



ENRTF Capital Construction Project Questionnaire

Updated: December 30, 2025

Instructions:

This form and the [Capital Construction Budget Addendum](#) are required for all ENRTF applicants proposing capital construction, or land acquisition for the purpose of capital construction¹. This form and the Capital Construction Budget Addendum should be completed **before** you begin writing your proposal Narrative (Tab 4), Activities and Milestones (Tab 5), and Budget (Tab 6) in the [LCCMR Proposal and Grant Management System](#). Once complete, a signed version of this questionnaire and the budget addendum must be uploaded to the LCCMR Proposal and Grant Management System on the 'Attachments' page (Tab 7), under the "Required Attachments" heading titled, "Capital Construction Project Questionnaire and Budget Addendum," prior to the submission of your proposal.

The purpose of this document is to assist project managers in complying with the LCCMR's [Capital Construction Project Requirements](#) as they complete their proposals. As you complete this document, please be aware that for all capital construction projects:

- A 25% non-ENRTF match (cash or in-kind) is required for funds requested for construction or construction-related activities (e.g., feasibility, acquisition, design, design-related community engagement, construction, project management, restoration, and close-out).
- All funding needed to complete the project or individual project phase must be legally committed in full and determined sufficient before construction may commence using ENRTF funds.
- Your final reimbursement payment from the ENRTF is not made until the entire project, or phase, is complete.

More information on capital construction project requirements can be found [on our website](#).

Please answer the questions in the sections below. Should you have questions as you fill out this questionnaire and budget addendum, please contact LCCMR staff at lccmr@lccmr.mn.gov or 651.296.2406.

Index:

[Section 1: Basic Information](#)

[Section 2: Project Information](#)

[Section 3: Due Diligence](#)

[Section 4: Activities and Milestones](#)

[Section 5: Budget](#)

[Section 6: Signature](#)

¹ For the ENRTF, capital construction is defined as the pre-design, design, construction, or renovation of a building, trail or campground, or other long-lived (10 years or more) fixed capital asset costing \$10,000 or more. This includes large-scale stream or wetland restoration, or acquisition of land for purposes of capital construction.

ENRTF Capital Construction Project Questionnaire

Section 1: Basic Information

Project Manager Name:	
Organization:	
Proposal Title:	
LCCMR Proposal ID #:	
Name(s) and Organization(s) of Additional Individuals Assisting in the Completion of this Form:	

Section 2: Project Information

1. Briefly describe your project. Your description should include all elements of the project that will eventually be constructed to achieve your final vision or purpose for the site, not only the portions you are seeking ENRTF funds to complete.

2. LCCMR distinguishes projects and individual project phases to help track project deliverables. Project phases must either produce a design for a future project or provide a stand-alone capital asset that results in tangible and usable environmental or recreational benefits. A project phase may not result in a partially constructed asset that provides no benefit (i.e., defining a 'project phase' as pouring only a foundation, installing only boardwalk helicals, etc.). Considering this, are you requesting ENRTF funding only to help pay for a specific phase or part of the project?

YES – I am requesting ENRTF funds to help complete a phase or part of the larger project described above.

NO – I am requesting ENRTF funds to help complete the entire project described above.

ENRTF Capital Construction Project Questionnaire

Section 3: Due Diligence

Capital construction projects funded with the ENRTF must comply with the requirements that apply to all state-funded capital projects. Please review the [ENRTF Capital Project Construction Requirements](#) and answer the following questions.

1. Predesign

- Unless you are specifically exempted, you must prepare a predesign package in accordance with the [Department of Administration’s Predesign Manual](#) AND the [LCCMR Predesign Addendum](#) if the construction cost of your project exceeds \$750,000 for state agencies or \$1,500,000 for all other entities. Both must be submitted to the Dept. of Administration for review and recommendation prior to proceeding with design activities.
- Predesign review by the Dept. of Administration must be complete before ENRTF funds will be released for construction.

Have you met the applicable predesign requirements as outlined by the Department of Administration’s Predesign Manual and the LCCMR Predesign Addendum?

<input type="checkbox"/> Yes	If “Yes”: attach a copy of your Dept. of Administration recommendation letter to “Attachments” (Tab 7) in the online grant system, under “Supplemental Attachments”.
<input type="checkbox"/> No	If “No”: include “Complete Predesign Review through the Dept. of Administration” as a milestone in your proposal under “Activities and Milestones” (Tab 5) in the online grant system.
<input type="checkbox"/> Not Applicable	If “Not Applicable”: provide an explanation why your project is not subject to predesign requirements in the text box below.
Explanation	

2. MN B3 Guidelines & 2030 Energy Standards

- B3 tools and programs are designed to make buildings more energy efficient and sustainable. Compliance with B3 Guidelines & 2030 Energy Standards is required for building construction, both new and for major renovations.
- Major renovations are projects that include both:
 - A renovation of gross conditioned area that is at least 10,000 square feet; AND,
 - Replacement of at least one of the following:
 1. Heating System
 2. Cooling System
 3. Ventilation System
- New buildings are newly constructed structures and additions to existing buildings which include construction of gross conditioned (heated and/or cooled) area that is at least 10,000 square feet.

ENRTF Capital Construction Project Questionnaire

- Review [MN B3 Guidelines & SB 2030 Energy Standards](#) for more information.

Have you consulted with the B3 Program²?

<input type="checkbox"/> Yes	If “Yes”: you must include ‘Enrollment in the Minnesota B3 Guidelines Tracking Tool ’ as a milestone under “Activities and Milestones” (Tab 5) in the online grant system.
<input type="checkbox"/> No	If “No”: you are required to consult the B3 program prior to submitting your proposal.
<input type="checkbox"/> Not Applicable	If “Not Applicable”: provide an explanation in the text box below why your project is not subject to the B3 Program.
Explanation	

3. Historic and Archeological Review

- Projects must comply with state requirements for historic and archeological review by the [Minnesota State Historic Preservation Office \(SHPO\)](#) to avoid adverse impacts to historic and archaeological properties.
- Early consultation with SHPO is strongly recommended to avoid impacts to historic / archeological properties and the project schedule.
- SHPO review must be complete before ENRTF funds will be released for construction.

Have you consulted with SHPO?

<input type="checkbox"/> Yes	If “Yes”: please upload any final documentation (email, memo, etc.) to, “Attachments” (Tab 7) in the online grant system, under “Supplemental Attachments”. Do not include private, confidential, or nonpublic information.
<input type="checkbox"/> No	If “No”: you are required to include “Consultation with SHPO” as a milestone under “Activities and Milestones” (Tab 5) in the online grant system.
<input type="checkbox"/> Not Applicable	If “Not Applicable”: provide an explanation why your project is not subject to review through SHPO in the text box below.
Explanation	

² Questions should be directed to Patrick Smith at (612) 626-9709 or guidelines@b3mn.org

ENRTF Capital Construction Project Questionnaire

Section 4: Activities & Milestones

Select the activities and milestones that apply to your project in the worksheet below. Use the activities / milestones checked under column A to complete the "Activities and Milestones" page (Tab 5) in the online proposal and grant management system.

*** Milestones marked with an asterisk (*) are minimum requirements if ENRTF or match funds are being used to complete the given activity. These must be included as milestones in your proposal.**

General Project Activity Common Milestone(s)	A) This activity or milestone is included in my LCCMR proposal for either ENRTF or other funds.	B) This activity or milestone has been completed for my project.	C) This activity or milestone will be completed in a subsequent project phase	D) This activity or milestone is N/A to my project.
Feasibility & Community Engagement				
RFP / RFQ for services				
Environmental Assessment Worksheet (EAW)				
Environmental Site Assessment (ESA) - Checklist and Records Check / Phase 1 *				
Project Ordering (Resolution or Letter)				
Individual / Community Surveys or Assessments				
Open Houses, Design Charettes, Showcases, Public Meetings, or Listening Sessions				
Other:				
Acquisition				
Title Review / Appraisal*				
Survey/ESA*				
Purchase Agreement				
Sale or Transfer of Ownership				
Notice of Funding Restriction Recorded*				
Other:				
Pre-Design / Design				
Survey or Delineation Work				
Selection of a Consultant				
Enrollment in Minnesota B3 Guidelines Tracking Tool *				
Dept. of Administration Predesign Review*				
Consultation with MN State Historic Preservation Office (SHPO)*				
Other Permitting / Agency Review				
Approval of Final Plans				
Advertisement for Bid				
Other:				
Pre-Construction / Construction				
All Construction Funds Legally Secured*				
Construction Contractor Selected				
Permits Secured				
Staking, Mobilization, and Site Preparation				
Construction, Oversight, & Administration Begins				
Final Grading				
Substantial Completion				
Construction, Oversight, & Administration Ends				
Other:				
Close-Out				
Stabilization & Punch List Items				
As-builts Survey				
Notice of Funding Restriction Recorded*				
Certificate of Occupancy or Equivalent Obtained*				
Signage Installed with ENRTF Language or Logo*				
Open for Intended Use*				
Ongoing Reporting				
Other:				

ENRTF Capital Construction Project Questionnaire

Section 5: Budget

Please review your answers to Sections 2 - 4 and include incurred or projected project costs in your [budget addendum](#). Any costs added to your budget addendum must also be added into the Budget (Tab 6) in the [online proposal and grant management system](#) according to their cost type (personnel, contract, supplies, etc.). Please note that only items pertaining to construction and construction-related activities (e.g., feasibility, acquisition, design, design-related community engagement, construction, project management, restoration, and close-out) should be included in the budget addendum.

Section 6: Signature

Please sign below certifying you are authorized to submit this questionnaire and budget addendum on behalf of the applicant organization and that the information included in this questionnaire and budget addendum is accurate.

Following signature, please upload the completed questionnaire and budget addendum to the Attachments page (Tab 7) under "Capital Construction Project Questionnaire and Budget Addendum" in the [online proposal and grant management system](#) prior to submission of your full proposal.

Signature

Printed Name

Affiliation / Position Title

Date