

Legislative-Citizen Commission on Minnesota Resources (LCCMR)

**Environment and Natural Resources Trust Fund (ENRTF)
Request for Proposal (RFP) Informational Session**

February 7, 2018

10:00 a.m. - 11:30 a.m.



Webinar Agenda

- 10:00 Welcome
- 10:05 Summary of LCCMR, ENRTF, and Lottery
Overview of LCCMR's funding process
- 10:15 2019 RFP Overview
- 10:30 How to Apply
- 10:50 Q&A
- 11:30 Adjourn

Introductions

LCCMR Staff

Becca Nash, Director

Michael McDonough, Research and Planning Manager

Michael Varien, Project Analyst

Diana Griffith, Commission Assistant

Legislative Coordinating Commission Staff

Julius Menchikov

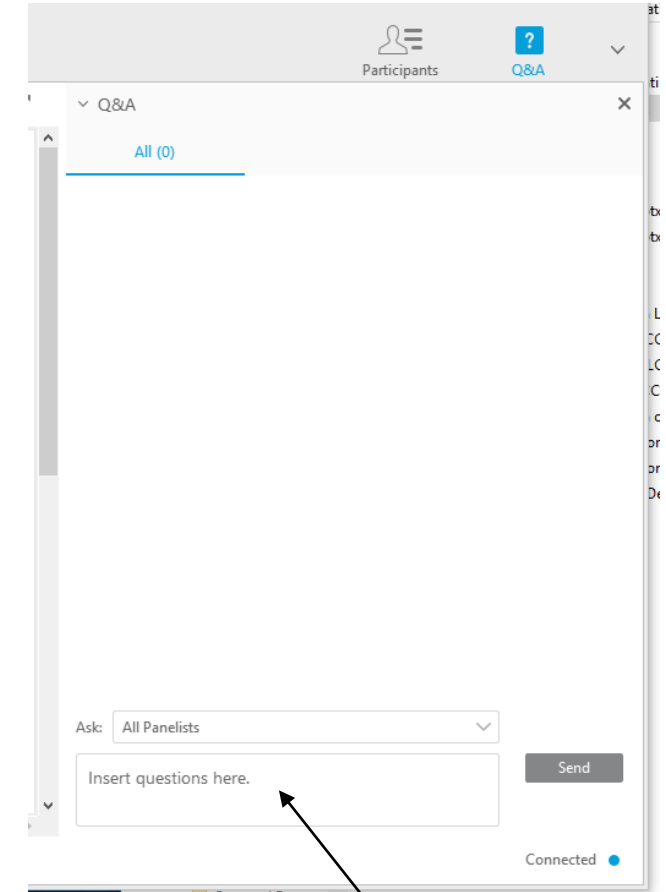
Phone: (651) 296-2406

Email: lccmr@lccmr.leg.mn

Website: www.lccmr.leg.mn

Webinar Protocol

- All attendees are muted for webinar
- Use Q&A feature to submit questions during webinar
- Questions answered at the end of each agenda item and at 10:50
- Contact staff after webinar for project specific questions
- For technical difficulties with Webex:
 - Webex contact: 1-877-509-3239
 - Q&A
 - Diana Griffith at 651-296-2406



Insert your question here. Click 'Send' and your message will appear in the Q & A panel above.

Webinar Agenda

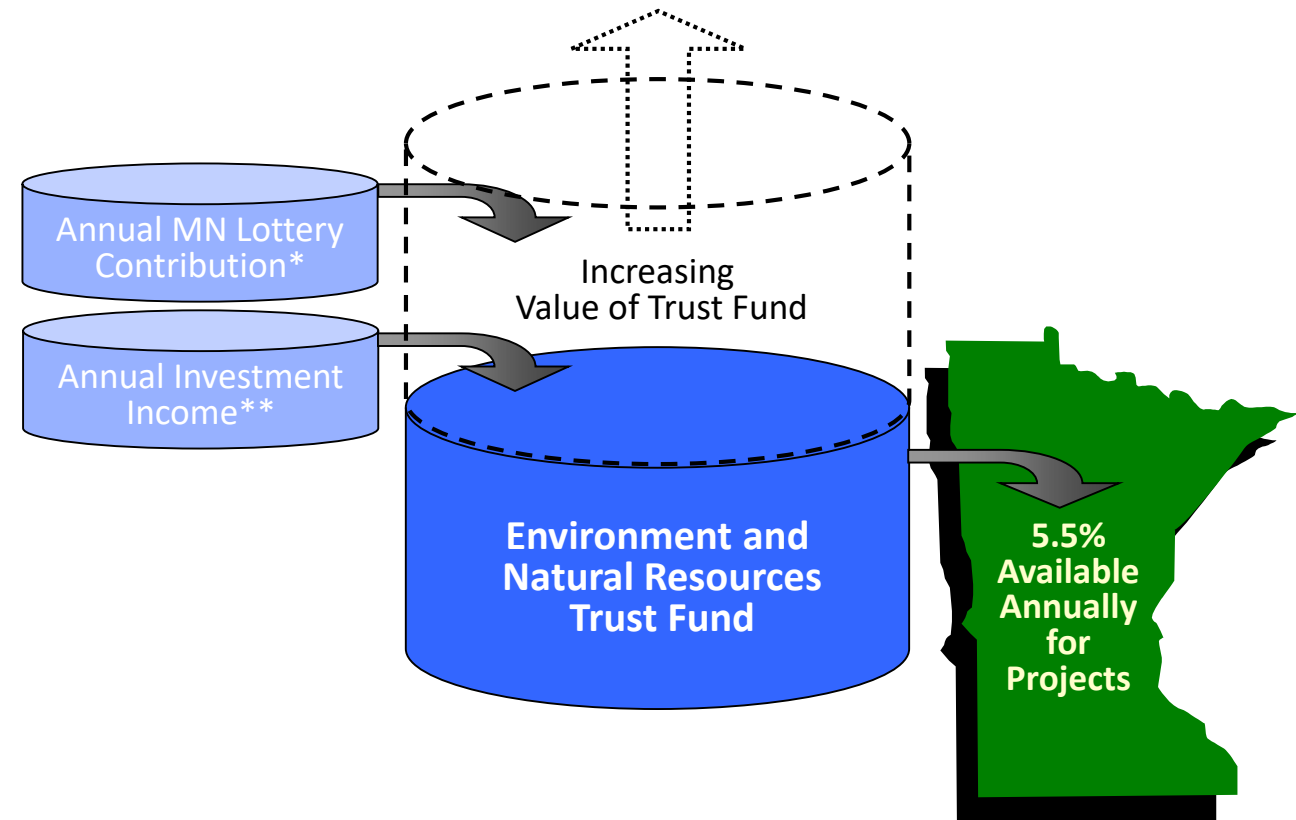


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What is the Environment and Natural Resources Trust Fund?

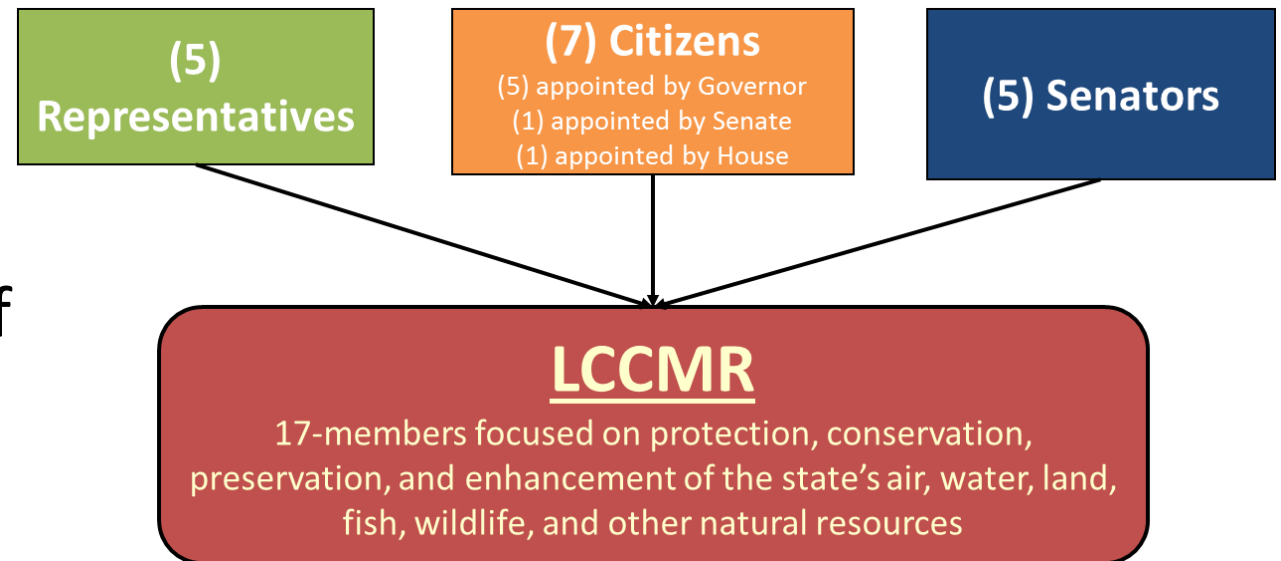


- MN's **first Constitutionally dedicated funding source** for protection of environment and natural resources
- Established as amendment to Minnesota Constitution by voter approval in 1988 (77% approval)
- 40% of MN Lottery profits dedicated to it in 1990 (75% approval)
- Lottery contribution re-affirmed until 2025 in 1998 (74% approval)



What is the LCCMR?

- 17-member body
- Adoption of strategic plan
- ENRTF funding recommendations to the Legislature
- Ensuring expenditures and outcomes are met
- Assisted by 4 non- partisan staff members



Overview of LCCMR Proposal and Funding Process

RFP released	January 2018
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Overview of LCCMR Proposal and Funding Process

RFP released	January 2018
Draft Proposal Submission	March 14

Overview of LCCMR Proposal and Funding Process

RFP released	January 2018
Draft Proposal Submission	March 14
Proposal Submission	April 11

Overview of LCCMR Proposal and Funding Process

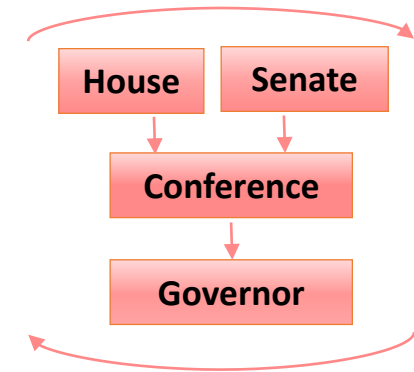
RFP released	January 2018
Draft Proposal Submission	March 14
Proposal Submission	April 11
Proposal Review and Evaluation	May - July
Proposals Selected	

Overview of LCCMR Proposal and Funding Process

RFP released	January 2018
Draft Proposal Submission	March 14
Proposal Submission	April 11
Proposal Review and Evaluation	May - July
Proposals Selected	
Project Work Plan Development and Peer Review	August- November

Overview of LCCMR Proposal and Funding Process

RFP released	January 2018
Draft Proposal Submission	March 14
Proposal Submission	April 11
Proposal Review and Evaluation	May - July
Proposals Selected	
Project Work Plan Development and Peer Review	August- November
Legislative Process	January- May 2019



Overview of LCCMR Proposal and Funding Process

RFP released	January 2018
Draft Proposal Submission	March 14
Proposal Submission	April 11
Proposal Review and Evaluation	May - July
Proposals Selected	
Project Work Plan Development and Peer Review	August- November
Legislative Process	January- May 2019
Work Plan Approval	June- July
DNR contracts for non-state entities	

Overview of LCCMR Proposal and Funding Process

RFP released	January 2018
Draft Proposal Submission	March 14
Proposal Submission	April 11
Proposal Review and Evaluation	May - July
Proposals Selected	
Project Work Plan Development and Peer Review	August- November
Legislative Process	January- May 2019
Work Plan Approval	June - July
DNR contracts for non-state entities	
Project Implementation	July 1, 2019 - June 2022+
Status Updates and Amendments	
Project Completion & Final Report	
Long- term reporting	

Overview of LCCMR Proposal and Funding Process

In 2018 LCCMR process:

- 217 proposal received
- 101 brought in for LCCMR presentations/questions and answers
- 65 currently recommended to the 2018 Legislature

In 2017 LCCMR Process:

- 195 proposals received
- 86 brought in for LCCMR presentations/questions and answers
- 69 recommend to the Legislature

In 2017 Legislative process:

- 63 recommendations adopted by the Legislature, 4 had a decreased dollar amount
- 6 of the recommendations not included
- 2 new appropriations added
- Total of 65 appropriations funded



Legislative-Citizen Commission on Minnesota Resources (LCCMR)

The 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). These projects help maintain and enhance Minnesota's environment and natural resources. The LCCMR developed from a program initiated in 1963. Since 1963, approximately \$900 million has been appropriated to more than 2,000 projects recommended to the legislature by the Commission to protect and enhance Minnesota's environment and natural resources.



Environment and Natural Resources Trust Fund (ENRTF):

In 1988, 77% of Minnesota voters approved a constitutional amendment establishing the ENRTF ([Article XI, Sec. 14](#)) - a constitutionally dedicated fund that originates from a combination of Minnesota State Lottery proceeds and investment income. The purpose of the ENRTF is to provide a long-term, consistent, and stable source of funding for activities that protect, conserve, preserve, and enhance Minnesota's "air, water, land, fish, wildlife, and other natural resources" for the benefit of current citizens and future generations. Since 1991, the ENRTF has provided approximately \$500 million to approximately 1,000 projects around the state.

[Minnesota Statutes, Chapter 116P](#)

Quick Links to Important Information

2019 Request for Proposal (RFP)

DRAFT DEADLINE FOR SUBMISSION: 4:30 PM on Wednesday, March 14, 2018
FINAL DEADLINE FOR SUBMISSION: 4:30 PM on Wednesday, April 11, 2018

The LCCMR's [2019 Request for Proposal \(RFP\)](#) for funding from the Environment and Natural Resources Trust Fund was issued on January 3, 2018. This RFP is for funds to become available on July 1, 2019. Draft proposals are due by 4:30 PM on Wednesday, March 14, 2018. Proposals are due by 4:30 PM on Wednesday, April 11, 2018. Click above to download a PDF of the RFP. Visit the [M.L. 2019 Proposal & Funding Process](#) page for more information or for updates on activities and schedules. Below are links to the online submission form and downloadable templates for required proposal sections (see the RFP for more information).

Combined Meetings

February 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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25	26	27	28			

LCCMR Meetings

- [Calendar of LCCMR meetings](#)

Other Funding Opportunities

- [List of MN State Grant Programs by Topic](#)
- [Conservation Partners Legacy: Expedited Conservation Project Grant Cycle](#) - Deadline: 01/19/18 [Ongoing]
- [Federal Recreational Trail Program](#) - Deadline: 02/28/18
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- [DNR Outdoor Recreation Grant Program](#) - Deadline: 03/30/18
- [DNR Regional Trail Grant Program](#) - Deadline: 03/30/18
- [Natural and Scenic Area Grant](#)

<https://www.lccmr.leg.mn>

QUESTIONS?

Webinar Agenda



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Overview

- Summary
- Priorities
- Requirements
- Additional Documents
- Guidance on Allowable Expenses
- Governing Documents
- Evaluation Criteria



Legislative-Citizen Commission on Minnesota Resources 2019 ENRTF Request for Proposal

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."

SUMMARY

The Legislative-Citizen Commission on Minnesota Resources (LCCMR) welcomes proposals for projects of all sizes that address the priorities and requirements described within this RFP and that aim to protect, conserve, preserve, and enhance Minnesota's air, water, land, fish, wildlife, and other natural resources. The LCCMR reviews applications and makes funding recommendations to the Minnesota Legislature from the Environment and Natural Resources Trust Fund (ENRTF). Approximately \$39 million is anticipated to be available from the Trust Fund through this RFP for projects beginning July 1, 2019. Most projects funded are 2-3 years in duration. Applicants are encouraged to submit draft proposals by March 14, 2018 to receive staff feedback. Final proposals must be submitted online at www.lccmr.leg.mn by April 11, 2018.

Funding Available

Approximately \$39 million is anticipated to be available through this RFP for projects beginning July 1, 2019. The LCCMR makes funding recommendations to the Minnesota Legislature from the Environment and Natural Resources Trust Fund. Recommended projects must be approved by the 2019 Legislature through an appropriation, signed into law by the Governor, and have a work plan approved by LCCMR before funds can be spent. For non-state entities, payment is made by reimbursement for expenses incurred and fiscal oversight is provided through a grant agreement with the Minnesota Department of Natural Resources. Most projects are 2-3 years, however more or less time can be requested.

Amount of Request

There is no minimum or maximum request amount. All proposals should strive to maximize efficiency and return on investment for the proposed expenditures.

Applicant Eligibility

The RFP is open to all who want to apply and who have demonstrated fiscal capacity. Applicants must be available to make a formal presentation to LCCMR if selected and to be available for staff or commission member questions.

Deadline for Submission

Applicants are strongly encouraged to submit a draft proposal for staff review and feedback. All drafts submitted by 4:30 pm Wednesday, March 14, 2018 will receive a response. Final proposals must be submitted online by 4:30 pm Wednesday, April 11, 2018.

Proposal Assistance

LCCMR staff are available to provide assistance, answer questions, and provide feedback on draft proposals if received by the deadline. For more information contact LCCMR.

Legislative-Citizen Commission on Minnesota Resources

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.

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Issued January 2018

- Must benefit Minnesota environment and natural resources
- Issued each year
- Approximately \$59 million available
 - Funds available after July 1st and work plan approved
- Agencies, counties, cities, local government units, colleges, universities and schools, non-profits, and private entities
- No minimum and no maximum dollar amount
- Typically 2-3 year projects

Funding Priorities (pages 3-5 of RFP)



- Developed by Commission
- Organized by category
- Select the category your project best fits
- Category H. Small Projects
 - A diversity of types of groups that apply
 - Projects that can quickly and efficiently provide environment and natural resource benefits
 - Low cost high impact projects

- A. Foundational Natural Resource Data and Information
- B. Water Resources
- C. Environmental Education
- D. Aquatic and Terrestrial Invasive Species
- E. Air Quality, Climate Change, and Renewable Energy
- F. Methods to Protect or Restore Land, Water, and Habitat
- G. Land Acquisition, Habitat, and Recreation
- H. Small Projects**

Requirements (page 6 of RFP)



- Project Requirements

https://www.lccmr.leg.mn/proposals/2019/enrtf_project_requirements.pdf

- Financial Capacity

- Audits and 990 Tax Info

- Work Plan and Progress Reports

LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES

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Email: lccmr@lccmr.leg.mn

Web: www.lccmr.leg.mn

TTY: (651) 296-9896 or 1-800-657-3550

Becca Nash, Director

UPDATED: December 28, 2017

Environment and Natural Resources Trust Fund (ENRTF) Project Requirements

The following information provides guidance on requirements for all efforts undertaken using monies from the Environment and Natural Resources Trust Fund (ENRTF). These should be considered minimum requirements and may be modified in the future.

Project Requirements for ENRTF-Funded Projects

A. Trust Fund Not to Supplant Existing Funding

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. See [116P.03](#) for additional information.

B. Trust Fund Expenditures

Trust Fund dollars can only be spent for activities supporting the Fund's intended purpose. See [116P.08](#) and [Article XI, Section 14 of the Minnesota Constitution](#) for additional information.

C. Royalties, Copyrights, Patents, and Sale of Products and Assets

1. The Trust Fund owns and shall take title to the percentage of a royalty, copyright, or patent resulting from a project supported by the fund equal to the percentage of the project's total funding provided by the fund.
2. If a project supported by the fund results in net income from the sale of products or assets developed or acquired by an appropriation from the fund, the appropriation must be repaid to the fund in an amount equal to the percentage of the project's total funding provided by the fund. See [116P.10](#) for more information.

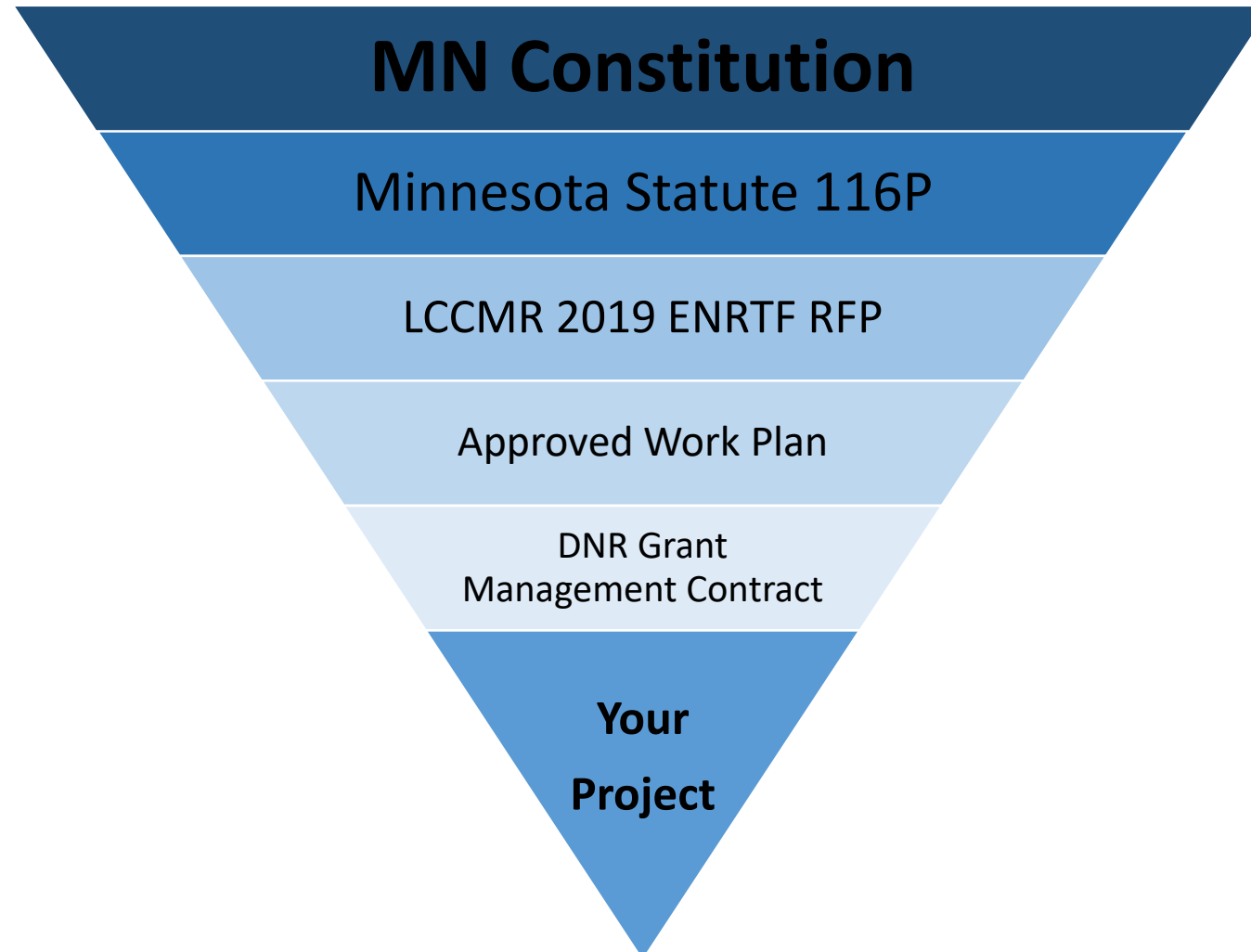
D. Work Plan and Progress Reports

As a condition of accepting an appropriation from the Trust Fund, an agency or entity receiving an appropriation or a party to an agreement from an appropriation must submit a work plan and annual or semiannual progress reports in the form determined by the Legislative-Citizen Commission on Minnesota Resources for any project funded in whole or in part with funds from the appropriation. Modifications to the approved work plan and budget expenditures must be made

- Land acquisition (fee title), conservation easements, ecological restorations
- Required documents
 - Map (Attachment B)
 - Parcel list (Attachment C)
 - Additional Information for Acquisitions, Easements, and Restorations (Attachment D)

Guidance on Allowable Expenses (page 7 of RFP)

- Eligible expenses
- Generally ineligible expenses—unless explicitly approved
 - Individually specified
 - Direct and necessary
 - Provide clear justification for member review and potential approval
- Prohibited expenses



- Developed by Commission
- One part of the review process
- One tool for reviewing proposals

- Funding Priorities
- Multiple Benefits
- Outcomes
- Knowledge Base
- Extent of Impact
- Innovation
- Scientific/Technical Basis
- Urgency
- Capacity and Readiness
- Leverage

Information



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- [2019 LCCMR Proposal Submit Form](#)
- [Main Proposal template \(MS Word\)](#)
- [Main Proposal instructions \(PDF\)](#)
- [Proposal Budget template \(MS Excel\)](#)
- [Proposal Budget instructions \(PDF\)](#)
- [Acquisition/Restoration List template \(MS Excel\)](#) - For acquisition/restoration proposals only
- [Acquisition/Restoration List instructions \(MS Excel\)](#) - For acquisition/restoration proposals only
- [Additional Proposal Requirements](#)

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- [DNR Regional Trail Grant Program - Deadline: 03/30/18](#)
- [Natural and Scenic Area Grant Program - Deadline: 03/30/18](#)
- [Minnesota Aquatic Invasive Species Research Center \(MAISRC\) Request for Research Proposals - Deadline: 01/5/18](#)

Quick Links

- [Frequently Asked Questions](#)
- [Sign up for Listserv](#)
- [Member Vacancies - Open](#)

All information is available online at our website:
<https://www.lccmr.leg.mn/>

QUESTIONS?

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LCCMR Proposal Basics

- Making proposal easy to read and understandable for a general audience
- Use the budget page to clearly show how the funds would be spent
- Use the visual to quickly and graphically communicate the proposal
- Proposals need to be complete and stand on their merits alone without need to talk with members to explain it

- # LCCMR specific criteria adopted by the commission
- Proposal should show how it fits these criteria as appropriate

LCCMR

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EVALUATION CRITERIA

The following criteria, as applicable, will be considered in evaluating proposals:

Funding Priorities: Responds to RFP funding priorities.

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 Impact: 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 urgent and critical to avoid undesirable consequences.

Capacity and Readiness: Demonstrates capacity and readiness for efforts to be managed and completed in timely, accountable, and effective manner.

Leverage: Leverages collaborative partnerships and additional efforts, resources, and non-state funds.

HOW TO APPLY

Draft proposals due by 4:30 pm Wednesday, March 14, 2018

Final proposals due by 4:30 pm Wednesday, April 11, 2018

- 
- | | | |
|----|--|--|
| 1. | Complete and submit your 2019 LCCMR Proposal Submission Form at
https://www.lccmr.leg.mn/proposals/2019/rfp2019-form.html | |
|----|--|--|

1. Submission Form

- Submitting a draft proposal is strongly recommended. For the question “Is this a draft proposal intended for staff review?” please enter “Y” (yes)
- A succinct 8-word title that is the essence of the project
- 30-word summary that is easy to read and expands on the title with more details on what will be accomplished
- All fields need to be filled-in before it will let you submit
- Attach required additional materials Please, use the online submission form:



Environment and Natural Resources Trust Fund 2019 LCCMR Proposal Submission Form

Friday, January 26, 2018

DRAFT DEADLINE FOR SUBMISSION: 4:30 PM on Wednesday, March 14, 2018
STANDARD DEADLINE FOR SUBMISSION: 4:30 PM on Wednesday, April 11, 2018

* Denotes a required field.

Note: If you have difficulty using this online submission form, contact LCCMR staff.

1. The "2019 LCCMR Proposal Submission Form" is located at www.lccmr.leg.mn - click on "2019 LCCMR Proposal Submission Form" and follow the instructions. **Online submission of proposals is required.** Contact LCCMR staff if problems occur in using the online submission form.

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 Wednesday, March 14, 2018 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, Project Budget, Visual or Map, Project Manager Qualifications & Organization Description, Acquisition/Restoration List (if required), Letter or Resolution (if required), and 990 Tax Information and Guidestar Report (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. Call LCCMR to confirm submission if a confirmation page does not appear.

* Is this a DRAFT proposal intended for staff review? [Enter "Y" if draft or "N" if final submission]

* Project Title: [Limit 8 words] 8 words remaining

* LCCMR 2019 Funding Priority: [Select the funding priority to which your proposal most closely responds.] ▼

A. Foundational Natural Resource Data and Information
B. Water Resources
C. Environmental Education
D. Aquatic and Terrestrial Invasive Species
E. Air Quality, Climate Change, and Renewable Energy
F. Methods to Protect, Restore, and Enhance Land, Water, and Habitat
G. Land Acquisition for Habitat and Recreation
H. Proposals seeking \$200,000 or less in funding

* Funds Requested: \$

* Proposed Project Time Period July 1, 2009 through June 30, xxxx: [Funding is available based on the state fiscal year which begins July 1 each year and ends June 30 the following year. Please select the year by which your project will be completed.] Select Time Period ▼

* Project Manager: First Name: Last Name:
Job Title (optional):

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

* Sponsoring Organization:
College/Department/Division:

* Mailing Address:
City: State: Zipcode:
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 [link](#) for map of MN divided by geographic region. To select multiple hold "ctrl" while left clicking with the mouse.]

* Region(s):
Statewide ☐
Central ☐
Metro ☐
Northwest ☐

* County(s):
Statewide ☐
Aitkin (001) ☐
Anoka (003) ☐
Becker (005) ☐

City (s):

* Project Summary: [Provide concise stand alone summary of the proposed project. The summary is LIMITED TO 30 WORDS.] 30 words remaining

* Alternate Text for Visual or Map:

[For accessibility purposes, include a 30 word description of what is shown in the visual or map being submitted for those not able to view the document.]

ATTACHMENTS: Individual attachment files cannot exceed 2 MB each.

* Main Proposal document (2-page limit): No file chosen

* Proposal Budget spreadsheet (1-page limit): No file chosen

* Visual or Map (1-page limit): No file chosen

* Project Manager Qualifications & Organization Description (1-page combined): No file chosen

Acquisition/Restoration Parcel List (as required for fee title acquisition, easements, and restoration): No file chosen

Letter or Resolution from your governing board authorizing submission of the proposal (1-page limit; non-profits and local units of government only): No file chosen

990 tax information or certified audit (Nonprofit and private organizations only): No file chosen

HOW TO APPLY

Draft proposals due by 4:30 pm Wednesday, March 14, 2018

Final proposals due by 4:30 pm Wednesday, April 11, 2018

1.	Complete and submit your 2019 LCCMR Proposal Submission Form at https://www.lccmr.leg.mn/proposals/2019/rfp2019-form.html	
2.	Upload your completed Main Proposal document (2-page limit)	Template, Instructions

2. Main Proposal (two pages uploaded to the submission form)



Environment and Natural Resources Trust Fund (ENRTF) 2019 Main Proposal INSTRUCTIONS

PROJECT TITLE:

I. PROJECT STATEMENT

In this section, provide a summarizing overview statement (1/2 page or less) that is very specific to the proposal and clearly and succinctly states:

- 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).
- How the project will achieve those goals (i.e., the project itself and types of activities involved).
- 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).

*It is recommended that the main concept of the proposal be at least previewed or initially articulated in the first sentence or so of your project statement to facilitate proposal review.

II. PROJECT ACTIVITIES AND OUTCOMES

This section details your project's activities and the specific, measureable outcomes resulting from each. A project will ideally have 1-3 activities.

Repeat the below structure for each additional project activity (e.g., Activity 2, Activity 3, etc.), starting at the activity title (i.e., "Activity 1") through outcomes.

ACTIVITY 1: Title (Title should be descriptive of the activity)

Description: Describe the project activity (suggested 250 word limit). Include the objective of the activity, the tasks involved, how they will be accomplished, and the specific outcomes. Also provide the impact of the outcomes and how they may be used. Explain any plans for evaluating activity outcomes.

ENRTF BUDGET: \$

Provide a budgeted amount for each activity as a portion of the total ENRTF dollars.

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

In the outcome table, summarize the specific, measureable outcomes to be achieved through the activity and the anticipated completion date. Add or delete rows as needed. The completion date will be used as a guide for reimbursement on completed outcomes.

III. PROJECT PARTNERS:

If the project has a project team or organizational partners that will be helping carry out the project activities, list names and affiliation and explain what their role is in the project. Add rows as needed



Environment and Natural Resources Trust Fund (ENRTF) 2019 Main Proposal INSTRUCTIONS

A. Partners receiving ENRTF funding

Name	Title	Affiliation	Role

B. Partners NOT receiving ENRTF funding

Name	Title	Affiliation	Role

IV. LONG-TERM- IMPLEMENTATION AND FUNDING:

Describe how the results will be implemented and how any ongoing effort will be funded. If not already addressed as part of the project, how will findings, results, and products developed be implemented after project completion? If additional work is needed, how will this be funded?

V. TIME LINE REQUIREMENTS:

Explain the timeline requirements specific to the proposed project.

IX. SEE ADDITIONAL PROPOSAL COMPONENTS:

A. Proposal Budget Spreadsheet

B. Visual Component or Map

Projects not involving land acquisition or restoration may attach a map, graphic, table, photo(s), or figure to help illustrate or elaborate on your project.

Projects involving land acquisition (fee title or easement), restoration, or land development (e.g., trail development) are required to attach a map of each of the specific proposed parcel areas. The map must include north arrow and scale, and illustrate specific site location within city, county, region, and/or state. Each parcel does not need to be on its own map, but specific site location must be understandable if more than one parcel is included on the same map.

C. Parcel List Spreadsheet

D. Acquisition, Easements, and Restoration Requirements

E. Research Addendum (not required at proposal stage)

F. Project Manager Qualifications and Organization Description

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.

G. Letter or Resolution

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 must have an authorized person submit the proposal.

H. Certified Audit or 990 Tax Information

2. Main Proposal (two pages uploaded to the submission form)

I. Project Statement

- Half a page that clearly describes the project and its potential benefits
- First sentence should describe the essence of the project

II. Activities

- Describe what will be done to benefit the natural environment
- Provide a short activity title that quickly describes the activity
- Followed by a short more detailed description

II. Outcomes

- Specific measurable efforts that result from implementing an activity
- Should be described in a way that after a project is completed, a program auditor could evaluate the outcomes to determine if they were satisfactorily completed
- Outcome completion dates should show progress as the project proceeds to completion
- Outcomes should relate to the proposed budget items that fit within the allowable expenditures

2. Main Proposal (two pages uploaded to the submission form)

III. Project Partners

- Name, Title, Affiliation, Role
- Who would get ENRTF funds
- Who is contributing without ENRTF funds

III. PROJECT PARTNERS:

A. Partners receiving ENRTF funding

Name	Title	Affiliation	Role

B. Partners NOT receiving ENRTF funding

Name	Title	Affiliation	Role

IV. Long-Term Implementation and Funding

- If the project has an on going component who is responsible and how will it be funded

2. Main Proposal (two pages uploaded to the submission form)

V. Time Line Requirements

- How many fiscal years are you asking for the ENRTF funds be available to complete the project?
- Funding expected to start July 1, 2019
- State Fiscal Year is from July 1 to June 30

VI. See Additional Requirements

- A. Proposal Budget Spreadsheet
- B. Visual Component or Map
- C. Parcel List Spreadsheet
- D. Acquisition, Easements, and Restoration Requirements
- E. Research Addendum (not required at proposal stage)
- F. Project Manager Qualifications and Organization Description
- G. Letter or Resolution
- H. Certified Audit or 990 Tax Information

HOW TO APPLY

Draft proposals due by 4:30 pm Wednesday, March 14, 2018

Final proposals due by 4:30 pm Wednesday, April 11, 2018

1.	Complete and submit your 2019 LCCMR Proposal Submission Form at https://www.lccmr.leg.mn/proposals/2019/rfp2019-form.html	
2.	Upload your completed Main Proposal document (2-page limit)	Template, Instructions
3.	Upload your completed Proposal Budget spreadsheet (1-page limit)	Template, Instructions



3. Budget (one page)

- Provide specifics for each budget category where you are requesting \$
- Put “NA” if no funds in a category
- “Additional budget Items” category needs to be explained
- Double check to verify that they are eligible expenses
- Fill out “V. Other Funds” put “NA” as appropriate
- “For Past and Current ENRTF Appropriation” put legal citation ML xxxx, Chp. x, Sec. x, Subd. x

2019 Proposal Budget Spreadsheet		
Project Title:		
IV. TOTAL ENRTF REQUEST BUDGET <i>[Insert # of years for project] years</i>		
BUDGET ITEM (See "Guidance on Allowable Expenses")	AMOUNT	
Personnel:	\$	-
Professional/Technical/Service Contracts:	\$	-
Equipment/Tools/Supplies:	\$	-
Acquisition (Fee Title or Permanent Easements):	\$	-
Travel:	\$	-
Additional Budget Items:	\$	-
TOTAL ENVIRONMENT AND NATURAL RESOURCES TRUST FUND \$ REQUEST =		\$ -
V. OTHER FUNDS <i>(This entire section must be filled out. Do not delete rows. Indicate "N/A" if row is not applicable.)</i>		
SOURCE OF FUNDS	AMOUNT	Status
Other Non-State \$ To Be Applied To Project During Project Period:	\$ -	
Other State \$ To Be Applied To Project During Project Period:	\$ -	
In-kind Services To Be Applied To Project During Project Period:	\$ -	
Past and Current ENRTF Appropriation:	\$ -	
Other Funding History:	\$ -	

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4.	Upload your Visual or Map (1-page limit)	



Visual or Map (when required)

An image that easily and quickly conveys what the project is about

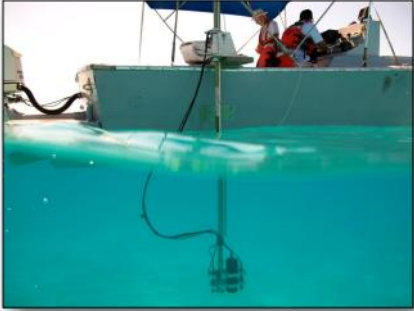
- Drawing, graphic or photo(s)
- Think of effective visuals used on web pages, newspapers, and magazines
- Should be one main image and not multiple images that all have to be individually interpreted
- Limit text and labels
- Black and white for members' proposal books – in color online
- The visual should be a map if you are acquiring or restoring property – needs location inset, scale, north arrow, easy to see boundaries of area of the proposal

Examples of Visuals that are Effective


USGS
science for a changing world

NATIONAL PARK SERVICE


Step 1: Rapid sonar data acquisition



Step 2: Interpret sonar data to characterize native mussel habitat useful for resource management, research, and policy makers



Higgins' Eye Pearlmussel
Lampsilis higginsii



Winged Mapleleaf Mussel
Quadrula fragosa

Connecting Students
with Watersheds
through Hands-on
Learning

**MINNESOTA
TROUT UNLIMITED**

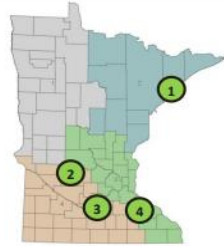





mn DEPARTMENT OF
NATURAL RESOURCES

DIVISION OF PARKS AND TRAILS


2018 LCCMR
Land Acquisition Proposed Projects




1 2018 LCCMR State Parks and Trails Land Acquisition Proposal: Tettegouche State Park
~7 acres




2 2018 LCCMR State Parks and Trails Land Acquisition Proposal: Sibley State Park
~16 acres



3 2018 LCCMR State Parks and Trails Land Acquisition Proposal: Minneopa State Park
~80 acres



4 2018 LCCMR State Parks and Trails Land Acquisition Proposal: Goodhue-Pioneer State Trail
~60 acres



Map #	Facility Name	County	Acres
1	Tettegouche State Park	Lake	7
2	Sibley State Park	Kandiyohi	16
3	Minneopa State Park	Blue Earth	80
4	Goodhue-Pioneer	Goodhue	60

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4.	Upload your Visual or Map (1-page limit)	
5.	Upload your Project Manager Qualifications & Organization Description (1-page combined limit)	
6.	Upload your completed proposed Acquisition/Restoration Parcel List (as required for fee title acquisition, easements, and restoration)	Template, Instructions



Additional Requirements for Land Acquisitions, Easements, and Restorations (uploaded to the submission form)

Review and understand the following summary documents/project requirements:

- Fee Title Acquisition
- Conservation Easement
- Restoration

Include the following attachments:

- Attachment B (Map)
- Attachment C (Parcel List)
- Attachment D (Additional Information for Acquisitions, Easements, and Restorations)

REQUIREMENTS

Additional Requirements for Land Acquisitions, Easements, and Restorations

All fee title and conservation easement acquisition proposals must include funding for development and implementation of a management and restoration plan. If no funding is requested, your proposal must address why funding for this work is not needed to achieve a high quality restoration.

All acquisition and restoration applicants must read and understand the following summary documents:

- Environment and Natural Resources Trust Fund (ENRTF) [Fee Title Acquisition Project Requirements](#)
- Environment and Natural Resources Trust Fund (ENRTF) [Conservation Easement Acquisition Project Requirements](#)
- Environment and Natural Resources Trust Fund (ENRTF) [Restoration Project Requirements](#)


Attachment B (Map) must be submitted with your proposal that shows the site specific location of your proposed fee title or conservation easement acquisition or restorations within the city, county, region, and/or state. The map must be legible as black and white and include a north arrow and scale.

Attachment C (Parcel List) must be provided with your proposal that identifies proposed fee title and conservation easement acquisitions and restorations by parcel name, geographic coordinates (latitude/longitude), estimated cost, county, ecological significance, activity description, proposed number of acres, proposed shoreline miles, type of landowner, and proposed title/easement holder (if applicable).

Attachment D (Additional Information for Acquisitions, Easements, and Restorations) must be provided with your proposal that describes, among other things, how restoration, future management, and easement enforcement requirements will be met.

Acquisition/Restoration Parcel List

Requirement for all proposals that include funds for land acquisition or land restoration

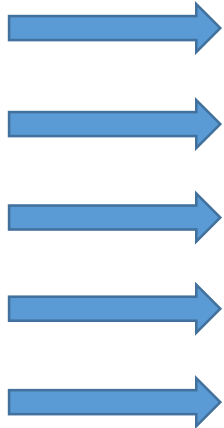
Attachment C:													
Environment and Natural Resources Trust Fund													
M.L. 2019 Acquisition/Restoration Parcel List Spreadsheet													
Project Title:													
Legal Citation:													
Project Manager:													
Organization:													
College/Department/Division:													
M.L. 2019 ENRTF Appropriation:													
Project Length and Completion Date:													
Today's Date:													
													
#	Acquisition or Restoration Parcel Name	Geographic Coordinates (preferably from the center of the parcel) Format: [Deg.]° [Min.]' [Sec.]" [Hemis.]		Estimated Cost	Estimated Annual PILT Liabilities	County	Site Significance (please include what ecosystem (e.g., prairie, forest, wetland, savanna) is represented as well as the ecological significance, site importance, conservation value, and public benefits)	Activity Description (e.g. fee title acquisition, conservation easement acquisition, site preparation, restoration)	# of Acres	# of Shoreline Miles	Type of Landowner (private individual or trust, non-profit organization, for-profit entity)	Proposed Fee Title or Easement Holder (if applicable)	Status of work (e.g. engaged in landowner negotiations, no longer in consideration, restoration activities underway)
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
NOTES:													

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6.	Upload your completed proposed Acquisition/Restoration Parcel List (as required for fee title acquisition, easements, and restoration)	Template, Instructions
7.	Upload a Letter or Resolution from your governing board authorizing submission of the proposal (1-page limit; non-profits and local units of government only)	
8.	Upload your most recent 990 tax information or certified audit (Nonprofit and private organizations only)	
9.	Review all information and attachments	
10.	Click "Submit" (Note: state and federal agencies, colleges, and universities must have an authorized representative submit the proposal)	
11.	Save and print the confirmation page. Call LCCMR to confirm submission if a confirmation page does not appear	



Benefits of Providing a Draft Proposal by March 14th

In 2017 the LCCMR received 217 proposals

Staff feed back on:

1. Clarity of proposal.
2. If the title, 30 word summary and activities and outcomes clearly communicate a proposal.
3. Is the budget page filled out appropriately?
4. Does the visual provide a simple, quick and clear overview of the proposal?
5. Are the other required attachments included and done appropriately?
6. Over all readability and completeness.

What Else Do I Need to Do?

- Be respectful of members time
- Members handle contacts differently
- Support letters can be sent

QUESTIONS?

Webinar Agenda

- 10:00 Welcome
- 10:05 Summary of LCCMR, ENRTF, and Lottery
Overview of LCCMR's funding process
- 10:15 2019 RFP Overview
- 10:30 How to Apply
- **10:50 Q&A**
- 11:30 Adjourn

Thank You!!

As a Reminder:

- Call with questions
- Submit Drafts online by March 14th
- Submit Final online by April 11th
- Webinar will be posted to the LCCMR website

Becca Nash, Director

Michael McDonough, Research and Planning Manager

Michael Varien, Project Analyst

Diana Griffith, Commission Assistant

Phone: (651) 296-2406

Email: lccmr@lccmr.leg.mn

Website: www.lccmr.leg.mn

QUESTIONS?

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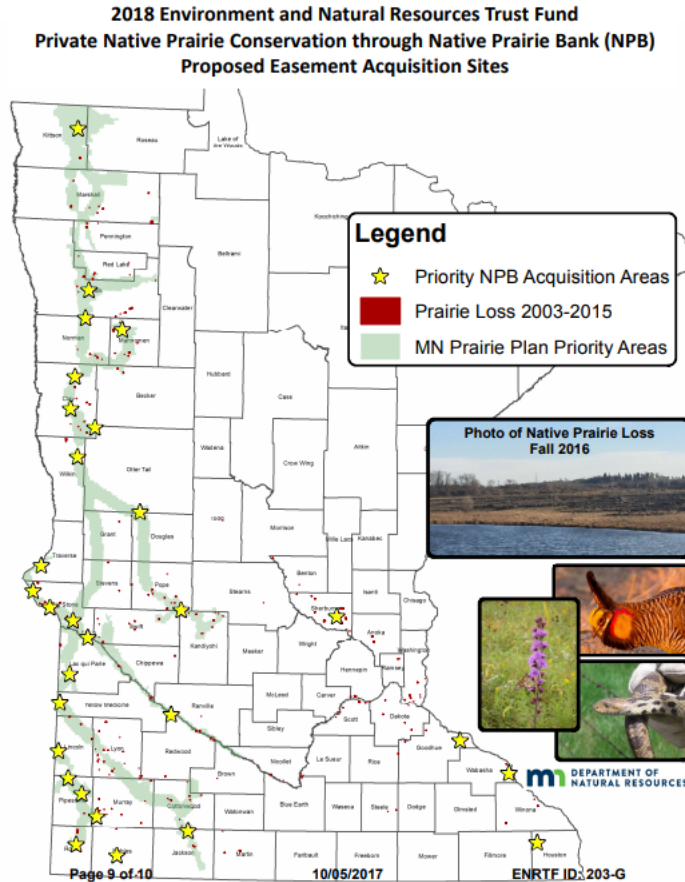
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Website: www.lccmr.leg.mn

Other examples of previous visuals

These are only examples, meant to help you create a visual that clearly and simply communicates your proposal idea



Amphipods have vanished from Prairie Pothole wetlands but ducks and salamanders are hungry!

Which habitat characteristics support amphipods in Minnesota's wetlands?

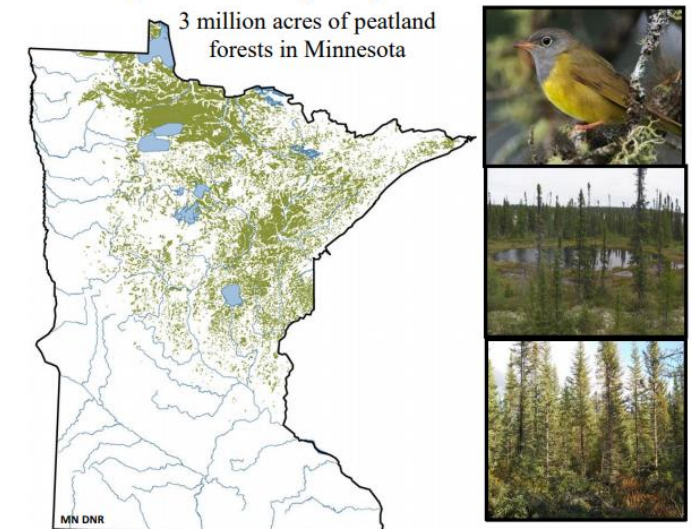


What is the efficacy of stocking amphipods?



Environment and Natural Resources Trust Fund (ENRTF)
2018 Main Proposal
Project Title: Maximizing wildlife, water, and productivity in peatland forests

Maximizing wildlife, water, and productivity in peatland forests



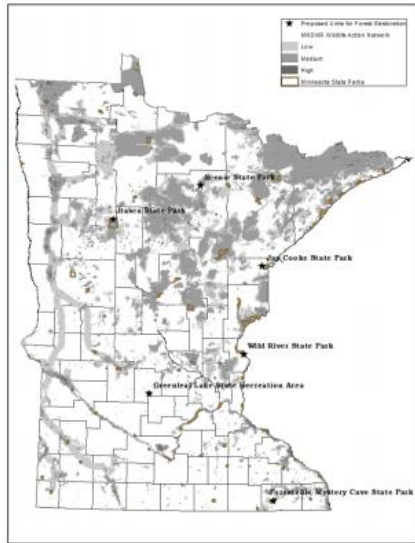
Provide water, wildlife habitat, timber, and habitat for rare and endangered plants

How can our management maximize these benefits?

Other examples of previous visuals

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Restoring Minnesota's Forests in State Parks



Proposed Units for Forest Restoration

Itasca State Park – 255 acres
 Scenic State Park – 5 acres
 Jay Cooke State Park – 30 acres
 Wild River State Park – 45 acres
 Forestville-Mystery Cave State Park – 65 acres
 Greenleaf Lake State Recreation Area – 20 acres

Restoring our natural heritage



Tree Establishment and Protection



Tree Planting Crew



Environment and Natural Resources Trust Fund (ENRTF)

Show me the money: 10 markets for perennials

An Example Market for Perennials

Replacing just 10% of hog feed ration with perennial wheat grass would:

- create 400,000 acres of perennial cropland
- equate to a filter strip 200 feet wide, 13,000 miles long.
- result in cleaner water-reduced nutrient and sediment runoff
- create grassland habitat

-What would it cost?

-How big are the water and wildlife benefits?



Palmer Amaranth Detection and Eradication



Palmer amaranth was detected in Yellow Medicine and Lyon Counties.



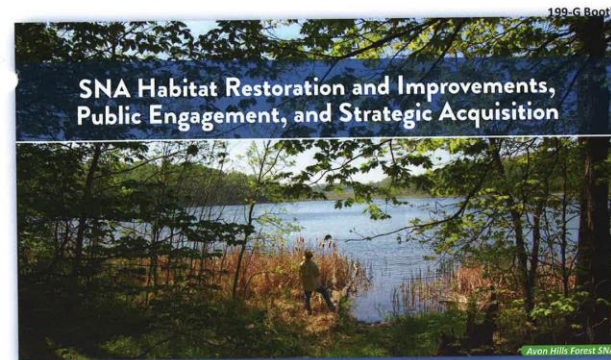
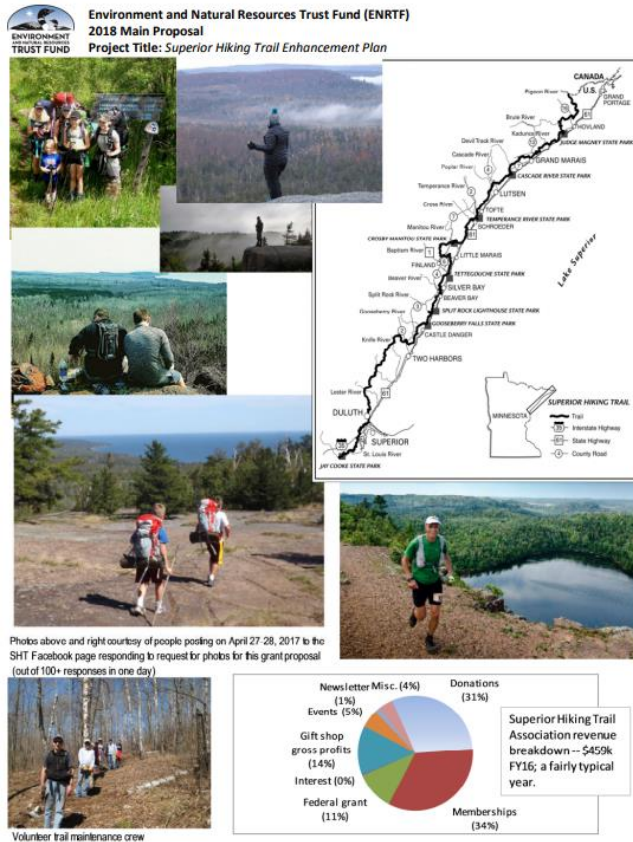
Palmer amaranth's long seedheads produce a lot of seed that enables spread.



Conservation Corps Minnesota torching Palmer amaranth in a conservation planting

Other examples of previous visuals

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Scientific and Natural Areas (SNAs) are exceptional places where native plants and animals flourish; where rare species are protected; and where we can study and know Minnesota's fascinating natural features.

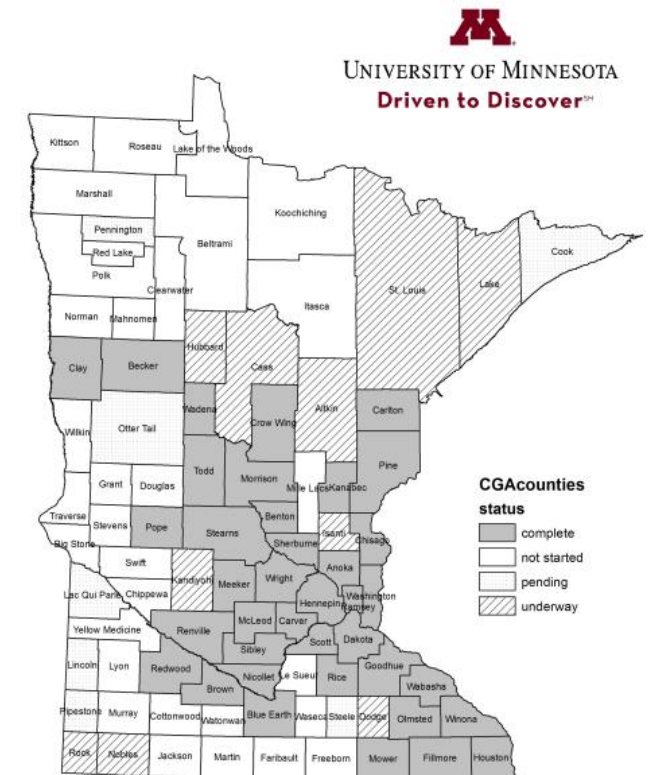
Most of the 190,000 acres protected as SNAs are open for public uses such as hiking, wildlife watching, and nature photography. Nearly 90% of that acreage is open for hunting and fishing.

This project will...

- Improve the quality of unique natural habitats in SNAs.
- Increase support, understanding, and involvement in conservation of SNAs.
- Permanently protect significant natural resources as SNAs.



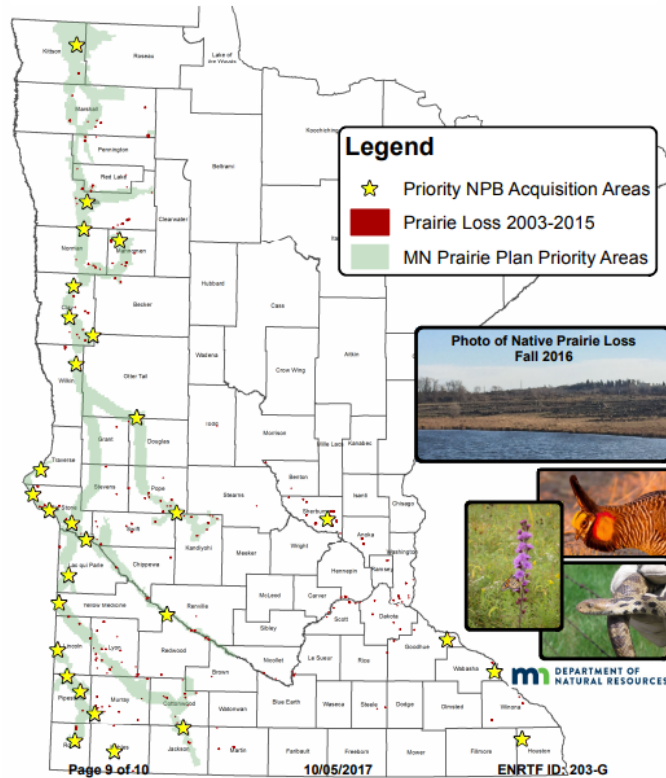
Status of Part A Geologic Atlases April 2017



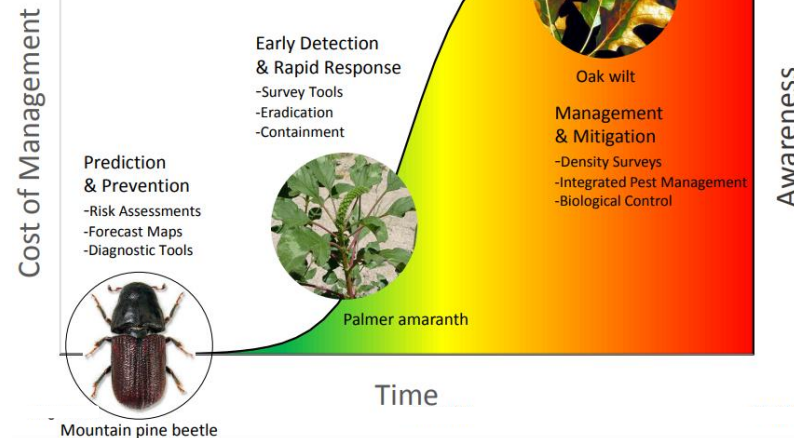
Other examples of previous visuals

These are only examples, meant to help you create a visual that clearly and simply communicates your proposal idea

2018 Environment and Natural Resources Trust Fund Private Native Prairie Conservation through Native Prairie Bank (NPB) Proposed Easement Acquisition Sites



Minnesota Invasive Terrestrial Plants and Pests Center



Amphipods have vanished from Prairie Pothole wetlands but ducks and salamanders are hungry!

Which habitat characteristics support amphipods in Minnesota's wetlands?



What is the efficacy of stocking amphipods?

