

Legislative-Citizen Commission on Minnesota Resources (LCCMR)

OCTOBER 2006

REQUEST FOR PROPOSALS for Water Resource Conservation and Protection

FUNDING BEGINNING: JULY 1, 2007

DEADLINE TO SUBMIT: NOVEMBER 16, 2006

POSTMARKED BY OR RECEIVED AT THE LCCMR OFFICE BY 4:30 P.M.

NEW....ELECTRONIC SUBMISSION OF PROPOSALS

The LCCMR will fund two focus areas for 2007:
Land Protection and Water Resource Conservation and Protection

This Request for Proposal (RFP) is only for the Water Resource Conservation and Protection focus. There will NOT be a RFP for the Land Protection focus.

FUNDING SOURCES:

The State Board of Investment (SBI) has estimated that \$22.6 million will be available each year from the MN Environment & Natural Resources Trust Fund (Trust Fund) for the 2007 and 2008 funding cycles. The LCCMR will be making funding recommendations on an annual basis.

For 2007, available funding will be provided to the focus areas of "Water Resource Conservation and Protection" and "Land Protection". It is the intent of the LCCMR to provide a large portion of the available funding to the Land Protection focus.

The LCCMR "Fall 2006 Operations Plan for Funding Recommendations and Proposed Future Direction" adopted on October 12, 2006, is located at www.lcmr.leg.mn

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BACKGROUND INFORMATION

LCCMR MEMBERS

Sen. Ellen Anderson
Al Berner
Jeff Broberg
Rep. Lyndon Carlson
Sen. Satveer Chaudhary
Sen. Dennis Frederickson
Nancy Gibson
David Hartwell
John Herman
John Hunt
Mary Mueller
Rep. Pete Nelson
Rep. Dennis Ozment
Rep. Kathy Tingelstad
Sen. Pat Pariseau
*Sen. Jim Vickerman
Rep. Jean Wagenius

Co-Chairs

David Hartwell
Rep. Kathy Tingelstad
*Sen. Jim Vickerman

*Designated by Senator Dallas Sams, Chair of Environment, Agriculture, and Economic Development Budget Division

DEADLINE FOR SUBMISSION:

Thursday, November 16, 2006 at 4:30 p.m.

This is a firm deadline. Electronic submissions are due by 4:30 p.m. Hard copies must be postmarked by or received at the LCCMR office by 4:30 p.m.

ELECTRONIC SUBMISSION
REQUESTED

SUBMIT PROPOSAL TO:

Final proposals must be submitted to the following address:

trustfundrfp@lcmr.leg.mn

This address is only for submission of final proposals and required attachments.

For other email communications to the LCCMR use:

lcmr@lcmr.leg.mn

If you are unable to email, send one hard copy to:

Legislative-Citizen 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 for the Water Resource Conservation and Protection (RFP) is open to everyone, as long as there is a demonstrated public benefit. The LCCMR is an ADA/equal opportunity employer.

The spirit and intent of the LCCMR 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 water focus. No grant-making or lobbying assistance is necessary for success.

The LCCMR staff will assist in proposal development.

ELIGIBLE EXPENSES:

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

PROJECT IMPLEMENTATION:

Funding for projects will begin July 1, 2007. Project duration may exceed one year.

PROPOSAL ASSISTANCE:

LCCMR 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@lcmr.leg.mn

PROCESS TIMELINE:

October 2006

- Request for Proposal is issued.

November 2006

- Request for Proposal due by Thursday, November 16, 2007.
- LCCMR reviews proposals

December 2006

- LCCMR reviews proposals

January 2007

- LCCMR recommendations presented to the Legislature

July 1, 2007

- Funding begins

2007 WATER RESOURCE FUNDING PRIORITIES

Proposals should respond to the following priorities for water resource conservation and protection.

1. **Restoration of wetlands and sensitive waters** (including trout streams, springs and fens):
 - a. Demonstrate innovative and efficient ways to restore drained and impaired wetlands and/or sensitive waters (wetland restorations must result in a net gain of wetlands).
 - b. Evaluate the impacts of wetland and/or sensitive waters restorations including developing standards for measuring success.
2. **Water quality** - demonstrate and evaluate new ways to improve water quality in ground water and surface waters:
 - a. Reduce/eliminate harmful pharmaceuticals, mercury and other chemicals from entering and contaminating ground water and surface waters.
 - b. Eliminate endocrine disruptors that affect aquatic animal life from entering surface waters.
 - c. Develop and implement innovative practices that prevent solids from moving from land to water.
3. **Aquatic habitat** – demonstrate and evaluate innovative ways to protect, improve and prevent degradation of native aquatic habitat (including preventing the spread of invasive species through biological control).
4. **Water/energy nexus** – demonstrate and evaluate innovative ways to reduce water use and to improve water quality in the processing of bio-fuels.

Projects being done to meet regulatory requirements will not be considered for funding.

Projects are required to be consistent with the purposes of the Trust Fund Constitution (“to protect conserve preservefor the public purpose of protection, conservation, preservation and enhancement... MN Const. Sec. 14”) online link: at <http://www.lcmr.leg.mn/trustfund/constitutionsec14.htm> and with M.S. 116P.08 - online link: http://www.revisor.leg.state.mn.us/bin/getpub.php?pubtype=STAT_CHAP&year=current&chapter=116P

Projects eligible for the Minnesota Board of Soil and Water Resources (BWSR) Local Water Management Matching Challenge Grant Program **will not be accepted** by the LCCMR for this request for proposals. www.bwsr.state.mn.us

EVALUATION CRITERIA

- Trust Fund expenditures must strictly adhere to the constitutional requirements (pg. 11).
- Trust Fund expenditures must conform to the Trust Fund law M.S. 116P.08 (pg. 11)
- Projects must be able to start by July 1, 2007 and completed within 36 months.
- 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.

All water resources proposals **must**:

- **demonstrate innovative approaches** to solving water resource issues
- have approaches that are **measurable and reflect current scientific standards** so that they can be evaluated to determine the most effective approaches
- have approaches that are **replicable** on future projects to more effectively and efficiently solve specific water issues
- have **broad applicability** on a regional and/or statewide basis
- **add to the knowledge base** of addressing water resource issues
- State **clear objectives** for what the proposal will accomplish

For acquisition and conservation easements, priority is to be given to acquiring lands with high quality natural resources and conservation lands that provide natural buffers to water resources. Conservation easements must be perpetual.

The use and protection of native species is required for all projects.

Criteria

The criteria will be applied as one part of the proposal evaluation and recommendation process. All points will be awarded on a sliding scale up to 50 points total.

- Innovation (up to 10 pts)
- Measurable/Demonstrated Outcomes (up to 10 pts)
- Broad Applicability with Long-term Impact having Statewide/Regional Significance (up to 10 pts)
- Add to the Knowledge Base and Disseminate Information (up to 10 pts)
- Partnerships/Leverage (up to 10 pts)

ELECTRONIC SUBMISSION REQUIREMENTS

**Please submit your proposal electronically by sending an email with the 5 following items attached.
Email: trustfundrfp@lcmr.leg.mn**

1. Cover Sheet (Form)
2. Main Proposal (2 page limit single-sided)
3. Map - showing project site(s) - 1 page limit
4. Project Manager Qualifications and Organization Description - 1 page limit
5. 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

Details on submitting the 5 items

1. Cover Sheet (Form)

The cover sheet form is on the LCCMR web page at: www.lcmr.leg.mn - Click on "Cover Sheet" form. There is also a link to the cover sheet on page 8 of this RFP.

- Include the completed Cover Sheet form as an attachment in your email submission.

2. Main Proposal (2 page limit)

A template of the main proposal is on the LCCMR web page at: www.lcmr.leg.mn - Click on "Main Proposal" template. There is also a link to the main proposal on page 9 of this RFP.

- Include the completed Main Proposal as an attachment in your email submission.

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.

- Main Proposal (maximum of two 8 1/2 x 11 sheets - single sided).
- The proposal must be in the format explained on page 9 and is limited to two single-sided pages.
- Leave a blank one inch margin at the bottom.

- Minimum font-type size is 12.
- Project title should be clearly marked on the top of each page.
- If submitting as a hard copy, do not use plastic covers, plastic bindings, or staples.

3. Map (if applicable)

- Map (maximum of one 8 1/2" x 11" sheet, single-sided). Should be easy to read when photo copied. Include a north arrow and scale for the map.
- 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.
- Include as an attachment in your email submission.

4. Project Manager Qualifications & Organization Description

- Project Manager Qualifications and Organization Description (maximum of one 8 1/2" x 11" sheet, single-sided).
- 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.
- Include as an attachment in your email submission.

5. Letter or Resolution (if applicable)

- For non-profits and local units of government send a letter or resolution authorizing proposal submission from their governing board. This is not required for state agencies, federal agencies and colleges/universities.
- Include as an attachment in your email submission.

ELECTRONIC SUBMISSION CHECKLIST

Send an email to: trustfundrfp@lcmr.leg.mn (set up specifically to accept final proposal submission)

Do NOT submit as a pdf.

In the subject line of your email enter the **name of your proposal**.

Attach the following items that apply to your proposal to the email:

Item #1	“Cover Sheet” A completed the cover sheet form on from the LCCMR web page, www.lcmr.leg.mn .
Item #2	“Main Proposal” A completed main proposal of up to two pages (single-sided) using the template on the LCCMR web page, www.lcmr.leg.mn .
Item #3	“Map” If applicable, a simple one-page map of the proposal area.
Item #4	“Project Manager Qualifications and Organization Description” Up to one-page.
Item #5	“Letter or Resolution” If applicable, a one page letter or resolution.

Email the proposal with attachments to: trustfundrfp@lcmr.leg.mn

by 4:30 p.m. on Nov. 16, 2006.

To keep a copy of your submission, copy yourself on the email.

Electronic submissions are strongly encouraged to maintain accuracy, to save time and enable efficient review of the proposals. Thanks for your cooperation!

If you are unable to submit your proposal electronically through email please send one hard copy to the LCCMR office. Hard copies must be:

**Postmarked by or received at the LCCMR office by 4:30 p.m. on
Nov. 16, 2006.**

A. COVER SHEET (FORM)

The Cover Sheet Form is on the LCCMR web page at: www.lcmr.leg.mn - Click on "[Cover Sheet Form](#)".

This is a form. Please fill out the gray boxes on the form. The tab key or arrow keys on your keyboard take you from gray box to gray box.

Send Final Cover Sheet (Form) along with other attachments to email address: **trustfundrfp@lcmr.leg.mn**

LCCMR Proposal 2007 *(repeat this phrase in the upper left hand corner of each page)*

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

Total Project Budget: *(amount requested from LCCMR) \$*

Proposed Project Length: *(give dates from July 2007 to ??)*

Other Funds: *(explain in IV. B. "Other Funds being Spent during the Project Period") \$*

Project Manager: First Name: _____ Last Name: _____ *(one name only. Note: list team members under IV. A. "Project Partners")*

Sponsoring Organization:

Mailing Address: Street Address: _____
City: _____ State: _____ Zip: _____

Telephone Number: *(Area Code) _____ - _____ (provide a reliable phone number in case of questions including area code)*

E-Mail: *(if available)*

Fax: *(Area Code) _____ - _____ (if available)*

Web Address: *(if available)*

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

County: _____ City/Township: _____ Other: _____

I. PROJECT SUMMARY AND RESULTS

The summary is LIMITED TO 30 WORDS within the allowable space 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.

B. MAIN PROPOSAL INSTRUCTIONS AND TEMPLATE (2 PAGE LIMIT)

A template of the Main Proposal is on the LCCMR web page at: www.lcmr.leg.mn - Click on "[Main Proposal Instructions and Template](#)".

Send Final Main Proposal template along with other attachments to email address: trustfundrpf@lcmr.leg.mn

Project Title:

II. DESCRIPTION OF PROJECT RESULTS

BEGIN this section with a brief explanation as to WHY this project needs to be done and the proposed 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 single budget amount requested to each discrete result.*

Provide measurable outcomes. Give a detailed description of the activity you are proposing to do and the outcomes. Be specific.

Result 2 “ Title of Activity” **Budget:** \$ *Assign a single budget amount requested to each discrete result.*

Provide measurable outcomes. Give a detailed description of the activity you are proposing to do and the outcomes. Be specific.

ADD ADDITIONAL RESULTS AS NEEDED USING THE SAME FORMAT AS ABOVE

III. TOTAL PROJECT REQUEST BUDGET

In this section describe the details of your budget.

Staff or Contract Services: \$ *(who is getting paid to do what, their % of full-time employment for the project period)*

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

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

Restoration: \$ *(how many acres)*

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

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

IV. OTHER FUNDS & PARTNERS

A. Project Partners

If the project has partners (project team), list names and agency/entity. Specify the dollar amount each partner is proposed to receive from the total 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 and/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 and/or inkind for the 2-year time frame prior to July 1, 2007.

D. Time

Explain the time and funding requirements for this project.

V. CRITERIA (Optional)

You may provide additional information on how your proposal meets the criteria if you think you have not adequately addressed it above. Please be concise.

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, 2009 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 LCCMR 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 LCCMR 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 LCCMR;

- 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, 2007 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).

LCCMR Staff:

John Velin, Director
 Susan Thornton
 Michael McDonough
 Diana Griffith

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.

Ph: 651-296-2406

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

Fax: 651-296-1321

Email:
 lcmr@lcmr.leg.mn

Web: www.lcmr.leg.mn

Legislative-Citizen
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MN Constitution Art. XI, Sec.14 Environment and Natural Resources . . .

A permanent environment and natural resources trust fund is established in the state treasury. Loans may be made of up to five percent of the principal of the fund for water system improvements as provided by law. The assets of the fund shall be appropriated by law for the public purpose of protection, conservation, preservation, and enhancement of the state's air, water, land, fish, wildlife, and other natural resources. The amount appropriated each year of a biennium, commencing on July 1 in each odd-numbered year and ending on and including June 30 in the next odd-numbered year, may be up to 5-1/2 percent of the market value of the fund on June 30 one year before the start of the biennium. Not less than 40 percent of the net proceeds from any state-operated lottery must be credited to the fund until the year 2025. [Adopted, November 8, 1988; Amended, November 6, 1990; November 3, 1998]

MS 116P.08 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, subd. 2;
- (2) research that contributes to increasing the effectiveness of protecting or managing the state's environment or natural resources;
- (3) collection and analysis of information that assists in developing the state's environmental and natural resources policies;
- (4) enhancement of public education, awareness, and understanding necessary for the protection, conservation, restoration, and enhancement of air, land, water, forests, fish, wildlife, and other natural resources;
- (5) capital projects for the preservation and protection of unique natural resources;
- (6) activities that preserve or enhance fish, wildlife, land, air, water, and other natural resources that otherwise may be substantially impaired or destroyed in any area of the state;

- (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.