

Legislative-Citizen Commission on Minnesota Resources (LCCMR)

JULY 2007

ENVIRONMENT AND NATURAL RESOURCES TRUST FUND PRIORITIES FOR 2008

- I. SELECTED TOPICS
- II. INVITED PROPOSALS
 - A. SELECTED PROGRAMS
 - B. REGIONAL GRANTS
- III. CREATIVE IDEAS

FUNDING BEGINNING: JULY 1, 2008

DEADLINE TO SUBMIT: TUESDAY, SEPTEMBER 4, 2007
POSTMARKED BY OR RECEIVED AT THE LCCMR OFFICE BY 4:30 P.M.

ELECTRONIC SUBMISSION OF PROPOSALS REQUESTED

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FUNDING SOURCES:

The State Board of Investment (SBI) has estimated that \$22.866 million will be available each year from the MN Environment & Natural Resources Trust Fund (Trust Fund) for the 2008 funding cycle. The LCCMR makes funding recommendations to the legislature on an annual basis.

The LCCMR "Request for Proposal" was adopted June 26, 2007 and is located at www.lccmr.leg.mn.

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BACKGROUND INFORMATION

LCCMR MEMBERS

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

Co-Chairs

David Hartwell
 Rep. Kathy Tingelstad
 Sen. Jim Vickerman

DEADLINE FOR SUBMISSION:

Tuesday, September 4, 2007 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:

WEB-BASED SUBMISSION

Go to: www.lccmr.leg.mn and select "2008 LCCMR Proposal Submit Form"

If unable to use the web-based form you can:

EMAIL SUBMISSION

Email a MS Word Proposal to:
trustfundrpf@lccmr.leg.mn

ELIGIBILITY - OPEN TO EVERYONE:

Application for the Request for Proposal (RFP) is open to everyone, as long as there is a demonstrated public benefit. The LCCMR is an American with Disabilities Act (ADA) - equal opportunity employer.

The spirit and intent of the LCCMR is to provide access to EVERYONE who has innovative ideas for environment and natural resource projects with a distinct public benefit which reflect the Commission's adopted Request for Proposal and soon to be adopted Six-Year Strategic Plan. 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 16.

PROJECT IMPLEMENTATION:

Funding for projects will begin July 1, 2008. Project duration may exceed one year.

PROPOSAL ASSISTANCE:

LCCMR staff are available to assist proposers and answer questions or review draft proposals. Applicants are encouraged to use this service. 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

Email: lccmr@lccmr.leg.mn

Address:

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

PROCESS TIMELINE:

July 2007

- Request for Proposal is issued.

September 2007

- Request for Proposal due by Tuesday, September 4, 2007.

September - November 2007

- LCCMR review proposals
- Select projects to recommend for funding

November - December 2007

- Peer Review for research projects

February 2008

- LCCMR recommendations presented to the Legislature

July 1, 2008

- Funding begins

2008 FUNDING PRIORITIES

I. SELECTED TOPICS

Proposals are requested in following five areas:

Native Prairies, Water Quality, Shoreland and Riparian Lands, Invasive Species and Natural Resource Data.

A. Native Prairies – Defined in M.L. 2007, Chp. 57, Art. 1, Sec. 17 (84.02)

- Protect, restore and enhance native prairies
 - ✓ Create prairie seed banks of local ecotypes
 - ✓ Old growth prairie protection and restoration
 - ✓ Working prairies
 - Biofuels production
 - Seed banks
 - Impacts on wildlife and water quality
- Develop a program to certify that prairie seeds are of a local ecotype

B. Water Quality

- Address contaminants in ground water through better understanding of the contaminants and ways to reduce them.
- Address water quality at a watershed level through changes in land use practices to improve water quality, including monitoring and evaluation components. (Funding may be proposed for more than 3 years to ensure sufficient time for monitoring and evaluation of the project.)

C. Shoreland and Riparian Lands

- Creative and innovative efforts to preserve, protect and restore shoreland and riparian lands.

D. Invasive Species

- Develop effective ways to reduce the threat of harmful aquatic invasive species
- Develop effective ways to stop or prevent the spread of viral hemorrhagic septicemia (VHS)

E. Natural Resource Data

- Continue efforts to collect baseline (foundation) natural resource information such as the county geologic atlas, soil survey, and national wetlands inventory (NWI) with an effort to increase accuracy, efficiency and cost effectiveness of data collection and the ability to coordinate data collection and use. The data must be in the public domain and be easy to access and share.
- Develop a statewide GIS plan with strategies for the coordination of collecting and distributing natural resource data.

2008 FUNDING PRIORITIES

II. INVITED PROPOSALS

There are two categories of invited proposals: **A. Specific Natural Resource Projects** and **B. Regional Grant Programs**.

Specific public agencies, organizations and the University of Minnesota, Initiative for Renewable Energy and the Environment (IREE) are requested to submit proposals for specific projects. Proposals will be reviewed and considered for funding. A funding commitment is not being made by this RFP.

A. Specific Natural Resource Projects:

1) Minnesota Forest Legacy Program, 2) Metro Conservation Corridors and Minnesota Habitat Corridors Partnership, 3) Minnesota County Biological Survey (MCBS), 4) Minnesota State Parks and Trails, and 5) Conservation Easement Stewardship and Enforcement

1. Forest Conservation Easements, including the MN Forest Legacy Program

Forest conservation easements that help reduce fragmentation of important forest lands in Minnesota, excluding mining with the exception of limited aggregate mining for road maintenance on the easement property.

2. Conservation Corridors

Efforts should focus on reducing habitat loss, fragmentation and degradation to benefit wildlife and protect and improve water quality.

a. Metro Conservation Corridor Partnership

b. Minnesota Habitat Corridors Partnership (Outstate)

3. Minnesota County Biological Survey (MCBS) - DNR

Accelerate the Minnesota county biological survey program that identifies significant natural areas and systematically collects and interprets data on the distribution and ecology of native plant communities, rare plants, and rare animals.

4. Minnesota State Parks and Trails

- Acquire inholdings within approved state park boundaries.
- Acquire land for state trails according to approved master plans.

5. Conservation Easement Stewardship and Enforcement Program – DNR and Board of Water and Soil Resources (BWSR)

DNR and BWSR are requested to submit a proposal to address long-term stewardship, monitoring and enforcement of state held conservation easements.

The proposal must specifically address conservation easements funded by the LCMR and the LCCMR and may be applicable to other state held conservation easements. The Legislative Auditor and Attorney General must be consulted on the proposal before it is submitted.

2008 FUNDING PRIORITIES

B. Regional Grant Programs

M.S. 116P allows and encourages some form of block grants to the various regions of the state, to be administered by an existing organization for re-granting to projects that meet local needs but that are also consistent with the Strategic Plan.

For the 2008 funding, LCCMR will consider recommending an allocation for state and regional matching grant programs listed below targeted to local units of government and nonprofits. If funded, the programs must contain a competitive process with careful evaluation and thorough management and evaluation.

The programs identified for consideration of 2008 funding are requested to submit a proposal for review and evaluation.

For acquisition: 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.

For the grant programs listed below, proposals that are eligible for the following grant programs should apply directly to the appropriate program – LCCMR will not accept proposals that are eligible for these programs.

1. Local Initiative Matching Grants Program - DNR

- **Regional Park Matching Grant Program**
(for cities, counties, townships located outside the seven-county metropolitan area) for acquisition 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.
- **Conservation Partners Matching Grant Program**
(for private/nonprofit organizations and local governments, including cooperative projects involving local governments) Small grants 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) Small grants to help carry out a variety of projects to help protect and enhance our natural environment.

2. Metropolitan Regional Park and Open Space Program - Metropolitan Council

Metropolitan Regional Parks and Trail Acquisition for the metropolitan seven-counties through the Metropolitan Council (40% match provided by the Council) for acquisitions identified in the adopted Metropolitan Regional Park Plan.

2008 FUNDING PRIORITIES

3. Local Water Management Matching Challenge Grants - Board of Water and Soil Resources (BWSR)

The Board of Water and Soil Resources (BWSR) program for Local Water Management Matching Challenge Grants for implementation of priority activities identified in approved local water management plans.

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 and watershed 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.

4. Global Climate Change: Carbon Emission Reduction and Renewable Alternative Energy Grant Projects -

University of Minnesota, Initiative for Renewable Energy and the Environment (IREE)

- Set up a competitive grant program to provide funds to universities, colleges and high schools to take actions to move toward being carbon neutral through carbon reductions and carbon sequestering, include curriculum development on global climate change and carbon reduction.
- Set up a competitive grant program to provide funds to communities and local community groups to take actions to move toward being carbon neutral and to develop locally based alternative renewable energy.

2008 FUNDING PRIORITIES

III. CREATIVE IDEAS - Disruptive Technology and Disruptive Innovation

Proposals are requested for creative ideas on improving Minnesota's environment and natural resources. The intent is to receive proposals that could be described as "disruptive technology or disruptive innovation". The proposal should provide a dramatically different approach to improving natural resource conservation and protection.

- Must be creative! Must be specific!
- Must describe the idea and potential ways to implement it.

There must be a proposed method to evaluate the potential benefits to Minnesota's environment and natural resources.

- 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 Constitutional Language (MN Constitution Article XI, Section 14") :

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]

at: <http://www.lcmr.leg.mn/trustfund/constitutionsec14.htm>

and

with M.S. 116P.08 Trust Fund Expenditures, Exceptions . . . - at:

http://www.revisor.leg.state.mn.us/bin/getpub.php?pubtype=STAT_CHAP&year=current&chapter=116P

EVALUATION CRITERIA

- Trust Fund expenditures must strictly adhere to the constitutional requirements (pg. 17).
- Trust Fund expenditures must conform to the Trust Fund law M.S. 116P.08 (pg. 17)
- Projects must be able to start by July 1, 2008 and completed within 36 months
- All projects are subject to additional proposal requirements: accessibility, data availability, land acquisition, energy conservation and sustainability guidelines, and recyclable material requirements. Information located at www.lccmr.leg.mn titled "Additional Proposal Requirements".

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

All proposals **must**:

- **demonstrate innovative approaches** to solving natural 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 natural resource issues
- have **broad applicability** on a regional and/or statewide basis
- **add to the knowledge base** of addressing natural 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 and include stewardship provisions to perpetually monitor and enforce the conditions of the conservation easements.

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

Restorations must utilize seeds and plants of the local ecotypes unless not available. The second preference is to have seeds and plants of the same eco-region, and the third preference is to have seeds and plants of an adjacent eco-region.

CRITERIA

The criteria will be applied as one part of the proposal evaluation and recommendation process. The commission will be determining a process for assigning points to each of the criteria for use in evaluating the proposal received in response to the RFP. ~~Check the LCCMR website after July 20, 2007 for an update on the criteria.~~

See update on criteria on the last page of this document (pg 18)

- Innovation
- Measurable/Demonstrated Outcomes
- Broad Applicability with Long-term Impact having Statewide/Regional Significance
- Add to the Knowledge Base and Disseminate Information

ELECTRONIC SUBMISSION REQUIREMENTS

PROPOSAL SUBMITTAL

Go to: www.lccmr.leg.mn

and select

“2008 LCCMR Proposal Submit Form”

1. Online [“2008 LCCMR Proposal Submit Form”](#) (1 page limit)

Inserted as an attachment to the “2008 LCCMR Proposal Submit Form” are:

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

If you are doing a Web-based Electronic Submission Instructions (PREFERRED)

1. Online [“2008 LCCMR Proposal Submit Form”](#) - Fill out the Form.

Go to: www.lccmr.leg.mn and select “2008 LCCMR Proposal Submit Form”

2. Main Proposal (2 page limit)

A template of the main proposal is on the LCCMR web page at: www.lccmr.leg.mn - Click on “Main Proposal” template. There is also a link to the main proposal on page 14 of this RFP.

- Insert as an attachment to the “2008 LCCMR Proposal Submit Form”.

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 deliverables 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 MAIN proposal must be in the format explained on page 14 and is limited to two single-sided pages.
- Leave a blank one inch margin at the bottom.
- Minimum font-size is 12 pt. This RFP is 12 pt.
- Project title should be clearly marked on the top of each page.

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.
- Insert as an attachment to the “2008 LCCMR Proposal Submit Form”.

ELECTRONIC SUBMISSION REQUIREMENTS

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.
- Insert as an attachment to the "2008 LCCMR Proposal Submit Form".

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.
- Insert as an attachment to the "2008 LCCMR Proposal Submit Form".

If you are doing an Email Submission Instructions

If you are unable to use the web-based form, a MS Word template is available as an alternate option for submitting your proposal at: www.lccmr.leg.mn. Below are instructions:

- Delete all items in italics from the MS Word version of the "2008 LCCMR Proposal Submit Form". The final proposal without instructions should not exceed 3 pages.
- Send the "2008 LCCMR Proposal Submit Form" in an email to: trust-fundrfp@lccmr.leg.mn as an attachment along with any required attachments (main proposal, map, project manager qualifications and letter of resolution).
- Email: State your "Project Title" in the subject line of your email.
- Follow web-based Electronic Submission Instructions for Items 2, 3, 4 and 5.

WEB-BASED SUBMISSION CHECKLIST

Go to: www.lccmr.leg.mn
and select
"2008 LCCMR Proposal Submit Form"

Item 1	Fill out online " 2008 LCCMR Proposal Submit Form " Attach the following Items 2 - 5 below (if applicable):
Item 2	"Main Proposal" A completed main proposal of up to two pages (single-sided, font-size 12 pt) using the template on the LCCMR web page: www.lccmr.leg.mn
Item 3	"Map" If applicable, a simple one-page map of the proposal area (include a north arrow and scale and must be easily legible as a black and white photocopy)
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.

**Submissions accepted until
4:30 p.m. on Tuesday, September 4, 2007**

It is recommended that you keep a copy of your submission for your records.

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

If you are unable to submit your proposal electronically 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
Tuesday, September 4, 2007.**

“2008 LCCMR PROPOSAL SUBMIT FORM”

INSTRUCTIONS AND TEMPLATE

(One page limit single-sided - retain the bold text and remove all instructions typed in italics)

- The 2008 LCCMR Proposal Submit Form is on the LCCMR webpage at: www.lccmr.leg.mn
- Click on [2008 LCCMR Proposal Submit Form](#) (PREFERRED) or, if unable to use the web-based submit form you may use [MS Word version of 2008 LCCMR Proposal Submit Form](#).
- The tab key or arrow keys on your keyboard take you from field to field.
- Insert as attachments: the Main Proposal, Map, Project Manager Qualifications and Letter of Resolution (if applicable) before submitting your 2008 LCCMR Proposal Submit Form.

Project Title: *(limit 8 words within the allowable space)* _____

LCCMR 2008 Funding Priority: *(eg. Water Quality)* _____

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

Proposed Project Time Period for the Funding Requested: *(e.g. 1 year, 2 year, 3 year, etc. Give dates from July 2008 to ??)* _____

Other Nonstate Funds: *(explain under the Main Proposal Section IV. B. “Other nonstate funds being leveraged during the project period”)* \$ _____

Project Manager: First Name: _____ Last Name: _____ *(one name only)*
Note: list team members under the Main Proposal Section 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)*

Email: *(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.

ATTACHMENTS - Main Proposal, Map, Project Manager Qualifications and Letter of Resolution (if applicable)

Attach your main proposal, map, project manager qualifications and your letter of resolution here (if applicable). _____

MAIN PROPOSAL

INSTRUCTIONS AND TEMPLATE (2 PAGE LIMIT)

(Two page limit single-sided - retain the bold text and remove all instructions typed in italics)

- A template of the Main Proposal is on the LCCMR web page at: www.lccmr.leg.mn - Click on **"2008 Main Proposal Instructions and Template"**.
- Insert Main Proposal along with other attachments into your "2008 LCCMR Proposal Submit Form".

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 deliverables of the project.

Break the project into specific results. Indicate a single budget amount for each result.

FOR EXAMPLE: Result 1: "Title of Activity" Budget \$: "Assign a single budget amount to each discrete result." Give a detailed description of the activity you are proposing to do and provide measurable deliverables (outcomes). Be specific.

PROVIDE AS MANY RESULTS AS NEEDED USING THE SAME FORMAT AS BELOW.

Result 1: *(Title of Activity)* _____ **Budget: \$** _____

Give a detailed description of the activity you are proposing to do and provide measurable deliverables (outcomes). Be specific.

Deliverable	Completion Date
--------------------	------------------------

1.

2.

3.

etc.

ADD ADDITIONAL RESULTS AS NEEDED USING THE SAME FORMAT AS ABOVE.

Please mark as Result 2, 3, 4, 5, 6, etc..

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 and % 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 and who will hold the title to the land?)*

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

IV. OTHER FUNDS AND 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 Nonstate Funds being Leveraged 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 2-year timeframe prior to July 1, 2008.

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, 2008 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:
 lccmr@lccmr.leg.mn

Web: www.lccmr.leg.mn

Legislative-Citizen
 Commission on
 MN Resources
 Rm 65 State Office Bldg
 100 Rev. Dr. Martin
 Luther King Jr. Blvd.
 St. Paul, MN 55155

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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.

Note: as indicated on page 9 the LCCMR provided the following additional information regarding criteria for scoring proposals as of July 19, 2007.

Criteria for scoring proposals for potential 2008 funding from the Environment and Natural Resources Trust Fund

The Commission has determined that the following seven criteria will be considered in evaluating Trust Fund proposals (listed in alphabetical order):

- Add to the knowledge base and disseminate information
- Broad applicability with long term impacts having statewide or regional significance
- Innovation
- Leverage
- Measurable and demonstrated outcomes
- Partnerships
- Urgency

Each of the criteria will be eligible for zero to ten points. Some of the criteria may not be relevant to all proposals and may be determined to be non-applicable (N/A). A minimum of five of the seven criteria will be used to evaluate each proposal.

Proposals that do not receive scores for all seven criteria will be equalized with those that do by determining what percentage of the total possible points each proposal receives.