, 2013 for FY2015 (funding beginning July 1, 2014)

LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES (LCCMR)

Six-Year Strategic Plan for Minnesota's Environment and Natural Resources Trust Fund



**Revised and Adopted
December 10, 2013**

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Six-Year Strategic Plan for Minnesota's Environment and Natural Resources Trust Fund

Legislative-Citizen Commission on Minnesota Resources

The Legislative-Citizen Commission on Minnesota Resources (LCCMR) is made up of 17 members: 5 Senators, 5 Representatives, 5 citizens appointed by the governor, 1 citizen appointed by the Senate, and 1 citizen appointed by the House. The function of the LCCMR is to make funding recommendations to the legislature for special environment and natural resource projects, primarily from the Environment and Natural Resources Trust Fund (ENRTF). The LCCMR developed from a program initiated in 1963. Since 1963, nearly \$800 million has been appropriated to more than 1,800 projects recommended to the legislature by the Commission to protect and enhance Minnesota's environment and natural resources.

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Availability of this Publication

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Six-Year Strategic Plan for Minnesota's Environment and Natural Resources Trust Fund

I. OVERVIEW

The Environment and Natural Resources Trust Fund (ENRTF) is a permanent dedicated fund in the Minnesota state treasury that was established by 77% voter approval of a constitutional amendment in 1988. The amendment directs forty percent of net proceeds from the Minnesota State Lottery, or approximately seven cents of every dollar spent on playing the lottery, into the ENRTF, where the money is then invested by the State Board of Investment for continued growth. The ENRTF is intended to provide a long-term, stable source of funding for innovative and far-sighted activities that protect, conserve, preserve, and enhance the state's air, water, land, fish, wildlife, and other natural resources. Up to 5.5% of the existing market value of the ENRTF can be expended on these types of activities each year.

Under Minnesota Statute (MS) 116P.05, Subdivision 2, the Legislative-Citizen Commission on Minnesota Resources (LCCMR) is tasked with making recommendations to the Minnesota Legislature for expenditures from the ENRTF. As part of that responsibility, per MS 116P.08, Subdivision 3, the LCCMR must develop, adopt, and periodically review and update a strategic plan intended to look ahead and help guide investments of the ENRTF on a six-year basis.

Minnesota Statutes, Chapter 116P. Environment and Natural Resources Trust Fund

116P.08 TRUST FUND EXPENDITURES

Subdivision 3. Strategic plan required.

- (a) The commission shall adopt a strategic plan for making expenditures from the trust fund, including identifying the priority areas for funding for the next six years. The strategic plan must be reviewed every two years. The strategic plan must have clearly stated short- and long-term goals and strategies for trust fund expenditures, must provide measurable outcomes for expenditures, and must determine areas of emphasis for funding.*
- (b) The commission shall consider the long-term strategic plans of agencies with environment and natural resource programs and responsibilities and plans of conservation and environmental organizations during the development and review of the strategic plan.*

This document, *Six-Year Strategic Plan for the Environment and Natural Resources Trust Fund*, was developed through deliberative consensus by the LCCMR and is intended to fulfill the duties indicated in MS 116P.08, Subd. 3. It consists of two main components:

1. This document outlining general goals, strategies, and areas of emphasis for funding from the ENRTF.
2. Request for Proposal (RFP) documents issued on an annual or biennial basis outlining more delineated areas of emphasis. Once issued, RFP documents are appended to and shall be considered an extension of and update to this document.

Additionally, other documents used in developing and updating the plan are appended to this document as supplemental information as needed or appropriate.

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II. BACKGROUND

A. Governing Law for Environment and Natural Resources Trust Fund

The Environment and Natural Resources Trust Fund (ENRTF) is governed by Minnesota Constitution Article XI, Section 14, and Minnesota Statute (MS) Chapter 116P.

Minnesota Constitution Article XI, Sec.14

Sec. 14. Environment and Natural Resources Trust Fund. *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]*

NOTE: The "other natural resources" cited in Article XI, Section 14 of the Minnesota Constitution, as it pertains to the ENRTF, is further defined in MS 116P.02, Subdivision 5, as follows:

116P.02 Definitions

Subdivision 5. Natural resources.

"Natural resources" includes the outdoor recreation system under section 86A.04 and regional recreation open space systems as defined under section 473.351, subdivision 1.

MS 86A.04 Composition of System

The outdoor recreation system shall consist of all state parks; state recreation areas; state trails established pursuant to sections 84.029, subdivision 2, 85.015, 85.0155, and 85.0156; state scientific and natural areas; state wilderness areas; state forests; state wildlife management areas; state aquatic management areas; state water access sites, which include all lands and facilities established by the commissioner of natural resources or the commissioner of transportation to provide public access to water; state wild, scenic, and recreational rivers; state historic sites; state rest areas, which include all facilities established by the commissioner of transportation for the safety, rest, comfort and use of the highway traveler, and shall include all existing facilities designated as rest areas and waysides by the commissioner of transportation; and any other units not listed in this section that are classified under section 86A.05. Each individual state park, state recreation area, and so forth is called a "unit."

MS 473.351 Metropolitan Area Regional Parks Funding

Subdivision 1. Definitions.

(d) "Regional recreation open space systems" means those parks that have been designated by the Metropolitan Council under section 473.145.

Permissible expenditures from the ENRTF are indicated in MS 116P.08, Subdivision 1, and prohibited expenditures are delineated in MS 116P.08, Subdivision 2.

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Minnesota Statutes, Chapter 116P. Environment and Natural Resources Trust Fund

116P.08 TRUST FUND EXPENDITURES

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, subdivision 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 actions 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.*

B. About Minnesota's Environment and Natural Resources Trust Fund

Minnesota's Environment and Natural Resources Trust Fund (ENRTF) is a permanent fund in the state treasury that was established in the Minnesota Constitution (Art. XI, Sec.14) by 77% voter approval of a constitutional amendment in 1988. The ENRTF was created to provide a long-term, consistent, and stable source of funding for innovative activities directed at protecting and enhancing Minnesota's environment and natural resources for the benefit of current citizens and future generations and it holds assets that can 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." Up to 5.5% of the existing market value of the ENRTF can be expended each year.

The money in the ENRTF originates from a combination of contributions and investment income. Forty percent of the net proceeds from the Minnesota State Lottery, or approximately seven cents of every dollar spent on playing the lottery, are contributed to the ENRTF each year; this source of contribution is guaranteed by the Minnesota Constitution through December 31, 2024. The ENRTF may also receive contributions from other sources, such as private donations. Once deposited into the ENRTF contributions become part of the principal balance and are invested by the State Board of Investment. The income generated from the investments is reinvested back into the ENRTF. Initially, growth of the ENRTF originated primarily from contributions, but as the principal balance of the ENRTF has grown so

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has the income from investing that principal. Eventually annual growth from investment income will equal and then surpass annual growth from contributions.

C. About the Legislative-Citizen Commission on Minnesota Resources

The Legislative-Citizen Commission on Minnesota Resources (LCCMR) is made up of 17 members: five Senators, five Representatives, five citizens appointed by the governor, one citizen appointed by the Senate, and one citizen appointed by the House. Legislative members are appointed by legislative leadership and must include representation from both majority and minority parties. The citizen members appointed must have experience or expertise in the science, policy, or practice of the protection, conservation, preservation, and enhancement of the state's environment and natural resources.

The function of the LCCMR is to make funding recommendations to the Minnesota State Legislature for special environment and natural resource projects, primarily from the Environment and Natural Resources Trust Fund (ENRTF), and to provide oversight over projects funded through this process. The LCCMR developed from a program initiated in 1963. Between 1991 and 2013 nearly \$800 million has been appropriated to approximately 1,800 projects recommended to protect and enhance Minnesota's environment and natural resources.

D. Legislative-Citizen Commission on Minnesota Resources Proposal and Funding Process

The Legislative-Citizen Commission on Minnesota Resources (LCCMR) has a competitive, multi-step proposal and selection process. On an annual or biennial cycle, a Request for Proposal (RFP) is issued for selected funding priorities based upon an adopted strategic plan and ongoing information gathering activities, including expert-led seminars and visits to natural resource sites around the state. All proposals received in response to the RFP are reviewed, evaluated, and ranked by LCCMR members; a selection of high ranking proposals are chosen for further consideration and invited to present before the commission; and a subset of proposals is chosen to recommend to the legislature for funding based on consistency with funding priorities and total dollars available. Funding recommendations go before the legislature for consideration in the form of an appropriations bill and upon passage must be signed into law by the governor.

Funded projects are required to submit a work plan that must be approved by the LCCMR before a project can begin. Work plans provide a detailed description and statement of agreement regarding all work that will be completed and all outcomes that will be achieved with the Environment and Natural Resources Trust Fund (ENRTF) appropriation. During the period that funds are made available project managers are required to provide two status update reports per year to the LCCMR using their approved work plan.

Anyone may respond to the RFP and apply for funds from the ENRTF providing the proposal is consistent with public purposes. Funding recipients have included state agencies, local government units, academic institutions, non-profit organizations, and private corporations. The LCCMR's process is a competitive one and more proposals are generally received than can be funded based on the dollars available.

E. Vision and Mission for Minnesota's Environment and Natural Resources Trust Fund

Environment and Natural Resources Trust Fund Vision Statement

All Minnesotans have an obligation to use and manage our natural resources in a manner that promotes wise stewardship and enhancement of the state's resources for ourselves and future generations. The

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Environment and Natural Resources Trust Fund is a perpetual fund that provides a legacy from one generation of Minnesotans to the many generations to follow. It shall be used to preserve, protect, restore, and enhance all of the bountiful, rare, and threatened natural resources that are the collective heritage of every Minnesotan. It shall also be used to nurture a sense of responsibility by all and to further our understanding of Minnesota's resource base and the consequences of human interaction with the environment.

Environment and Natural Resources Trust Fund Mission Statement

The mission of the Environment and Natural Resources Trust Fund is to ensure a long-term secure source of funding for environmental and natural resource activities whose benefits are realized only over an extended period of time.

III. SIX-YEAR STRATEGIC PLAN FOR THE ENVIRONMENT AND NATURAL RESOURCES TRUST FUND

A. Strategic Plan Development and Implementation

The Six-Year Strategic Plan for the Environment and Natural Resources Trust Fund is to guide the work and process used by the Legislative-Citizen Commission on Minnesota Resources (LCCMR) in making recommendations for expenditures. Specifically, the Six-Year Strategic Plan, as required by MS 116P.08, Subd. 3, is to provide short and long-term goals and strategies for the ENRTF expenditures, require measurable outcomes for the expenditures, and identify areas of emphasis for funding.

The Six-Year Strategic Plan consists of two main components:

1. This document outlining general goals, strategies, and areas of emphasis for funding from the ENRTF.
2. The most recently issued Request for Proposal (RFP) outlining more delineated areas of emphasis.

Additionally, other documents used in developing and updating the plan are appended to this document as supplemental information as appropriate or needed.

In development, and periodic updating, of its Six-Year Strategic Plan the LCCMR has relied on a number of resources to help identify the most pressing natural resource issues facing Minnesota along with the opportunities to address them, particularly:

- The Statewide Conservation and Preservation Plan developed with financial support from the ENRTF by the University of Minnesota Institute on the Environment.
- Information gathered on an ongoing basis from presentations, information requests, and site visits involving technical experts, citizens, state agencies, local units of government, private individuals, and nonprofit organizations.
- Other adopted plans of environment and natural resources organizations.

In implementing its Six-Year Strategic Plan, the LCCMR will identify specific priority areas for funding through each RFP it issues. In selecting the priority areas for funding in each RFP, the LCCMR will maintain a continued awareness of issues identified by the Statewide Conservation and Preservation Plan, public input, the LCCMR's evaluation of natural resource issues, and major funding initiatives identified by the MN legislature. As the most current RFP is issued it shall be appended to this Six-Year Strategic Plan document as an extension and update of the document indicating the most current statement of specific funding priorities for the strategic plan.

B. Key Issues and Strategic Framework for Six-Year Strategic Plan

In initial development of the Strategic Plan, several key issues were identified that are having the most pressing impacts on Minnesota's environment and natural resources:

- Land and water habitat fragmentation, degradation, loss, and conversion
- Land use practices
- Transportation
- Energy production and use
- Resource Consumption
- Invasive species

To most strategically address these key issues the following five core areas of potential action were identified and form the strategic framework for this plan:

- Integrated planning

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- Critical land protection
- Land and water restoration and protection
- Sustainability practices
- Economic incentives for sustainability

C. Funding Priority Areas of the Request for Proposal

The implementation of the Six-Year Strategic Plan occurs through the LCCMR's proposal and funding process for individual funding cycles, which occur on either an annual or biennial basis. Each funding cycle the LCCMR develops a Request for Proposal (RFP) with specific identified funding priority areas. While the RFP can and does vary from year to year, the funding priority areas generally occur in the following seven broader categories with more specificity for each category identified within the actual RFP:

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

D. Goals of Six-Year Strategic Plan

The five core areas identified as the strategic framework for this plan provide an integrated approach to resource conservation and protection. The following goals address one or more of the strategic framework areas.

Land and Water Protection

- Protect and conserve land and water (surface and ground) resources that are important for overall ecosystem integrity.
- Provide protection to fragile or unique natural resources, such as prairies, shorelands, trout streams, ground water resources, surface water flows, wetlands, fens, and aquatic habitat where further development or neglect could cause irreparable harm or loss.
- Protect land resources such as large contiguous tracts of forests, prairies that are threatened by fragmentation, high quality natural areas such as those listed in the county biological survey, and important habitat areas.
- Protect and promote habitat, native species, and water quality through land protection, acquisition, and land use practices.
- Protect and promote habitat, native species, and water quality through protection from invasive species.
- Protect and promote habitat, native species, and water quality through reduction and elimination of harmful environmental contaminants.

Research, Planning, and Demonstration

- Improve natural resource data management, conservation, and use statewide through the acquisition, management, and distribution of critical natural resource data by funding efforts to generate natural resource "foundation documents" to increase accuracy, efficiency, and ease of access to the data (including maps, inventories, and surveys).

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- Address emerging issues and provide critical information to assist in our understanding and wise management of natural resources.
- Support research, planning, and/or demonstration projects that protect and conserve sensitive lands, surface and ground water resources, and ecologic integrity.
- Support evaluation of climate change impacts and reduction strategies.
- Support community-based conservation planning.

Encourage Participation in Outdoor Recreation, Hunting, and Fishing

- Promote interest and participation in angling, hunting, outdoor recreation, and environmental and natural resource education. Partnerships to accomplish this goal are encouraged.
- Acquire, enhance, construct, manage, and maintain a variety of accessible outdoor recreation opportunities throughout the state.

Evaluation and Selection Criteria

All proposals should strive to maximize efficiency and return on investment for the proposed expenditures. Additionally, the following criteria, as applicable, are considered in evaluating and selecting proposals to recommend for funding :

- **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.
- **Multiple Benefits:** Delivers multiple benefits to Minnesota's environment and natural resources.
- **Outcomes:** Identifies clear objectives likely to result in measurable, demonstrated, and meaningful outcomes.
- **Knowledge Base:** Contributes to the knowledge base or disseminates information that will benefit other efforts.
- **Extent of Impacts:** Results in broad, long-term impacts of statewide or regional significance.
- **Innovation:** Employs or demonstrates innovative approaches to more effectively and efficiently solve specific environment and natural resources issues.
- **Scientific/Technical Basis:** Reflects current scientific and technical knowledge, standards, and best practices.
- **Urgency:** Addresses an issue for which immediate future action is necessary and essential to avoid undesirable consequences.
- **Capacity and Readiness:** Demonstrates capacity and readiness for efforts to be managed and completed in a timely, accountable, and effective manner.
- **Leverage:** Leverages collaborative partnerships and additional efforts, resources, and non-state funds.

E. Strategies for Six-Year Strategic Plan

Priority will be given to innovative projects providing multiple ecological and other public benefits to Minnesota's environment and natural resources. More specifically, the Environment and Natural Resources Trust Fund should support efforts that:

- Identify, protect, and enhance strategic land areas that make the largest contribution to multiple benefits for conservation and increase the management of those lands to enhance the conservation, quality, and diversity of natural resources.
- Establish statewide highest value habitat corridors using consistent conservation biology methodology and criteria for habitat, water quality and quantity, and native species.

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- Acquire the most recent and accurate baseline natural resource data on a regular basis – data such as topography, parcel and land cover, soil and geological survey, and ground water quality and quantity.
- Identify and manage lands suited for human activity by using best management conservation practices to minimize the negative effects on natural resources.
- Increase understanding of potential effects of climate change on resources and develop strategies for reducing the impact of climate change on natural resources.
- Increase understanding of effects of contaminants on natural resources, including ground water, and develop strategies for reducing contamination.
- Increase public understanding of the need for better conservation, preservation, and restoration of Minnesota's habitats and landscapes.
- Develop strategies for delivery of environmental education to Minnesota students and residents at school, home, work, and play.
- Develop strategies to prevent introductions and reduce spread of aquatic and terrestrial invasive species and restore or reestablish terrestrial or aquatic habitats impacted by invasive species.
- Develop land use strategies for sustainable, renewable energy production (electricity and fuels) that protect, enhance and restore native species, water quality, habitat, and prairies.
- Evaluate renewable energy options in Minnesota, including energy conservation, based on greenhouse gas and other emissions reductions, surface and ground water use, effects on the economy, and use by the electric and transportation sectors.
- Increase involvement of citizens and communities in scientific efforts pertaining to Minnesota's environment and natural resources.

F. Outcomes for the Environment and Natural Resources Trust Fund

Outcomes for the Environment and Natural Resources Trust Fund (ENRTF) will be specifically defined by the individual work plans of the projects receiving funding recommendations. However there are some broad outcomes that are hoped to be achieved:

- Funding recommendations are consistent with and accelerate implementation of the Statewide Conservation and Preservation Plan and other related environment and natural resource plans, documents, reports, or recommendations. See "Appendix I: Environment and Natural Resources Plans, Documents, and Reports".
- Complete acquisition of baseline natural resource data, including the County Biological Survey, Soil Survey, wetlands inventory, restorable wetlands inventory, and the County Geologic Atlas by 2020.
- Funding recommendations in the aggregate include work in all ecoregions, as defined by the Minnesota Department of Natural Resources.
- To the extent possible, funding recommendations support the creation and continuation of "green jobs" in Minnesota.

G. Relationship of Environment and Natural Resources Trust Fund to Other State Funds and Programs

Overall

Funding from the Environment and Natural Resources Trust Fund (ENRTF) represents only a small portion of total state spending relating to the environment and natural resources. Historically, ENRTF

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appropriations have equaled less than one percent of the total state spending on environment and natural resources. The bulk of spending in these areas comes from the general fund, bonding, and user fees. Additionally, the Legacy Amendment to the Minnesota Constitution (Article XI, Section 15), adopted by voter approval in November 2008, dedicates portions of a state sales tax of three-eighths of one percent to specific types of environment and natural resources projects through June 30, 2034, which has added a significant boost to state spending in these areas.

One aspect of the ENRTF that sets it apart from the bulk of funding for environment and natural resources in Minnesota (i.e., traditional funds: general fund, bonding, and user fees) is that it is intended to be used for "special" efforts. M.S. 116P.03 stipulates that the ENRTF is not to be used as a substitute for traditional sources of funding for the environment and natural resources. This same stipulation, that the funds cannot supplant existing funding, applies to the Legacy Amendment Funds.

116P.03. Trust Fund Not to Supplant Existing Funding; Appropriations.

(a) The trust fund may not be used as a substitute for traditional sources of funding environmental and natural resources activities, but the trust fund shall supplement the traditional sources, including those sources used to support the criteria in section 116P.08, subdivision 1. The trust fund must be used primarily to support activities whose benefits become available only over an extended period of time.

Another aspect of the ENRTF that is unique from other environment and natural resources funding, including Legacy Amendment Funds, is that it is a permanent fund structured like an endowment to provide funding for "special" environment and natural resources efforts in Minnesota in perpetuity. This permanent status can only be altered by an additional amendment to the Minnesota Constitution.

Relationship Between Environment and Natural Resources Trust Fund and Legacy Amendment Funds

There is some overlap between the Environment and Natural Resources Trust Fund (ENRTF) and the Legacy Amendment funds. Three of the four funds created by the Legacy Amendment have purposes directly related to Minnesota's environment and natural resources: Outdoor Heritage Fund, Clean Water Fund, and Parks and Trails Fund. However, there are also differences.

One difference is the purpose of the different funds. The Outdoor Heritage Fund, Clean Water Fund, and Parks and Trails Fund are each all limited to very targeted types of environment and natural resources projects. Whereas the ENRTF has a broader mandate with greater flexibility in the types of projects it can fund.

Another difference between the ENRTF and the Legacy Amendment funds is the revenue stream that generates them in terms of the types of public money each represents and the permanency of these revenue streams as funding sources. Money from the Legacy Amendment funds comes from public tax dollars generated through a state sales tax. The structure of the three funds makes all of the money directly available for expenditure on projects as it becomes available. However, since the sales tax is only in effect until June 30, 2034, the revenue stream is not permanent. The sources of money for the ENRTF fund are not tax generated dollars but a combination of forty percent of net proceeds from the Minnesota State Lottery and income to the state generated from investing those proceeds. In order to provide a permanent source of funds and help these dollars have the greatest impact over time, the ENRTF is structured like an endowment: money is accumulated, it is invested for continued growth, and 5.5% of the compounding principal balance is available for projects each year. Lottery proceeds are only dedicated to the Trust Fund through December 31, 2024. However, at that point the cumulative balance of the Trust Fund is projected to be large enough to ensure self-sustaining growth through investment income while still providing ongoing funding for projects.

IV. MOST RECENT REQUEST FOR PROPOSAL

Environment and Natural Resources Plans, Documents and Reports

The following list and links of materials include major natural resource planning documents for Minnesota and also includes other document and reports that are relevant to the environment and natural resource funding recommendation made by the Legislative-Citizen Commission on Minnesota Resources (LCCMR). While the list is extensive it is not meant to be all inclusive. There are many other sources of information that are useful in helping to understanding the environment and natural resource issues in Minnesota.

*The titles and descriptions of the documents are from the web link associated with the information.
List prepared by LCCMR staff – 12-5-2013.*

Statewide Conservation and Preservation Plan – LCCMR/ENRTF November 2008

http://www.lccmr.leg.mn/documents/scpp/statewide_plan.htm

The Preliminary Plan of the Minnesota Statewide Conservation and Preservation Plan – LCCMR/ENRTF

September 2007 http://www.lccmr.leg.mn/documents/scpp/conservation_and_preservation_plan.html

Minnesota Department of Natural Resources (DNR)

[Conservation Agenda](#)

Strategic Conservation Agenda 2009-2013 Part I: Strategic Directions highlights

Strategic Conservation Agenda 2009-2013 Part II: Performance and Accountability Report

Minnesota Pollution Control Agency (MPCA)

MPCA Strategic Plan 2013 - Vision: Minnesota's clean water supports aquatic ecosystems, healthy communities and a strong economy <http://www.pca.state.mn.us/index.php/view-document.html?gid=19310>

Minnesota Board of Soil and Water Resources (BWSR)

BWSR 2007 Strategic Plan/2012 Update http://www.bwsr.state.mn.us/publications/Strategic_Plan.pdf

Minnesota Department of Transportation Planning (MnDot)

Minnesota GO 50-Year Vision for Transportation - November 2011

<http://www.dot.state.mn.us/minnesotago/docs/minnesotagovision-nov2011.pdf>

The Minnesota Department of Transportation launched the Minnesota GO visioning process to better align the transportation system with what Minnesotans expect for their quality of life, economy and natural environment.

Metropolitan Council

2030 Regional Frame Work - Adopted January 14, 2004, Amended December 14, 2006

<http://www.metrocouncil.org/Planning/Publications-And-Resources/2030-Regional-Development-Framework.aspx> the update to be called “2040 Regional Development Framework” is anticipated to be adopted by the end of 2014.

Appendix I: Environment and Natural Resources Plans, Documents, and Reports

Local Units of Government

There are many plans related to conserving natural resources from Local unit of Government (LUGs) such as county plans, municipal plans, comprehensive plans, watershed plans. These plans are too numerous to list. Any entity receiving an appropriation from the ENRTF that affect a local unit of government is required to look at local plans and coordinate efforts with the affect units of government.

WATER RESOURCES

Minnesota Water Sustainability Framework (Legacy funding – U of MN) - January 2011

<http://wrc.umn.edu/watersustainabilityframework/>

DNR

- Draft strategic planning for the MN DNR groundwater Program October 2013
<http://files.dnr.state.mn.us/waters/gwmp/gwsp-draftplan.pdf>

MPCA

- Minnesota Wetland Program, Plan - May 2012 – PCA, BWSR, DNR, MDA
<http://www.pca.state.mn.us/index.php/view-document.html?gid=18979>
- Minnesota Nonpoint Source Management Program Plan as approved by EPA 2008 and 2013
- <http://www.pca.state.mn.us/index.php/water/water-types-and-programs/water-nonpoint-source-issues/minnesota-nonpoint-source-management-program-plan-nsmpp.html>
- Nitrogen in Minnesota Surface Waters <http://www.pca.state.mn.us/index.php/view-document.html?gid=19622>
- Groundwater in Minnesota <http://www.pca.state.mn.us/index.php/water/water-types-and-programs/groundwater/index.html>
- Pharmaceuticals and Endocrine Active Chemicals in Minnesota Lakes
<http://www.pca.state.mn.us/index.php/view-document.html?gid=19427>
- Feedlots — Nutrient and Manure Management – 2009 – various fact sheets and guidelines
<http://www.pca.state.mn.us/index.php/topics/feedlots/feedlot-nutrient-and-manure-management.html>
- Minnesota's DRAFT Nutrient Reduction Strategy 2013
<http://www.pca.state.mn.us/index.php/view-document.html?gid=20213>
- Draft report on Minnesota's nutrient reduction strategy
<http://www.pca.state.mn.us/index.php/view-document.html?gid=20213>
- Metro Solid Waste Management Policy Plan April 2010-2030
<http://www.pca.state.mn.us/index.php/view-document.html?gid=15714>

Minnesota Department of Agriculture (MDA)

- Minnesota Nitrogen Fertilizer Management Plan Draft Released for Public Comment – Aug. 2013
<http://www.mda.state.mn.us/chemicals/fertilizers/nutrient-mgmt/nitrogenplan/~media/Files/chemicals/nfmp/2013nfmpdraft.ashx>
- Minnesota Pesticide Management Plan - A Plan for the Protection of Groundwater and Surface Water - 2007
<http://www.mda.state.mn.us/Global/MDADocs/protecting/waterprotection/pmp-nov2007.aspx>
- County Water Plans – input from MDA on specific priorities - Agricultural Drainage, Wetlands & Water Retention, Agricultural Chemicals & Nutrients in Ground & Surface Water, Livestock &

Appendix I: Environment and Natural Resources Plans, Documents, and Reports

Manure Management, Agricultural Land Management, Targeting BMPs, Aligning Local Plans & Engaging Agriculture

<http://www.mda.state.mn.us/protecting/waterprotection/waterplanning.aspx>

Minnesota Department of Health – (MDH)

Drinking Water Protection - Recommendations and guidance pertaining to the development and implementation of source water protection plans for public water supplies relying on surface waters - 2002 <http://www.health.state.mn.us/divs/eh/water/swp/surfaceguide.pdf>

Environmental Quality Board (EQB)

2010 Minnesota Water Plan http://www.eqb.state.mn.us/documents/2010_Minnesota_Water_Plan.pdf

Metropolitan Council

Water Resources Management Policy Plan - 2005 <http://www.metrocouncil.org/Wastewater-Water/Planning/Water-Resources-Management-Policy-Plan.aspx>

Environmental Protection Agency EPA

Reactive Nitrogen in the United States: An Analysis of Inputs, Flows, Consequences, and Management Options. August 2011

[http://yosemite.epa.gov/sab/sabproduct.nsf/67057225CC780623852578F10059533D/\\$File/EPA-SAB-11-013-unsigned.pdf](http://yosemite.epa.gov/sab/sabproduct.nsf/67057225CC780623852578F10059533D/$File/EPA-SAB-11-013-unsigned.pdf)

United States Department of Agriculture

Nitrogen in Agricultural Systems: Implications for Conservation Policy - 2011


http://www.ers.usda.gov/publications/err-economic-research-report/err127.aspx#.Up-S_tJDtHg

U of M Water Resources Center/ Freshwater Society

Groundwater Sustainability: Towards a Common Understanding <http://freshwater.org/wp-content/uploads/joomla/PDFs/workshopsummaryandappendix.pdf>

ENVIRONMENTAL EDUCATION

MPCA

- A GreenPrint for Minnesota: State Plan for Environmental Education, Third Edition (2008)
-  [A GreenPrint for Minnesota, Third Edition \(2.5Mb\)](#) State of Minnesota Sustainability Plan – 2011 (Previous plan by the Office of Environmental Assistance)

INVASIVE SPECIES

DNR

- A Minnesota State Management Plan for Invasive Species – 2009 – DNR
http://files.dnr.state.mn.us/natural_resources/invasives/state_invasive_species_plan.pdf

Appendix I: Environment and Natural Resources Plans, Documents, and Reports

- Long-Term Funding Needs for Aquatic Invasive Species Programs – 2012 – DNR
http://files.dnr.state.mn.us/aboutdnr/reports/legislative/ais_long_term_funding_leg_report_january_2012.pdf
- Invasive Species of Aquatic Plants and Wild Animals in Minnesota - Annual Report 2012
http://files.dnr.state.mn.us/aboutdnr/reports/legislative/2012_invasive_species_annual_report_final.pdf

AIR QUALITY, CLIMATE CHANGE, AND RENEWABLE ENERGY

Minnesota Pollution Control Agency (PCA)

- Air Monitoring Network Plan - 2014 <http://www.pca.state.mn.us/index.php/view-document.html?gid=19546>
- Implementation Plan for Minnesota's Statewide Mercury Total Maximum Daily Load - 2009
<http://www.pca.state.mn.us/index.php/view-document.html?gid=11481>
- Adapting to Climate Change in Minnesota Preliminary Report - Interagency Climate Adaptation Team 2013 <http://www.pca.state.mn.us/index.php/view-document.html?gid=15414>
- Climate Change 2013: The Physical Science Basis <http://www.climatechange2013.org/>

HABITAT/WILDLIFE

A 25-year framework Minnesota's conservation estate, historic conservation investments and future opportunities - Outdoor Heritage Fund - December 2010

http://www.isohe.leg.mn/25yr_plan/FINAL_25_Year_Framework.pdf (Legacy funding)

DNR- Ecological & Water Resources

- [Tomorrow's Habitat for the Wild and Rare](#) - January 2006 (update is underway - final to be done by end of 2014) A strategic plan focused on managing Minnesota's populations of "species in greatest conservation need."
- Prairie Pothole Joint Venture <http://www.ppjv.org/implement2.htm>, Prairie Pothole Joint Venture Implementation Plan -2005 - USFWS
http://www.ppjv.org/PPJV_presntations/2005_PPJV/1_Upfront_matter_Contents.pdf USFWS
This plan provides a road map for integrating the conservation of all migratory birds under one framework.
- North American Waterfowl Management Plan - 2012 –USFWS
<http://www.nawmprevision.org/sites/default/files/NAWMP-Plan-EN-may23.pdf>
- [Scientific and Natural Areas \(SNA\) Program Long Range Plan](#) - 2004 **PDF** this plan outlines the DNR's goal for the SNA system. The SNA policy set forth guidelines for identification and evaluation, designation and registration, management and uses of SNAs.

DNR- Fish and Wildlife

Fish and wildlife resource and species plans provide a framework for staff and stakeholders to work collaboratively to achieve short- and long-term goals. Although not exhaustive, the following list includes some of the key plans.

- SWAP State Wildlife Action Plans
- WMA Acquisition – The Next 50 Years

Appendix I: Environment and Natural Resources Plans, Documents, and Reports

- Managing Minnesota's Shallow Lakes for Waterfowl and Wildlife
- Prairie Pothole Joint Venture (PPJV) Implementation Plan
- Fisheries Management Long-Range plan
- Upper Mississippi River and Great Lakes Region Projects (UMGLJV)
- Aquatic Management Area Acquisition Plan 2008-2033
- Long-Range Plan for the Ring-Necked Pheasant in Minnesota
- Long-Range Duck Recovery Plan
- Long-Range Plan for Wild Turkey in Minnesota
- Strategic Plan for Coldwater Resources Management in Southeast Minnesota 2004-2015
- Red River of the North Fisheries Management Plan
- Watershed District Plans
- Individual Lake Plans
- Fisheries Management Plan for the Minnesota Waters of Lake Superior
- Midwest Glacial Lakes Partnership
- Driftless Area Restoration Effort
- A Vision for Wildlife and Its Use – Goals and Outcomes 2006-2012
- Wildlife Management Area Guidance documents
- Minnesota Prairie Conservation Plan, July 2013
http://files.dnr.state.mn.us/eco/mcbs/mn_prairie_conservation_plan.pdf

DNR- Forestry

- Minnesota Forests for the Future Report - DNR Forestry - April 2008 [Minnesota Forests for the Future report](#) **PDF**

Minnesota Forest Resource Council <http://mn.gov/frc/index.html>

Six landscapes across the state as listed below. Each area has an oversight committee with related landscape level plans and supporting documents:

[East Central Landscape Committee](#) – Plan 2005; [Northeast Landscape Committee](#) – Plan 2003; [Northern Landscape Committee](#) Plan Amended 2010; [North Central Landscape Committee](#) – Plan 2004; [Southeast Landscape Committee](#) – Plan 2003; [West Central Landscape Committee](#) – Plan March 2004

Pollinators - University of MN - <http://www.entomology.umn.edu/cues/pollinators/>

OUTDOOR RECREATION

DNR- Parks and Trails

- [Trends in Outdoor Recreation](#) (1 page 11K) **PDF** - 2006
Indicators of nature-based outdoor recreation participation changes over the last 10 years for U.S. and MN – MN DNR
- [Division of Parks and Trails Strategic Plan \(2012\)](#) **PDF**
- [Minnesota State Parks and Trails: Directions for the Future \(2011\)](#) **PDF**
- [Summary of visitors to all parks 2000 - 2007](#) (1 page 28K) **PDF**
Total visitors, campers, group campers, and camper cabin guests.

Metropolitan Council Regional Parks

- 2030 Regional Park Policy Plan - Adopted 2004/Amended June 2013
<http://www.metrocouncil.org/getattachment/d03247b7-d5d6-4584-af9b-bf1f15bfe913/.aspx>

B. Request for Proposal (RFP)

1. RFP adopted December 7, 2011 and updated February 15, 2012 for FY2014 (funding beginning July 1, 2013)



Environment and Natural Resources Trust Fund (ENRTF) 2012-2013 Request for Proposal

Legislative-Citizen Commission on Minnesota Resources (LCCMR)

www.lccmr.leg.mn

Funding Priorities for 2012-2013

1. The Reinvest in Minnesota program as provided in M.S. 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.

Funding Beginning: July 1, 2013

Deadline to Submit: 4:30 PM on Friday, April 6, 2012

- Electronic submission of proposals required.
- Please carefully review the full text and follow the instructions of this document before submitting a proposal.
- LCCMR staff are available to assist and review draft proposals if submitted by Monday, April 2, 2012. Early submission of drafts is recommended to receive the most detailed guidance.

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FUNDING AVAILABILITY:

- The LCCMR makes recommendations to the MN Legislature for project funding appropriations of up to 5.5% per year of the existing value of the Minnesota Environment and Natural Resources Trust Fund (ENRTF).
- This Request for Proposal (RFP) is for funds available beginning July 1, 2013. For that period, approximately \$31 million from the ENRTF is expected to be available for project funding.
- Through this RFP the LCCMR intends to make funding recommendations to the 2013 Minnesota Legislature.
- This RFP is part of an annual cycle and the next RFP is expected to be issued in January 2013 for funds available July 1, 2014.

Minnesota's Environment and Natural Resources Trust Fund:

Minnesota Constitution Art. XI, Sec. 14: "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."

2012-2013 REQUEST FOR PROPOSALS (RFP)

BACKGROUND INFORMATION

LCCMR MEMBERS

Al Berner
 Jeff Broberg
 Tom Cook
 Sen. Gary Dahms
 Sen. Al DeKruif
 Rep. David Dill
 Nancy Gibson
 Rep. Tom Hackbarth
 John Herman
 Sen. Linda Higgins
 Rep. Denny McNamara
 Norman Moody
 Sen. Gen Olson
 Rep. Tom Rukavina
 Rep. Ron Shimanski
 Sen. Rod Skoe
 Elizabeth Wilkens

Co-Chairs

Nancy Gibson
 Rep. Tom Hackbarth
 Sen. Gen Olson

Co-Vice Chairs

Jeff Broberg
 Rep. David Dill
 Sen. Linda Higgins

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

PLEASE CAREFULLY REVIEW THE FULL TEXT AND FOLLOW THE INSTRUCTIONS
 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 (http://www.lccmr.leg.mn/StrategicPlan/2009/LCCMR_Strategic_Plan.pdf), 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 6, 2012
 THIS IS A FIRM DEADLINE.**

SUBMIT PROPOSAL:

Web-based Submission of Proposals Required*

Go to: www.lccmr.leg.mn and select "2012-2013 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 selected projects will be available beginning July 1, 2013.

EXPENSE ELIGIBILITY:

For a list of eligible and ineligible expenses see page 11.

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 Monday, April 2, 2012, to allow adequate time for staff review. Early submission of drafts is recommended to receive the most detailed guidance.

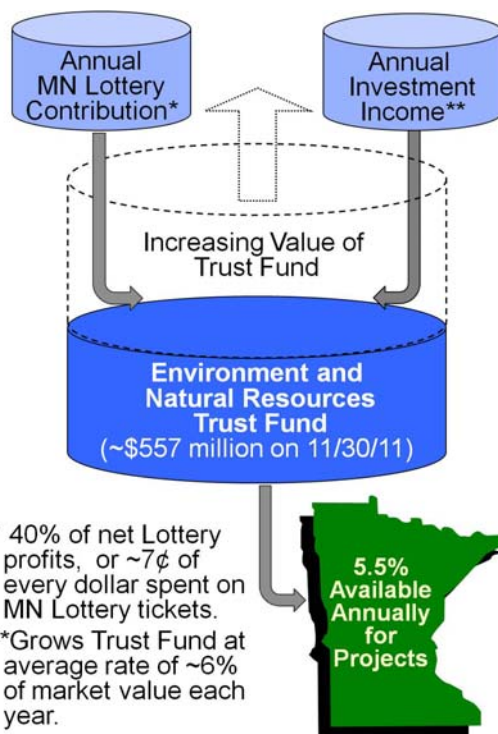
If you have questions or would like proposal assistance, contact LCCMR staff:

Phone: (651) 296-2406

Email: lccmr@lccmr.leg.mn

Address:

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



2012-2013 PROPOSAL AND FUNDING PROCESS TIMELINE

DECEMBER 2011-JANUARY 2012

- LCCMR determines funding priorities and adopts 2012-2013 Request for Proposal (RFP).
- 2012-2013 RFP issued.
- LCCMR staff available to review and provide feedback on any draft proposals submitted from January through April 2, 2012.



April 2012

- April 2, 2012: Last day to submit draft proposals for LCCMR staff review.
- **April 6, 2012: Final Proposal Submission Deadline.**



SUMMER/FALL 2012

- All proposals are reviewed and evaluated using the criteria on page 5 of this RFP.
- Based on the evaluations a subset of proposals is selected for further consideration and those proposers are invited in to give presentations before the LCCMR.
- After presentations final selection is made by LCCMR of proposals to be recommended to Minnesota Legislature for funding.

SCIENTIFIC RESEARCH PROJECTS

Recommended scientific research proposals undergo peer review.

PROJECT WORK PLANS

All recommended proposals submit detailed work plans to the LCCMR.

JANUARY-MAY 2013 (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 2013

- June 2013: LCCMR approves work plans for funded proposals authorizing projects to begin July 1, 2013.
- **July 1, 2013: Money from the Environment and Natural Resources Trust Fund becomes available for projects to begin.**

The next RFP is expected to be issued in January 2013.

2012-2013 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 (http://www.lccmr.leg.mn/StrategicPlan/2009/LCCMR_Strategic_Plan.pdf), and address at least one of the adopted funding priorities detailed below. Funding priorities are directly from Minnesota Statute **116P.08, Subd. 1**, which pertains to allowable expenditures for the Environment and Natural Resources Trust Fund. Projects should be innovative and must accelerate or supplement, not supplant, existing efforts.

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

1. The Reinvest in Minnesota program as provided in **M.S. 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.

NOTE: Per **M.S. 116P.02, Subd. 5**: "'Natural resources' includes the outdoor recreation system under section 86A.04 [i.e., state recreation system] and regional recreation open space systems as defined under **section 473.351, subdivision 1** [i.e., metropolitan regional park system]."

UPDATE (02/15/12): On February 10, 2012, the LCCMR took action to provide additional guidance to applicants seeking funds through the RFP. In considering proposals received in response to the RFP and making funding recommendations to the 2013 legislature, the LCCMR intends to place a strong emphasis on invasive species, particularly Asian carp species and other aquatic invasive species. LCCMR will allocate a significant portion of the funds available for efforts that will effectively assist in the prevention, reduction, or control of invasive species within the state. This additional guidance does not change the funding priorities previously listed in the RFP issued in December and is only intended to inform potential proposers about one area of planned emphasis.

REQUIREMENTS AND EVALUATION CRITERIA

Project Requirements

- Expenditures must strictly adhere to Article XI, Section 14 of the Minnesota Constitution and M.S. 116P.08, the laws governing the Environment and Natural Resources Trust Fund (pg. 12).
- Funds requested are generally expected to be expended and activities completed within 36 months or less. 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; ecological significance; estimated number of acres and, if applicable, shoreline miles; and proposed title/easement holder. A template is available at www.lccmr.leg.mn.
- Restoration projects should refer to the Minnesota Board of Water and Soil Resources “Native Vegetation Establishment and Enhancement Guidelines” (http://www.bwsr.state.mn.us/native_vegetation/seeding_guidelines.pdf) for guidance.
- 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

All Environment and Natural Resources Trust Fund proposals should strive to maximize efficiency and return on investment for the proposed expenditures. Additionally the following criteria, as applicable, will be considered in evaluating proposals (additional explanation of evaluation criteria is available at www.lccmr.leg.mn titled “Additional Explanation of Evaluation Criteria”):

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 funds.
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 PM ON FRIDAY, APRIL 6, 2012

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 2, 2012. 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	2012-2013 LCCMR Proposal Submit Form: Go to www.lccmr.leg.mn , select “ 2012-2013 LCCMR Proposal Submit Form ” on the Home Page, and provide all requested information, as detailed on p.7 of this RFP.
Proposal sections 2 through 7 (as applicable) are submitted through the online submit form as individual 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 8-9 of this RFP.
3	Detailed Project Budget (1-page limit): Download the template (MS-Excel) and fill out according to instructions on page 10 of this RFP.
4	Map or Graphic (1-page limit): Simple map or graphic (see below).
5	Proposed 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)
7	Letter or Resolution (1-page): If applicable (see below).

Guidelines for Attachments

FOR ALL ATTACHMENTS

- 8 1/2” x 11” pages; 11 pt. font minimum, except for “Detailed Budget”, which can be 10 pt.
- Proposal title clearly marked on top of each page
- Blank 1-inch margin on bottom of each page
- Any information exceeding the page limits indicated will be not be reviewed as part of your proposal.

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 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 or illustrates information in the main proposal.

#5: Proposed Acquisition List

For all proposals involving land acquisition, a list is requested that identifies proposed acquisitions by parcel name; acquisition type (fee-title or conservation easement); county; ecological significance; proposed number of acres and, if applicable, proposed shoreline miles; and proposed title/easement holder. See instructions in template.

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

- Include summary 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.

2012-2013 LCCMR PROPOSAL SUBMIT FORM INSTRUCTIONS

1. The "2012-2013 LCCMR Proposal Submit Form" is located at www.lccmr.leg.mn — click on "2012-2013 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 Monday, April 2, 2012 to allow adequate time. Early submission of drafts is recommended to receive the most detailed guidance.
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 (required for some projects) or Graphic, Acquisition List (if applicable), Project Manager Qualifications/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.

2012-2013 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 2012-2013 Funding Priority:** [Select the funding priority to which your proposal most closely responds.] ____

***Environment and Natural Resources Trust Fund \$ Request:** [Dollar request to LCCMR.] \$ _____

***Proposed Project Time Period for the Funding Requested:** [Enter number of years—1, 2, or 3—and start date/end date in format: [#] years, July 2013 to [End Date: Month Year].] _____

***Other Non-State Funds—specific to these proposed activities:** [Include only secured, non-state cash dollars to be spent on the project during the funding period. Explain in proposal budget under "Other Non-State \$ Being Applied to Project During Project Period" (Section V). If none enter "0".] \$ _____

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

***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, county, and city/township—see p.13 for a map of MN divided by geographic region. To select multiple, hold "ctrl" while left clicking with the mouse.]

***Region:** _____ ***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 proposed 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.]

Attach :

- ***Main Proposal (MS-Word format)**
- ***Detailed Project Budget (MS-Excel format)**
- **Map (required for some projects) or Graphic**
- **Acquisition List (if applicable)**
- ***Project Manager Qualifications/Organization Description**
- **Letter or Resolution (if applicable)**

NOTE: An asterisk (*) denotes a required field for submission.



Environment and Natural Resources Trust Fund (ENRTF) 2012-2013 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 **"2012-2013 Main Proposal template"**.
- Attach Main Proposal, in MS-Word format, to your **"2012-2013 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 context or problem 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 individual 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, goals to be achieved, and any explanation of plans for evaluating the activity outcomes.*
- *If an activity involves land acquisition, address the parcels proposed, the criteria used to select those parcels, 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, 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. Delineate which partners are proposed to receive money from the Environment and Natural Resources Trust Fund and which partners are proposed to be contributing funds 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 or project phases 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.

2012-2013 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 "2012-2013 Detailed Budget template". Attach budget, in MS-Excel format, to your "2012-2013 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 put "N/A", leave it blank, or delete the row.)

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

BUDGET ITEM (See list of Eligible & Non-Eligible Costs, p.11)	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 number 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 AND 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 dollars 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 dollars (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 dollar amount 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 funds in the right-most column.	\$	Indicate: Unspent? Not Legally Obligated? Other?
Funding History: Indicate funding secured prior to July 1, 2013, for activities directly relevant to this specific funding request. State specific source(s) of funds.	\$	

ELIGIBLE AND 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 proposal. **All proposed expenses must be specified in the proposal submitted.** Please note that for non-state entities all funds get awarded on a reimbursement basis, unless otherwise authorized, and all eligible expenses will need to be documented.

Eligible expenses may include the following:

- a. Eligible expenditures incurred only after the effective date as approved by LCCMR.
- b. Wages and expenses of salaried Recipient employees if specified, documented, and approved. 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.
- 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. For expenditures greater than \$3,500, the Recipient must provide 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 and 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 and 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 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 Management of Budget and as provided by LCCMR or, for University of

Minnesota projects, the University of Minnesota plan found at <http://policy.umn.edu/policies/finance/travel/travel.html>. Allowable meal and 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, unless otherwise authorized, **including but not limited to the following:**

- a. Any expenses incurred before the project is authorized, before July 1, 2013, or before LCCMR 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, or smart phones.
- 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

Michael McDonough
Manager, Research and Planning

Mike Banker
Communications/Outreach Manager and Project Analyst

Diana Griffith
Commission Assistant

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 audio format, upon request.

For more information
contact LCCMR:

Legislative-Citizen Commission on Minnesota Resources

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

Ph: 651-296-2406

TTY: 651-296-9896
or
800-657-3550

Email: lccmr@lccmr.leg.mn

Web: www.lccmr.leg.mn

Minnesota 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#stat.116P.08>

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 other-

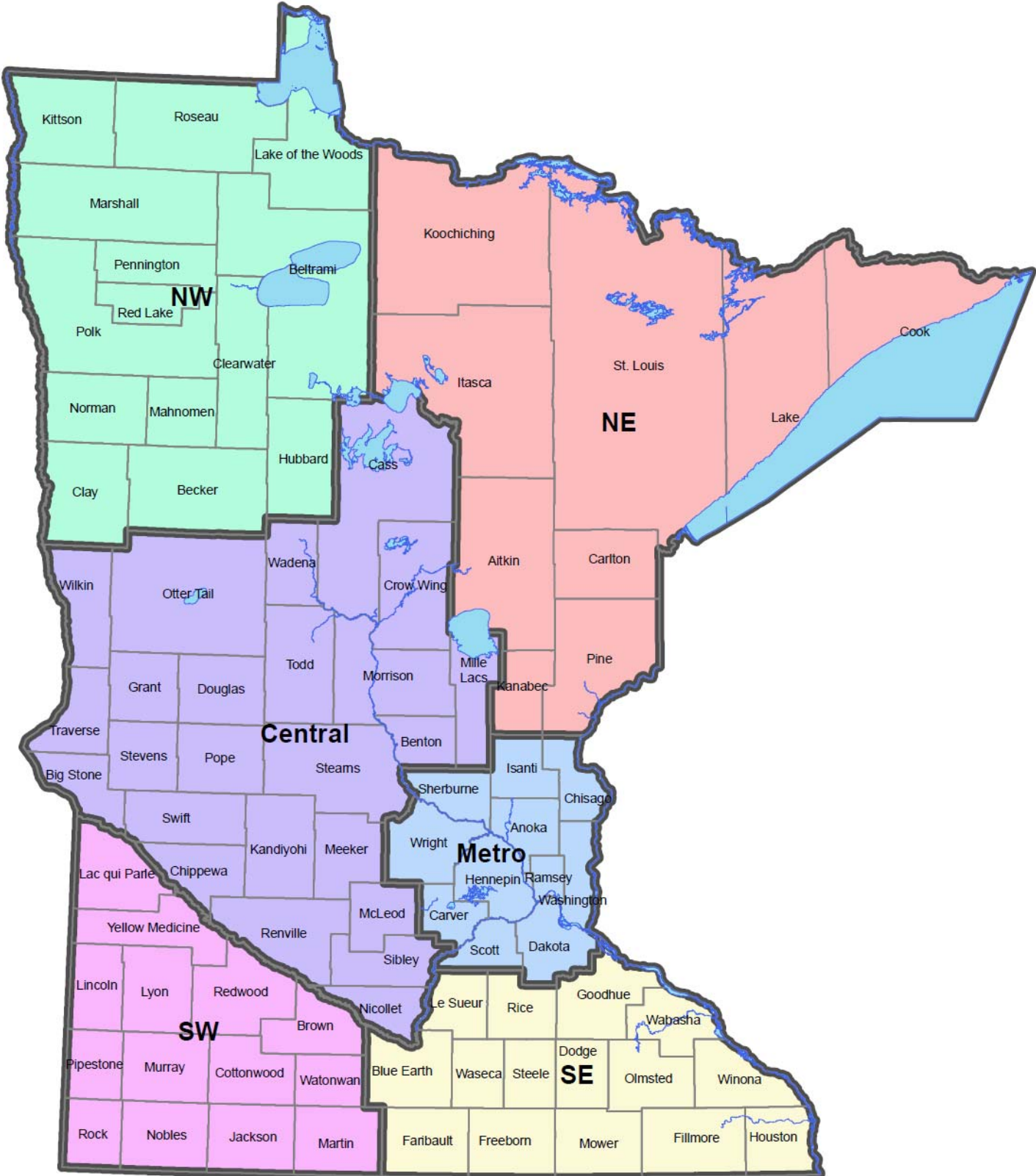
wise may be substantially impaired or destroyed in any area of the state;

- (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)



B. Request for Proposal (RFP)

2. RFP adopted February 25, 2013 for FY2015
(funding beginning July 1, 2014)



Environment and Natural Resources Trust Fund (ENRTF) 2014 Request for Proposal

Legislative-Citizen Commission on Minnesota Resources (LCCMR)

www.lccmr.leg.mn

Funding Priorities for 2014

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

Funding Beginning: July 1, 2014

Deadline to Submit: 4:30 PM on Friday, June 7, 2013

- Electronic submission of proposals required.
- Please **carefully review** the full text and **follow the instructions** of this document before submitting a proposal.
- LCCMR staff are available to assist and review draft proposals if submitted by Monday, June 3, 2013. Early submission of drafts is recommended to receive the most detailed guidance.

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Issued March 2013



FUNDING AVAILABILITY:

- The LCCMR makes recommendations to the MN Legislature for project funding appropriations of up to 5.5% per year of the existing value of the Minnesota Environment and Natural Resources Trust Fund (ENRTF).
- This Request for Proposal (RFP) is for funds available beginning July 1, 2014. For that period, approximately \$29.6 million from the ENRTF is expected to be available for project funding.
- Through this RFP the LCCMR intends to make funding recommendations to the 2014 Minnesota Legislature.
- This RFP is part of an annual cycle and the next RFP is expected to be issued in January 2014 for funds available July 1, 2015.

Minnesota's Environment and Natural Resources Trust Fund:

Minnesota Constitution Art. XI, Sec. 14: "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."

2014 REQUEST FOR PROPOSALS (RFP)

BACKGROUND INFORMATION

LCCMR MEMBERS

Jeff Broberg
Tom Cook
Sen. Gary Dahms
Sen. Kari Dziedzic
William Faber
Rep. Dan Fabian
Nancy Gibson
Bonnie Harper-Lore
John Herman
Sen. John Hoffman
Rep. Leon Lillie
Norman Moody
Rep. John Persell
Sen. David Tomassoni
Rep. Paul Torkelson
Rep. Jean Wagenius
Sen. Torrey Westrom

Co-Chairs

Nancy Gibson
Sen. David Tomassoni
Rep. Jean Wagenius

Co-Vice Chairs

Jeff Broberg
Sen. Gary Dahms
Rep. Paul Torkelson

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

PLEASE CAREFULLY REVIEW THE FULL TEXT AND FOLLOW THE INSTRUCTIONS 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 environmental or 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 review drafts and assist in proposal development. Lobbying or professional grant-writing experience is not necessary for success.

DEADLINE FOR SUBMISSION:

**4:30 PM, Friday, June 7, 2013
THIS IS A FIRM DEADLINE.**

SUBMIT PROPOSAL:

Web-based Submission of Proposals Required*

Go to: www.lccmr.leg.mn and select "2014 LCCMR Proposal Submission Form".

Save a copy of your submission for your records. **Upon receipt, all submitted proposals and budgets will be posted on the web for the public to view.**

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

PROJECT IMPLEMENTATION:

Funding for selected projects will be available beginning July 1, 2014, following appropriation of funds by the legislature and work plan approval by the LCCMR.

EXPENSE ELIGIBILITY:

For a list providing guidance on allowable expenses see page 13.

PROPOSAL ASSISTANCE:

LCCMR staff are available to provide assistance, 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 Monday, June 3, 2013, to allow adequate time for staff review. Early submission of drafts is recommended to receive the most detailed guidance.

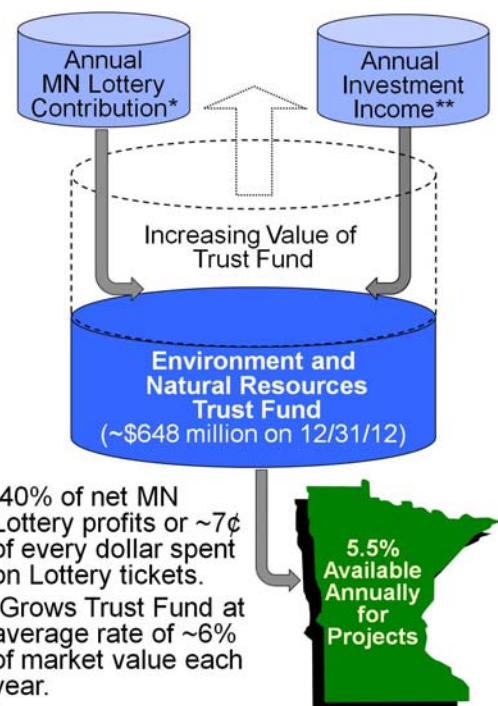
If you have questions or would like proposal assistance, including direction on other state funding opportunities that may be appropriate for a project, contact LCCMR staff:

Phone: (651) 296-2406

Email: lccmr@lccmr.leg.mn

Address:

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



2014 PROPOSAL AND FUNDING PROCESS TIMELINE

FEBRUARY-MARCH 2013

- LCCMR determines funding priorities and adopts 2014 Request for Proposal (RFP).
- 2014 RFP issued.
- LCCMR staff available to review and provide feedback on any draft proposals submitted by June 3, 2013.

JUNE 2013

- June 3, 2013: Last day to submit draft proposals for LCCMR staff review.
- **June 7, 2013: Final Proposal Submission Deadline.**

SUMMER/FALL 2013

- 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 those proposers are invited in to give presentations before the LCCMR.
- After presentations final selection is made by LCCMR of proposals to be recommended to Minnesota Legislature for funding.

SCIENTIFIC RESEARCH PROJECTS

Recommended scientific research proposals undergo peer review.

PROJECT WORK PLANS

All recommended proposals submit detailed work plans to the LCCMR.

FEBRUARY-MAY 2014 (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 2014

- June 2014: LCCMR approves work plans for funded proposals authorizing projects to begin July 1, 2014.
- **July 1, 2014: Money from the Environment and Natural Resources Trust Fund becomes available for projects to begin.**

The next RFP for funding beginning July 1, 2015 is expected to be issued in January 2014.

2014 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 (http://www.lccmr.leg.mn/documents/strategic_plan/2009/lccmr_strategic_plan.pdf), and address at least one of the adopted funding priorities detailed below. Projects should be innovative and must accelerate or supplement, not supplant, existing efforts.

Note: Projects being done to meet regulatory requirements will not be considered for funding. Projects eligible for established topic-specific agency grant programs, such as for clean water implementation and local parks and trails, are encouraged to go directly to that particular agency grant program.

Proposals must address one or more of the seven funding priorities detailed below. The order of the priorities below does not indicate a level of priority within the priorities.

A. Foundational Natural Resource Data and Information

Proposals must address one or more of the following:

1. Data acquisition, information management, research, or analysis to develop foundational natural resource or wildlife data and information.
2. Coordination, facilitation, or training pertaining to statewide sharing, distribution, or innovative application of natural resource data (e.g., maps, inventories, and surveys) and information tools (e.g., 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 and evaluation to identify the causes of observed changes in the health of fish and wildlife that may pertain to contaminants of emerging concern.
3. Research or engineering design to protect the health of humans and aquatic and terrestrial species by i) advancing development or implementation of standards for nitrates or other contaminants; or ii) broadly reducing levels of nitrates, phosphates, estrogenic, pharmaceutical, or other contaminants in ground and surface waters.
4. Research, monitoring, or evaluation pertaining to i) ground and surface water interaction, protection, conservation, and sustainability, or ii) lake ecosystems, including Lake Superior.

C. Environmental Education

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

2014 FUNDING PRIORITIES

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

1. Efforts that are locally-led, involve broad-based partnerships, provide outdoor experiences, or are committed to building a long-lasting and action-based conservation ethic in a community.
2. Efforts that deliver and implement existing curriculum, especially integration of environmental education into school curriculum.

D. Aquatic and Terrestrial Invasive Species

"Invasive species" includes any plants, animals, insects, and diseases that are non-native, introduced species in the state and that are currently having, or pose a threat to have, significant adverse impacts on Minnesota's native ecosystems and biodiversity. 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 with best management practices 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.
4. Restore lands with native vegetation as practicable following implementation of invasive species control techniques on disturbed lands where a native seed bank no longer exists.
5. Inform and educate landowners about all invasive species threats to their land and offer actions they can take in response.

E. Air Quality, Climate Change, and Renewable Energy

Proposals must address one or more of the following:

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

F. Methods to Protect, Restore, and Enhance Land, Water, 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, ecological value, and water protection value.

2014 FUNDING PRIORITIES

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 (CRP) 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.

G. 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, ecological value, and/or recreational value, and the greatest capacity to contribute multiple conservation benefits to wildlife, humans, and water quality. All lands to be acquired should be part of an adopted state, regional, or local natural resource plan and a restoration/enhancement or management plan for the site must be created. Proposals should provide an explanation as to how such plans will be developed, implemented, and funded.

Priority will given to projects that address one or more of the following (see p.7 for additional project requirements pertaining to this category):

1. Efforts based on precision conservation methods and analysis that quantifiably identify the lands most critical to acquire. 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.
2. Efforts involving Scientific and Natural Areas (SNA) or that aim to protect unique ecosystems or rare, endangered, or threatened species.
3. Efforts that enhance habitat connectivity, improve access for natural resource management, or increase public access for recreation, particularly in areas of the state with limited protected public lands.
4. Efforts expanding outdoor recreational opportunities through additions to a state or regional park or trail.

REQUIREMENTS AND EVALUATION CRITERIA

Project Requirements

- Expenditures must strictly adhere to Article XI, Section 14 of the Minnesota Constitution and M.S. 116P.08, the laws governing the Environment and Natural Resources Trust Fund (pg. 14).
- Sponsor organizations must have a current external financial audit, or equivalent, with no serious negative findings.
- Funds requested are generally expected to be expended and activities completed within 36 months or less. If additional time is needed, 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 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 and restorations by parcel name, geographic coordinates (latitude/longitude), county, estimated cost, ecological significance, activity description, proposed number of acres, proposed shoreline miles (if applicable), type of landowner, and proposed title/easement holder (if applicable). A list template with instructions is available at www.lccmr.leg.mn.
- Restoration projects should refer to the Minnesota Board of Water and Soil Resources “Native Vegetation Establishment and Enhancement Guidelines” (http://www.bwsr.state.mn.us/native_vegetation/seeding_guidelines.pdf) for guidance.
- 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

All Environment and Natural Resources Trust Fund proposals should strive to maximize efficiency and return on investment for the proposed expenditures. Additionally the following criteria, as applicable, will be considered in evaluating proposals (additional explanation of evaluation criteria is available at www.lccmr.leg.mn titled “Additional Explanation of Evaluation Criteria”):

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 funds.
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 PM ON FRIDAY, JUNE 7, 2013

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, June 3, 2013. Early submission of drafts is recommended to receive the most detailed guidance. Submit drafts using the online proposal submission form—indicate DRAFT by entering “Y” in the appropriate field of the submission form.

PROPOSAL SECTIONS CHECKLIST

1	2014 LCCMR Proposal Submission Form: Go to www.lccmr.leg.mn , select “2014 LCCMR Proposal Submission Form” on the Home 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 submission form as individual 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 Visual (1-page limit): Site-specific map or visual illustration of proposal information (see below).
5	Proposed Acquisition/Restoration List: If applicable (see below). Download the template (MS-Excel) and fill out according to instructions stated in the template.
6	Project Manager Qualifications & Organization Description (1-page limit)
7	Letter or Resolution (1-page): If applicable (see below).

Guidelines for Attachments

FOR ALL ATTACHMENTS

- 8 1/2” x 11” pages; 11 pt. font minimum, except for “Detailed Project Budget”, which can be 10 pt.
- Proposal title clearly marked on top of each page.
- Blank 1-inch margin on bottom of each page.
- Any information exceeding the page limits indicated will be not be reviewed as part of your proposal.

GUIDELINES FOR SPECIFIC ATTACHMENTS

#2: Main Proposal (2-page limit)

Main proposal must provide concise information summarizing proposed project, activities, outcomes, and strategy and timeline. See template instructions (p.10-11).

#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 (p.12).

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

- **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.

- **All other proposals:** provide a map, graphic, table, photo(s), figure, or other visual that illustrates or elaborates on information in the main proposal.

#5: Proposed Acquisition/Restoration List

All proposals involving land acquisition or restoration: a list is **required** that identifies proposed acquisitions by parcel name, geographic coordinates (latitude/longitude), county, estimated cost, ecological significance, activity description, proposed number of acres, proposed shoreline miles (if applicable), type of landowner, and proposed title/easement holder (if applicable). See instructions in template.

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

- Include summary of project manager qualifications and responsibilities **pertaining specifically** to project proposal. A complete resume or CV is not requested.
- Organization description should be a simple, concise 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.

2014 LCCMR PROPOSAL SUBMISSION FORM INSTRUCTIONS

1. The "2014 LCCMR Proposal Submission Form" is located at www.lccmr.leg.mn — click on "2014 LCCMR Proposal Submission Form" and follow the instructions. **Web-based submission of proposals is required.** If unable to use the web-based submission form, please contact LCCMR staff.
2. Draft proposals intended for staff review prior to final submission should be submitted using the online proposal submission form. Indicate draft by entering "Y" in the appropriate field. Drafts must be submitted by Monday, June 3, 2013 to receive review. Early submission of drafts is recommended to receive the most detailed guidance.
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 (if required) or Visual, Acquisition/Restoration List (if required), Project Manager Qualifications & Organization Description, and Letter or Resolution (if required).
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.

2014 LCCMR PROPOSAL SUBMISSION 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 2014 Funding Priority:** [Select the funding priority to which your proposal most closely responds.] ____

***Environment and Natural Resources Trust Fund \$ Request:** [Dollar request to LCCMR.] \$ _____

***Proposed Project Time Period for the Funding Requested:** [Enter number of years—1, 2, or 3—and start date/end date in format: [#] years, July 2014 to [End Date: Month Year].] _____

***Other Non-State Funds—specific to these proposed activities:** [Include here **only** secured, non-state cash dollars to be spent on the project during the funding period (do not include in-kind here). Explain in proposal budget under "Other Non-State \$ Being Applied to Project During Project Period" (Section V). If none enter "0".] \$ _____

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

***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:** _____ [Provide a reliable email address.]

Website: _____ [if available]

Location: [What area will the project impact? Be as specific as possible in terms of region, county, and city/township—see p.15 for a map of MN divided by geographic region. To select multiple, hold "ctrl" while left clicking with the mouse.]

***Region:** _____ ***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 proposed 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.]

Attach :

- ***Main Proposal (MS-Word format)**
- ***Detailed Project Budget (MS-Excel format)**
- ***Map (if required) or Visual**
- **Proposed Acquisition/Restoration List (if required)**
- ***Project Manager Qualifications & Organization Description**
- **Letter or Resolution (if required)**

NOTE: An asterisk (*) denotes a required field for submission.



Environment and Natural Resources Trust Fund (ENRTF)

2014 Main Proposal

Project Title: *[Insert "Project Title" here in document header]*

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 "2014 Main Proposal template".
- Attach Main Proposal, in MS-Word format, to your "2014 LCCMR Proposal Submission 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 context or problem to which it is responding; the opportunity, challenge, issue, 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 individual 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 the activity.*
- *Provide a clear and concise description of the activity indicating specific tasks involved, goals to be achieved, and any explanation of plans for evaluating the activity outcomes.*
- *If an activity involves land acquisition, address the parcels proposed, the criteria used to select those parcels, 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.*

EXAMPLE:

Activity 1: (Title of Activity) _____

Budget: \$ _____

Include clear and concise 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, etc.

**Environment and Natural Resources Trust Fund (ENRTF)****2014 Main Proposal**

Project Title: *[Insert "Project Title" here in document header]*

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. Delineate which partners are proposed to receive money from this Environment and Natural Resources Trust Fund request and which partners are proposed to be contributing funds 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 a proposed project would require more than 36 months to complete, explain here. If a 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

What is the long-term strategy for the proposed project? For example, in terms of its utility to Minnesota's environment and natural resources, dissemination of findings, implementation of results, or ongoing contributions that will derive from it. Additionally, 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 broader project/effort (including previous efforts or project phases 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.

2014 DETAILED PROJECT BUDGET

Project Title: *[Insert "Project Title" here]*

INSTRUCTIONS AND TEMPLATE (1 PAGE LIMIT)

MS-Excel template can be downloaded from LCCMR web page: www.lccmr.leg.mn. Click on "2014 Detailed Project Budget template". Attach budget, in MS-Excel format, to your "2014 LCCMR Proposal Submission 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 put "N/A", leave it blank, or delete the row.)

IV. TOTAL ENRTF REQUEST BUDGET: *[Insert # of years for project] years*

BUDGET ITEM <i>(See "Guidance on Allowable Expenses", p.13)</i>	AMOUNT
Personnel: <i>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.</i>	\$
Contracts: <i>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.</i>	\$
Equipment/Tools/Supplies: <i>In this column, list out general descriptions of item(s) or item type(s) and their purpose—one row per item/item type.</i>	\$
Acquisition (Fee Title or Permanent Easements): <i>In this column, indicate the proposed number of acres and name of organization or entity who will hold title.</i>	\$
Travel: <i>Be specific. Generally, only in-state travel essential to completing project activities can be included.</i>	\$
Additional Budget Items: <i>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.</i>	\$
TOTAL ENVIRONMENT AND NATURAL RESOURCES TRUST FUND \$ REQUEST =	\$

V. OTHER FUNDS

SOURCE OF FUNDS	AMOUNT	STATUS
Other Non-State \$ Being Applied to Project During Project Period: <i>Indicate any additional non-state cash dollars 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.</i>	\$	<i>Indicate: Secured or Pending</i>
Other State \$ Being Applied to Project During Project Period: <i>Indicate any additional state cash dollars (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.</i>	\$	<i>Indicate: Secured or Pending</i>
In-kind Services During Project Period: <i>For each type of service, list type of service(s), estimated value, and indicate whether it is secured or pending. In-kind services listed must be specific to the project.</i>	\$	<i>Indicate: Secured or Pending</i>
Remaining \$ From Current ENRTF Appropriation (if applicable): <i>Specify dollar amount 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 funds in the right-most column.</i>	\$	<i>Indicate: Unspent? Not Legally Obligated? Other?</i>
Funding History: <i>Indicate funding secured prior to July 1, 2014, for activities directly relevant to this specific funding request, including past ENRTF funds. State specific source(s) of funds.</i>	\$	

GUIDANCE ON ALLOWABLE EXPENSES

ELIGIBLE EXPENSES

Eligible expenses are those expenses **solely** incurred through project activities that are **directly related to and necessary for** producing the project outcomes described in the proposal. **All proposed expenses must be specified in the proposal submitted.** Please note that for non-state entities all funds get awarded on a reimbursement basis, unless otherwise authorized, and all eligible expenses will need to be documented. **Eligible expenses may include:**

- a. Eligible expenditures incurred only after the effective date as approved by LCCMR.
- b. Wages and expenses of salaried Recipient employees if specified, documented, and approved. 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 these funds. 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.
- 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. For expenditures greater than \$3,500, the Recipient must provide 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 and 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 and printing/copying 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 accomplishments.
- h. In-state transportation and travel expenses such as lodging, meals, and mileage of personnel directly 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 Management of Budget and as provided by LCCMR or, for University of Minnesota projects, the University of Minnesota plan found at <http://policy.umn.edu/policies/finance/travel/travel.html>. Allowable meal and lodging expenses are for employees only. Purchasing meals for others is not an allowable expense.

GENERALLY INELIGIBLE EXPENSES—UNLESS EXPLICITLY APPROVED

Generally ineligible expenses for reimbursement mean all expenses not defined as eligible expenses, but for which an explicit exception can be sought from LCCMR if the expenses can be **clearly justified and individually documented as directly related to and necessary for** a project. **No broad allocations for costs in either dollars or percentages** are allowed. In deciding whether to seek exception for these costs consider that cash and in-kind leverage are criteria considered in proposal evaluation. **Generally ineligible expenses include but are not limited to:**

- a. General operations, overhead, and other indirect expenses, including office maintenance, office utility expenses, and office materials and supplies.
- b. Office rental fees (including storage space rental).
- c. Communication expenses incurred for telephone calls, web access, postage, and similar services.
- d. Insurance, except title insurance.
- e. Attorney fees, except to acquire and clear title to land.
- f. Purchase of communication devices such as pagers, cell phones, or smart phones.
- g. Purchase of computers or audiovisual equipment.
- h. Generally available food and refreshments, except if explicitly approved for certain types of events.
- i. Conference attendance and associated costs and fees, except if to participate in formal presentation of project findings.
- j. Out of state transportation and travel expenses.

PROHIBITED EXPENSES

Prohibited expenses for reimbursement mean all expenses indicated below, **including but not limited to:**

- a. Any expenses incurred before the project is authorized, before July 1, 2014, or before LCCMR work plan approval—whichever is latest.
- b. Fundraising.
- c. Taxes, except sales tax on goods and services.
- d. Lobbyists or political contributions.
- e. Advertising and marketing expenses.
- f. Loans, grants, or subsidies to persons or entities for development.
- g. Bad debts, late payment fees, finance charges, or contingency funds.
- h. Interest or investment management fees.
- i. Directors or officers salary.
- j. Merit awards and bonuses.
- k. Memberships (including subscriptions and dues).
- l. Publications, periodicals, and subscription fees.
- m. Employee worksite parking.
- n. Entertainment, decorations, gifts, and prizes.

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

LCCMR Staff:

Susan Thornton
Director

Michael McDonough
Manager, Research and
Planning

Mike Banker
Communications/Outreach
Manager and Project Analyst

Diana Griffith
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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 audio format, upon request.

For more information
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Minnesota Constitution Art. XI, Sec.14: Environment and Natural Resources Trust Fund Established

<http://www.lccmr.leg.mn/about/language-index.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#stat.116P.08>

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 other-

wise 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)

