

LCMR

Legislative Commission on Minnesota Resources

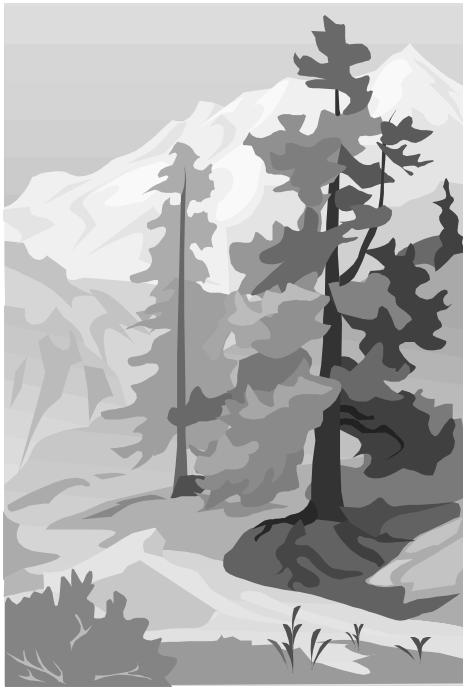
December 2003

REQUEST FOR PROPOSALS

FUNDING BEGINNING: JULY 1, 2005

DEADLINE TO SUBMIT: **FEBRUARY 20, 2004**

FIRM DEADLINE: POSTMARKED BY OR RECEIVED AT THE LCMR OFFICE BY 4:30 P.M.



The LCMR has identified the following funding priorities for the 2006-2007 biennium.

- ◆ Water
- ◆ Habitat
- ◆ Energy
- ◆ State Parks, Recreation Areas, Trails and other enhancements to the State Outdoor Recreation System
- ◆ Matching Grant Programs
- ◆ Continuation Projects

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FUNDING SOURCES:

MN Environment & Natural Resources Trust Fund - \$30 million

Great Lakes Protection Account—to be determined

Land & Water Conservation Fund (LAWCON) - \$1.6 million

all dollar amounts are estimates

BACKGROUND INFORMATION



LCMR MEMBERS

SENATORS

Jim Vickerman, Chair
Ellen Anderson
D. Scott Dibble
Dennis Frederickson
Linda Higgins
Pat Pariseau
Carrie Ruud
Dallas Sams
David Tomassoni
Charles Wiger

REPRESENTATIVES

Lyndon Carlson
Doug Fuller
Tom Hackbarth
Larry Howes
Phyllis Kahn
Jim Knoblach
Mark Olson
Joe Opatz
Dennis Ozment
Kathy Tingelstad

*Membership as of
December 2003*

DEADLINE FOR SUBMISSION:

February 20, 2004 at 4:30 p.m.

This is a firm deadline. Hard copies must be postmarked by or received at the LCMR office by 4:30 p.m.

FINAL PROPOSALS MUST BE SUBMITTED IN HARD COPY.

Final proposals sent by e-mail or fax cannot be accepted.

SUBMIT PROPOSALS TO:

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

ELIGIBILITY—OPEN TO EVERYONE:

Application is open to everyone, as long as there is a demonstrated public benefit. The LCMR is an ADA/equal opportunity employer.

The spirit and intent of the LCMR is to provide access to EVERYONE who has innovative ideas for environmental and natural resource projects with a distinct public benefit which reflect the Commission's adopted Funding Priorities. No grant-making or lobbying assistance is necessary for success. The LCMR staff will assist in proposal development.

For a complete list of eligible and non-eligible costs see page 10.

PROJECT IMPLEMENTATION:

Projects are intended for a two-year duration (July 2005 to June 2007), however, LCMR will consider requests for multiple biennium funding.

PROPOSAL ASSISTANCE:

LCMR staff are available to assist proposers and answer questions or review draft proposals. If you would like proposal development assistance, staff can assist you by phone, e-mail, fax or by appointment.

Phone: (651) 296-2406

Fax: (651) 296-1321

e-mail: lcmr@commissions.leg.state.mn.us

FUNDING BACKGROUND:

Funding Priorities are reviewed and adopted every two years. The priorities are for projects to begin July 2005. **The order of the Funding Priorities does not reflect any prioritization.**

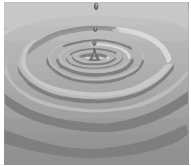
Although other proposals may be considered, adopted priorities will be given first consideration. The priorities apply to all funding sources. Proposers are requested to respond to a funding priority not a funding source.

Reinvest in Minnesota: RIM related activities are eligible and may be recommended for funding by the LCMR. (M.S. 84.95)

If land acquisition is part of the priority it includes both conservation easements and purchase of development rights.

2005 FUNDING PRIORITIES

The LCMR has identified the following funding priorities for seeking proposals for the 2006-2007 biennium.



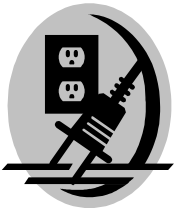
WATER

Improve the quality and/or quantity of ground and surface waters.



HABITAT

Acquire, restore or protect fish, wildlife and native plant habitat.



ENERGY

Develop and promote efficient energy resources which are clean, renewable and/or innovative.



STATE PARKS, RECREATION AREAS, TRAILS AND OTHER ENHANCEMENTS TO THE STATE OUTDOOR RECREATION SYSTEM (AS DEFINED IN MS 86A.04)



MATCHING GRANT PROGRAMS

The LCMR intends to recommend money to support the four matching grant programs: 1) Local Initiative Grants Program, 2) Local & Regional Trails, 3) Metropolitan Regional Parks & Trails, and 4) Local Water Management Matching Challenge Grants, listed on page 4 & 5. Submit to the identified program, not the LCMR.



CONTINUATION PROJECTS

In an effort to continue the work started by LCMR funding, consideration will be given to the list of projects listed on pg. 5.

CITIZEN ADVISORY COMMITTEE (CAC) for the Trust Fund

Appointed by the Governor

District 1 & At Large

John Kvasnicka

District 2

Nalani McCutcheon

District 3

Janet McMillan

District 4

Greta Hesse Gauthier

District 5

Nancy Gibson, Chair

James Nelson

District 5 & At Large

David Hartwell

District 6

Catherine Thayer Nicholson

District 7

Kristin Eggerling

District 8

Ann Glumac

Vacancy

If interested in serving on the CAC contact the Secretary of State's Office, Open Appointments, at 651-296-5845 or www.sos.state.mn.us/

*Membership as of
December 2003*

MATCHING GRANT PROGRAMS

If your proposal fits one of the grant programs listed, DO NOT submit a proposal to the LCMR. The LCMR intends to recommend money to these programs. Directly contact the individuals listed for grant proposal format and information. The format on pages 8 & 9 is not applicable to these programs.

1) LOCAL INITIATIVES GRANTS PROGRAM

The LCMR intends to recommend money to support the matching grants program in the Department of Natural Resources (DNR) for Local Initiative Grants for the following types of projects:

Outdoor Recreation Matching Grant Program (for counties, cities and townships) for acquisition, development and/or redevelopment costs of local parks and recreation areas.

Regional Park Matching Grant Program (for cities, counties, townships located outside the seven county metropolitan area) for acquisition, development and/or redevelopment costs of regional parks.

Natural and Scenic Area Matching Grant Program (for cities, counties, townships and school districts) for acquisition of natural and scenic areas (up to \$500,000).

Conservation Partners Matching Grant Program (for private/nonprofit organizations and local governments, including cooperative projects involving local governments) provides assistance (up to \$20,000) for projects that enhance fish, wildlife and native plant habitat or for research or survey projects related to habitat enhancement.

Environmental Partnerships Matching Grant Program (for private/nonprofit organizations) to help carry out a variety of projects to help protect and enhance our natural environment (up to \$20,000).

For further information about the Local Initiative Grants Program and submitting a proposal contact: Wayne Sames, (651) 296-1567, or e-mail: wayne.sames@dnr.state.mn.us

Do not submit proposals to the LCMR, submit directly to the Local Initiative Grants Program.

2) LOCAL AND REGIONAL TRAILS

The LCMR intends to recommend money to support the Local and Regional Trails program during the biennium beginning July 2005.

Local Trail Connections Matching Grant Program (for cities, counties and townships) to develop trail connections between communities and existing park and trail facilities (up to \$100,000).

Regional Trail Matching Grant Program (for cities, counties and townships) to develop new long distance trails of regional significance (up to \$250,000).

For further information about the Local and Regional Trails Grants and submitting a proposal contact: Tim Mitchell, (651) 297-1718, or e-mail: tim.mitchell@dnr.state.mn.us

Do not submit proposals to the LCMR, submit directly to the Local and Regional Trails program.

3) METROPOLITAN REGIONAL PARKS AND TRAILS

The LCMR intends to recommend money to support Metropolitan Parks and Trails programs during the biennium beginning July 2005.

Projects eligible for funding through the Metropolitan Parks and Open Space program will only be considered as part of the Metropolitan Council's 2004—2009 Regional Parks Capital Improvement Program (CIP) .

For information about the 2004—2009 Regional Parks Capital Improvement Program, please contact: Arne Stefferud, (651) 602-1360 or e-mail: arne.stefferud@metc.state.mn.us

Do not submit proposals to the LCMR, submit directly to the Metropolitan Council and Parks Open Space Commission Capital Improvement (CIP) Program.

4) LOCAL WATER MANAGEMENT MATCHING CHALLENGE GRANT

The LCMR intends to recommend money to support the implementation of priority activities identified in state approved local water management plans via the Board of Water and Soil Resources Local Water Management Challenge Grant Program during the biennium beginning July 2005.

Eligible applicants are counties, watershed management organizations, watershed districts and soil and water conservation districts that have been delegated under the M.S. 103B.301 local water management program.

Potentially fundable implementation categories and some example activities include:

Land and Water Treatment includes activities applied to the land or a water resource such as erosion control structures, shoreline protection measures, in-lake restoration projects.

Planning and Environmental Controls includes the development of lake management plans, official controls relating to water, linking comprehensive plans to land use plans.

Monitoring and Modeling includes activities such as citizen monitoring networks, modeling ground water flow or surface water runoff.

Inventory and Mapping includes conducting detailed inventories of drainage systems, wetlands or feedlots.

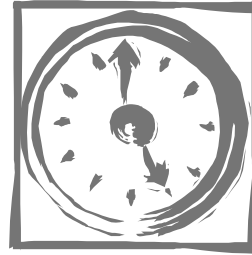
Education and Information includes workshops and seminars.

For further information about the Local Water Management Challenge Grant Program and submitting a proposal contact: Marybeth Block, (651) 297-7965, or e-mail: marybeth.block@bwsr.state.mn.us

Do not submit proposals to the LCMR, submit directly to the Local Water Planning Challenge Grant Program.

CONTINUATION PROJECTS

Continued from page 3 . . .



To be considered, the following Continuation Projects proposals must be submitted and meet all application requirements. The continuation project proposals will be evaluated according to the same criteria as all other proposal submissions. These projects include:

ML 2003, Ch. 128, Art. 1, Sec. 9, Subd.

- 5(h) Developing Pheromones for Use in Carp Control
- 5(i) Biological Control of European Buckthorn & Spotted Knapweed
- 6(f) Gitchi-Gami State Trail
- 6(h) Mesabi Trail
- 7(b) Accelerating & Enhancing Surface Water Monitoring for Lakes & Streams- Results 1 & 2
- 8(a) Minnesota County Biological Survey
- 8(b) Updating Outmoded Soil Survey

ML 2001, 1st Special Session, Ch. 2, Sec. 14, Subd.

- 8(a) Evaluating Timber Harvesting and Forest Management Guidelines

EVALUATION CRITERIA



- LCMR members will review ALL of the proposals for consideration.
- No proposals will be eliminated by the LCMR staff or the Citizen Advisory Committee (CAC).
- LCMR staff will sort all proposals by Funding Priorities and rank them according to the Criteria for use by the LCMR & CAC members during their initial selection process.
- Trust Fund expenditures must conform to the Trust Fund law (MS 116P.08—see back page)
- All projects are subject to additional proposal requirements: accessibility, data availability, land acquisition, and recyclable material requirements. Information located at www.lcmr.leg.mn

Project Managers and partners must be accountable and able to complete project objectives.

The criteria will be applied as one part of the proposal evaluation and recommendation process. The total potential score for each criterion is written in parentheses. All points will be awarded on a sliding scale. (up to 50 points total)

- **Long-term Impact** (up to 10 pts)
- **Demonstrated Outcomes** (up to 10 pts)
- **Project Readiness** (up to 7.5 pts)
- **Innovation** (up to 7.5 pts)
- **Statewide/Regional Significance** (up to 5 pts)
- **Partnerships** (up to 5 pts)
- **Leverage Other Funds & Resources**
(up to 5 pts)

Total possible points (up to 50 pts)

SUBMISSION REQUIREMENTS

Please Submit :

4 Items - 3 Copies of Each

- 1) Proposal - 3 page limit.
- 2) Map - showing project site(s) - 1 page limit, black & white.
- 3) Project Manager Qualifications and Organization Description - 1 page limit.
- 4) Letter or Resolution - For non-profits and local units of government (state/federal agencies and universities are excluded) submit a letter or resolution authorizing proposal submission.



“The format is designed to be simple and does not require professional grantsmaking.”

1) Proposal—3 page limit

- Send 3 copies of proposal (maximum of three 8 1/2 x 11 sheets - single sided).
- Leave a blank one inch margin at the bottom.
- The proposal must be in the format explained on pages 8-9 and is limited to three single sided pages.
- Minimum font-type size is 12. This page is typeset on 12 points.
- Project title should be clearly marked on the top of each page.
- Plastic covers, plastic bindings, and staples will NOT be accepted.
- The proposal format is designed to provide concise information. It begins with a brief project summary of intended results, followed by a description of specific project results and budgets associated with completion of the activities of the project.
- **Proposal Template:** A template of the proposal format is available on the LCMR web page at: <http://www.lcmr.leg.mn>

2) Map

Send 3 copies of a map (maximum of one 8 1/2 x 11 sheet - single sided). Should be easy to duplicate. NO COLOR MAPS.

Be site specific to the project. Maps should be clearly legible, with enough orientation to bring a reader to a quick understanding of the location of the project within the city, county, region and/or state.

3) Project Manager Qualifications & Organization Description

Send 3 copies of Project Manager Qualifications and Organization Description (maximum of one 8 1/2 x 11 sheet - single sided).

In this document include the project manager description of qualifications and responsibilities pertaining to this specific project proposal. It does not need to be a complete resume.

The organization description should be a simple, brief explanation of the organization and its mission. One to two sentences. e.g. Local Government Unit, 501 (c)(3) etc.

4) Letter or Resolution (if applicable)

Send 3 copies of the letter or resolution. For non-profits and local units of government send a letter or resolution authorizing proposal submission from their governing board. State / federal agencies and universities are excluded from submitting this.

LCMR staff are available to assist proposers, answer questions and review draft proposals.

PROPOSAL FORMAT (3 PAGE LIMIT)

LCMR Proposal 2005 (repeat this phrase in the upper left hand corner)

Title: (limit 8 words) - repeat on the top of each page submitted, including submissions of map and of project manager qualifications and organization description.

Total Biennial Project Budget: (requested from LCMR) \$

Other Funds (explain in IV. B.)

Funding Priority: (state the title of the funding priority responding to, e.g. Water)

Project Manager: (One name only. Note: list team members under IV. A. Project Partners)

Affiliation:

Mailing Address:

Telephone Number: (be sure to provide a reliable phone number in case of questions)

E-Mail: (if available)

Fax: (if available)

Web Address: (if available)

Location: (Where will the work impact? Be as specific as possible e.g. county, city, township, stream or lake name, and map coordinates.)

I. PROJECT SUMMARY AND RESULTS: The summary is LIMITED TO 30 WORDS and must be a free standing summation of the project. Be specific. Provide a clear, concise summary of the proposed project and its results. It is important that the summary be able to stand on its own as a description of the proposal because it will be used with the project title as the project description during the proposal review.

II. DESCRIPTION OF PROJECT RESULTS: Begin this section with a brief explanation as to WHY this project needs to be done and the specific outcomes of the project.

Break the project into specific results. Indicate the budget for each result. FOR EXAMPLE:

Result 1 “ Title of Activity” Budget: \$ Assign a lump sum cost (budget) to each discrete result.

Give a detailed description of the activity you are proposing to do and the outcomes. Be specific. For example, indicate miles of trail acquired and developed, acres impacted, number of people reached.

Further break down the Result budget dollar amount into these categories. ONLY LIST THE CATEGORIES THAT APPLY TO THE RESULT LISTED:

Personnel: \$

Equipment: \$

Development : \$

Acquisition : \$

Other (Specify): \$

PROPOSAL FORMAT

Result 2 “*Title of Activity*” Budget: \$ Assign a lump sum cost (budget) to each discrete result.

Give a detailed description of the activity you are proposing to do and the outcomes. Be specific. For example, indicate miles of trail acquired and developed, acres impacted, number of people reached.

Further break down the Result budget dollar amount into these categories. **ONLY LIST THE CATEGORIES THAT APPLY TO THE RESULT LISTED:**

Personnel : \$

Equipment : \$

Development : \$

Acquisition : \$

Other: (*Specify*) \$

ADD ADDITIONAL RESULTS AS NEEDED: SAME FORMAT AS ABOVE

III. TOTAL PROJECT REQUEST BUDGET: (*In this section describe the details of your budget. The budget for each result above will be a summary.*)

All Results: Personnel: \$ (*who is getting paid to do what, their % of full time employment for the project period*)

All Results: Equipment: \$ (*what equipment, to be rented or purchased – a general description and cost*)

All Results: Development: \$ (*improvement to land or building*)

All Results: Acquisition: \$ (*how many acres, also who will hold the title to the land*)

All Results: Other: \$ (*Describe the specific activity and cost*):

TOTAL BUDGET: \$ (*requested from LCMR*)

IV. OTHER FUNDS & PARTNERS:

A. Project Partners: *If the project has cooperators (project team), list names and agency/entity affiliate. Specifically state the dollar amount each cooperator will receive from the dollars requested in this proposal.*

B. Other Funds being Spent during the Project Period: *What additional money will be spent on the project during the funding period, cash or inkind? State the source of the other funds.*

C. Past Spending: *List the money spent or to be spent on this specific project, cash or inkind for the 2-year time frame prior to July 1, 2005.*

D. Time: *If the proposed project will exceed two years, explain completely the additional time and funding requirements.*

ELIGIBLE & NON-ELIGIBLE COSTS

ELIGIBLE COSTS

Eligible costs are those costs directly incurred through Project activities that are solely related to and necessary for producing the work products described in the approved Work Program during the appropriation period. All dollars are awarded on a reimbursement basis, unless specifically authorized.

Eligible costs may include the following and are eligible only if specified in the approved Attachment A of the Work Program. Eligible costs must be documented as specified in the Reimbursement Manual available from the authorized contract person for the State:

- a. Expenditures incurred only after the effective date in the approved Work Program. No expenditures will be allowed after June 30, 2007 unless approved by specific law;
- b. Capital expenditures for facilities, equipment & other capital assets as expressly approved in the Work Program. For expenditures greater than \$3,500, the Recipient must include in the Work Program an explanation as to how all the equipment purchased with the appropriation will continue to be used for the same program through its useful life, or, if the use changes, a commitment to pay back to the Environment & Natural Resources Trust Fund an amount equal to either the cash value received or a residual value approved by the director of the LCMR if it is not sold;
- c. Computers, if unique to the project and specifically approved in the work program;
- d. Materials and supplies specific to the project and incoming freight charges for them;
- e. Publication & printing costs (including the process of composition, plate-making, press work, & binding & the end products produced) necessary for contract administration; work products production; & biennial reports relating to work program accomplishments;
- f. Transportation & travel expenses such as lodging, meals, & mileage of personnel involved in the Project in the same manner and in no greater amount than provided for in the current "Commissioner's Plan" promulgated by the Commissioner of Employee Relations and as provided by LCMR or, for University of Minnesota (U of M) projects, the University of Minnesota plan found at <http://www.fpd.finop.umn.edu/groups/ppd/documents/policy/travel.cfm>. Allowable meal & lodging expenses are for employees only. Purchasing meals for others is not an allowable expense. All out of state travel must be explicitly approved in the Work Program;
- g. Wages & expenses of salaried Recipient employees if specified and documented in the Work Program. 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 LCMR;

- h. Fringe benefit costs limited to salary, FICA/Medicare, retirement, and health insurance of Recipient's employees if specified in the Work Program;
- i. Professional services specified in the approved Work Program that are rendered by individuals or organizations not a part of the Recipient;
- j. Eligible expenditures incurred after the effective date of the approved Work Program and before the effective date of their Agreement.

NON-ELIGIBLE COSTS

Non-eligible costs for reimbursement mean all costs not defined as eligible costs, including but not limited to the following:

- a. Any costs incurred before the project is authorized, July 1, 2005 or Work Program approval; whichever is later;
- 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. Loans, grants, or subsidies to persons or entities for development;
- g. Bad debts, late payment fees, finance charges or contingency funds; Interest, Investment management fees;
- h. Lobbyists, Political contributions;
- i. Memberships (including subscriptions and dues);
- j. Indirect costs, such as office maintenance, office utility costs, refreshments for staff, decorations, office material & supplies;
- k. Directors or officers salary;
- l. Office rental fees (including storage space rental);
- m. Publications & periodicals;
- n. Merit awards and bonuses;
- o. Employee worksite parking;
- p. Entertainment; Gifts and prizes; Food and refreshments;
- q. Audio visual equipment;
- r. Advertising costs;
- s. Communication costs incurred for telephone calls, postage, and similar services. Purchase of communication devices such as pagers, cell phones, personal data assistants (PDAs);
- t. Computers (unless unique to the project & specifically approved in the work program).

PROCESS TIMELINE



2003

AUGUST - OCTOBER

- Resource Evaluation and state-wide site visits.
- Citizen Input Forum on Natural Resource funding priorities on web site. Over 475 responses were received.
- LCMR Commission & Citizen Advisory Committee joint Strategic Planning Seminar on priorities & criteria for Trust Fund expenditures
- Citizen Advisory Committee develop a draft strategic plan for the Trust Fund as advice to the LCMR.

NOVEMBER

- The CAC presented recommended draft Strategic Plan for the Trust Fund to the LCMR Commission

DECEMBER

- LCMR adopted Strategic Plan & RFP for the Trust Fund
- The Request for Proposals (RFP) is issued electronically mid-December. RFP mailed end of December.

2004

FEBRUARY

February 20, 2004 at 4:30 p.m.

This is a firm deadline. Hard copies must be postmarked by or received at the LCMR office by 4:30 p.m. Faxed or e-mailed proposal will not be accepted.

MARCH—APRIL

- Staff and outside review of proposals—criteria applied and proposals scored and ranked.

MAY

- The CAC determine advice to the LCMR for proposals to be asked in for a presentation.
- LCMR initial review of proposals received.
- LCMR selects proposals for further review to be asked in for presentations. All proposers will be notified (first cut) whether or not they have been selected for further review.

JUNE - JULY

- Presentations on proposals selected for further review
- After presentations, CAC meets to determine advice to the LCMR for Trust Fund funding.
- LCMR meets to determine final recommendations to the 2005 Legislature.

SEPTEMBER

- Revised proposals are due to the LCMR on recommended projects.

OCTOBER—NOVEMBER

- Research projects are reviewed by an outside scientific peer review panel.

2005

JANUARY

- LCMR recommendations presented to the Legislature

FEBRUARY - APRIL

- Legislative review and appropriation.

MAY—JUNE

- Final legislative actions on proposals, signed by governor
- LCMR meets to adopt work programs

JULY

- July 2005—June 2007: Project Implementation.

LCMR Staff:

John Velin, Director
Susan Thornton
Susan Von Mosch
Sandy Smith

Information from this document may be copied and distributed to others. This publication can be made available in alternate formats, such as large print or cassette tape, upon request.

Any suggestions or questions can be sent to the address below.

Phone: 651-296-2406

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

Fax: 651-296-1321

Email:
lcmr@commissions.leg.state.mn.us

Web Address: www.lcmr.leg.mn

MS 116P.08 TRUST FUND EXPENDITURES; EXCEPTIONS. . .

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 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.

Legislative Commission on Minnesota Resources

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St. Paul, MN 55155

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