



ENRTF Capital Construction Project Questionnaire

Instructions:

This form and the [budget addendum](#) are intended for all ENRTF applicants proposing capital construction or land acquisition for the purpose of capital construction¹. This form and 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, it must be uploaded to the [online system](#) on the 'Attachments' page (Tab 7), under "Supplemental Attachments," 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. More information on capital construction projects can be found [on our website](#). Please answer the questions in the sections below to the best of your ability.

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.

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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:	

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

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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.

2. Are you requesting ENRTF funding only to help pay for a specific phase or part of the project?²

<input type="checkbox"/> Yes I am requesting ENRTF funds for a phase or part of the larger project.	<input type="checkbox"/> No I am requesting ENRTF funds, but it is for the complete project.
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3. If you answered ‘Yes’ to Question 2, please describe which parts or phases of your project you are requesting ENRTF funds to help complete.

Please note:

- **A 25% non-ENRTF match (cash or in-kind) is required, regardless of the funding amount requested.**
- Funding of the project or individual project phase, in full, must be legally committed before any work that will utilize ENRTF dollars can begin.
- Your final reimbursement payment from the ENRTF is not made until the entirety of the project, or phase, is complete.
- If you answered “yes” to question 2, please incorporate your answer to question 3 above into your proposal in the online grant system under ‘Narrative’ (Tab 4), Question 3, “What is your proposed solution to the problem or opportunity...? “
- If you answered “no” to question 2, please incorporate your answer to question 1 above into your proposal in the online grant system under ‘Narrative’, (Tab 4), Question 3, “What is your proposed solution to the problem or opportunity...? “

² Complete projects and individual project phases are distinguished 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.).

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Section 3: Activities & Milestones

As succinctly as possible, please provide details about your project or proposal, as prompted below:

1. For the deliverables of your ENRTF request, please describe any intended uses for structures or land that are not obvious. For example, facilities or amenities that may be used for multiple purposes.
2. Tell us about the activities³ within your project. Please select the milestones that apply to your project in the worksheet below, and provide additional detail where prompted.
3. After completing the worksheet, please add any activities or milestones checked under column A to the 'Activities and Milestones' page (Tab 5) of the online grant system. Milestones marked with an asterisk (*) are considered minimum requirements if ENRTF or match funds are being used to complete the given activity.

³ For capital construction projects, the ENRTF uses the term 'activities' to very generally describe distinct sections of a project timeline. They are intended to provide a general outline for project managers to describe their proposal or project plan. Please feel free to note any differences from the layout below in the text box provided for each activity.

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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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RFP / RFQ for services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preliminary Site Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Desktop Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Studies or Analyses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EAW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ESA (Checklist and Records Check or Phase 1) *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Ordering (Resolution or Letter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Negotiations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title Review / Appraisal*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Survey/ESA*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchase Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sale or Transfer of Ownership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notice of Funding Restriction Recorded*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Engagement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surveys or Other Assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open Houses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design Charettes or Showcases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening Sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-Design / Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Survey or Delineation Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selection of a Consultant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enrollment in Minnesota B3 Guidelines Tracking Tool *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dept. of Administration Pre-design Review*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consultation with SHPO*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Permitting / Agency Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approval of Draft Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approval of Final Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advertisement for Bid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-Construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction Contractor Selected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permits Secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-construction Meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobilization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Construction Funds Legally Secured*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction, Oversight, & Administration Begins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change Orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final Grading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substantial Completion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction, Oversight, & Administration Ends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Close-Out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stabilization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punch List Items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As-builts Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notice of Funding Restriction Recorded*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Occupancy or Equivalent Obtained*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage Installed with ENRTF Language or Logo*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open for Intended Use*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ongoing Reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Section 4: Due Diligence

Capital construction projects funded with 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. Have you met the applicable predesign requirements⁴ as outlined by the Department of Administration’s Predesign Manual and the ENRTF Predesign Addendum?

<input type="checkbox"/> Yes	If ‘Yes’: attach a copy of your Dept. of Administration recommendation letter to Tab 7, “Attachments” 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 Tab 5, “Activities and Milestones” in the online grant system. ⁵
<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. Have you consulted with the [B3 Program](#)⁶?

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

3. Have you consulted with the Minnesota State Historic Preservation Office (SHPO) ⁷?

<input type="checkbox"/> Yes	If ‘Yes’: please upload any final documentation (email, memo, etc.) to Tab 7, “Attachments” 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 Tab 5, “Activities and Milestones” 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	

⁴ Unless you are specifically exempted, if the cost of your **total** project or project phase exceed \$750,000 for state agencies, or \$1,500,000 for all other entities, you must prepare your pre-design package in accordance with the [Department of Administration’s Predesign Manual](#) AND the [ENRTF Predesign Addendum](#). Both must be submitted to the Dept. of Administration for review and recommendation prior to proceeding with design activities. Please direct any questions on predesign to Eric Radel in RECS at (651) 201-2380 or eric.radel@state.mn.us. See [M.S. 16B.335](#) for more information.

⁵ Pre-design review by the Dept. of Administration must be complete before construction funds can be accessed.

⁶ [B3 tools and programs](#) are designed to make buildings more energy efficient and sustainable. Compliance with [B3](#) is required for building construction, both new and for major renovations (>10,000 gross conditioned sq. ft. OR full / significant replacement of HVAC systems). Review [MN B3 Guideline & SB 2030 Energy Standards](#) for more information. Questions should be directed to Patrick Smith at (612) 626-9709 or guidelines@b3mn.org

⁷ Early consultation with [SHPO](#) is strongly recommended to avoid impacts to historic / archeological properties, and the project schedule.

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Section 5: Budget Review

Please review your answers to Sections 2 - 4 and include any applicable items in your budget addendum, which will ensure all relevant costs for your project activities are accounted for and show how cost-sharing is occurring. These costs must also subsequently be added into the Budget (Tab 6) in the [online proposal and grant management system](#) according to their cost type (personnel, contract, supplies, etc.). The total project cost in the addendum and in the online system budget must match.

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) of the [online proposal and grant management system](#) prior to submission of your full proposal.

Signature

Printed Name

Affiliation / Position Title

Date