

# Legislative-Citizen Commission on Minnesota Resources (LCCMR)

JULY 2008

## ENVIRONMENT AND NATURAL RESOURCES TRUST FUND 2009 PHASE 2 REQUEST FOR PROPOSALS (RFP)

### FUNDING PRIORITIES FOR 2009

**PHASE 2: TARGETED ISSUE AREAS** (due 10/01/08)

**PHASE 1: SELECTED ONGOING PROJECTS\*** (due 08/25/08)

\* A Phase 1 Request for Proposals (RFP) was issued as a separate document on June 18, 2008. See pages 2,3, & 7 of this document for additional information.

**FUNDING BEGINNING: JULY 1, 2009**

**PHASE 2 DEADLINE TO SUBMIT: WED., OCTOBER 1, 2008**  
POSTMARKED BY OR RECEIVED AT THE LCCMR OFFICE BY 4:30 PM

**ELECTRONIC SUBMISSION OF PROPOSALS REQUESTED**

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### FUNDING SOURCES:

The LCCMR makes funding recommendations to the MN legislature on an annual basis for up to 5.5% of the existing value of the MN Environment & Natural Resources Trust Fund (Trust Fund). An estimated \$25 million is expected to be available from the Trust Fund for the funding cycle beginning July 1, 2009.

This LCCMR “Request for Proposal” was adopted July 18, 2008 and is located at [www.lccmr.leg.mn](http://www.lccmr.leg.mn).

# 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

*The LCCMR is an  
 Americans with  
 Disabilities Act (ADA)  
 Equal Opportunity  
 Employer (EOE).*

## 2009 RFP PHASE 1 & 2

The RFP for projects to begin July 1, 2009 is being issued in two phases:

- **Phase 1** was a request for proposals from specific existing, ongoing Trust Fund projects. Only projects and organizations identified in the Phase 1 RFP are eligible to apply in Phase 1.
- **Phase 2** is a request for proposals that is **open to everyone** for all proposals consistent with Phase 2 funding priorities.

## PHASE 2 PROPOSAL DEADLINE **Wednesday Oct. 1, 2008 @ 4:30 PM**

**This is a firm deadline.** Electronic submissions due by 4:30 PM. Hard copies must be postmarked by or received at LCCMR office by 4:30 PM.

## **ELECTRONIC SUBMISSION REQUESTED**

## PHASE 1 PROPOSAL DEADLINE **Monday August 25, 2008 @ 4:30 PM**

Details for proposal submissions responding to the Phase 1 RFP were included in a separate document issued on June 18, 2008 and available at [www.lccmr.leg.mn](http://www.lccmr.leg.mn)

## SUBMIT PROPOSAL:

### **WEB-BASED SUBMISSION**

Go to: [www.lccmr.leg.mn](http://www.lccmr.leg.mn) and select "[2009 LCCMR Proposal Submit Form—Phase 2](#)"

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

### **EMAIL SUBMISSION**

Email proposal in MS Word format to: [trustfundrpf@lccmr.leg.mn](mailto:trustfundrpf@lccmr.leg.mn)

## ELIGIBILITY

- **Phase 1:** Only projects and organizations specifically identified in the Phase 1 RFP are eligible for submission under Phase 1.
- **Phase 2:** The Phase 2 RFP is **open to everyone** for all proposals consistent with Phase 2 funding priorities.

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 that reflect the Commission's adopted Request for Proposal and Six-Year Strategic Plan.

No grant-making or lobbying assistance is necessary for success. LCCMR staff are available to assist in proposal development.

## ELIGIBLE EXPENSES:

For a complete list of eligible and non-eligible expenses see page 16.

## PROJECT IMPLEMENTATION:

Funding for projects will begin July 1, 2009. Project duration may exceed one year.

## PROPOSAL ASSISTANCE:

LCCMR staff are available to assist proposers, answer questions, or review draft proposals. **Applicants are encouraged to use this service.** If you would like assistance with proposal development, 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](mailto: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

# PROPOSAL & FUNDING PROCESS TIMELINE

In order to help put LCCMR onto a reliable, recurring annual proposal cycle into the future, calendar-year 2008 is being structured as a "transition year" with an RFP being issued in two phases. In subsequent years, beginning 2009, an RFP will be issued in January, proposals due in April, and proposal presentations occurring June-July for funding beginning July 1 of the next year.

## **2009 PHASE 1 RFP:** (Selected Ongoing Projects)

### **June 2008**

- June 10-11: Phase 1 funding priorities determined and Phase 1 RFP adopted.
- June 16: Phase 1 RFP issued.

### **August 25, 2008**

- **Phase 1 proposals due.**

### **September 2008**

- LCCMR members review, evaluate, and rank all submitted Phase 1 proposals.
- September 23-24: All Phase 1 proposals give presentations before LCCMR.

### **December 2008**

- December 10: Projects from Phase 1 proposals selected for recommendation to the legislature for funding (occurs simultaneously with Phase 2 selection).

### **January-February 2008**

- Research projects recommended for funding receive peer review.

## **2009 PHASE 2 RFP** (Targeted Issue Areas)

### **July 2008**

- July 8, 9, 17, 18, 29: Phase 2 Funding Priorities Determined and Phase 2 RFP adopted.
- July 30: Phase 2 RFP issued.

### **October 1, 2008**

- **Phase 2 proposals due.**

### **October-November 2008**

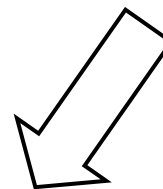
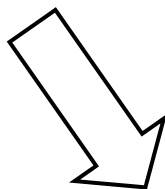
- LCCMR members review, evaluate, and rank all submitted Phase 2 proposals.
- Selection of highest ranked Phase 2 proposals invited to give presentations before LCCMR.

### **December 2008**

- December 2 & 9: Selected Phase 2 proposals present before LCCMR.
- December 10: Projects from Phase 2 proposals selected for recommendation to the legislature for funding (occurs simultaneously with Phase 1 selection).

### **January-February 2008**

- Research projects recommended for funding receive peer review.



## **LCCMR RECOMMENDATIONS TO LEGISLATURE**

### **January 2009**

- Legislative session begins.
- LCCMR recommendations presented to the Legislature via introduction as an appropriation bill.
- Projects recommended for funding begin submitting work programs for LCCMR staff review.

### **January-May 2009 (Legislative Session)**

- LCCMR funding recommendations bill is considered and acted upon by both Minnesota House and Senate.
- Upon passage by Legislature, LCCMR funding recommendations bill goes to Governor for signature into law.

### **June 2009**

- LCCMR approves work programs for projects funded.

### **July 1, 2009**

- Environment and Natural Resources Trust Fund appropriations become available and projects can begin.

# 2009 PHASE 2 FUNDING PRIORITIES

## Targeted Issue Areas

Projects are sought that provide multiple ecological and other public benefits. Proposals are requested in the following four areas:

- Land and Habitat
- Water Quality
- Invasive Species
- Energy

Additionally, further specification has been made in regard to three projects requested to submit proposals under Phase 1.

### A. Land and Habitat

#### 1. Critical Lands Analysis

Use applicable data to identify the Conservation Reserve Program (CRP) lands and other ecologically sensitive lands, at local and regional levels, that have the highest ecological value and provide multiple other benefits. The data must be provided in a prioritized listing and ranked in order of conservation values.

*\*An example of values and benefits include providing high quality and connected habitat with minimal fragmentation, protecting water quality with vegetative buffer strips along surface waters to reduce nutrient, solids, and toxics loading, reducing soil erosion caused by water and wind, reducing flooding, infiltrating water to the ground water system, and protecting native plant species.*

#### 2. Conservation Reserve Program (CRP) Lands

Develop and implement a program to permanently protect and retain the conservation status of lands in the Conservation Reserve Program (CRP) with contracts due to expire in the near future and that have the highest ecological value and provide multiple other benefits, focusing on lands with lower crop productivity potential, as indicated by applicable data.

#### 3. Technical Assistance for Conserving Land

Provide landowners, land managers, planners, and conservationists with information and evaluation tools pertaining to various land conservation options in order to permanently protect lands in the Conservation Reserve Program (CRP) with contracts due to expire in the near future and/or other ecologically sensitive lands. Efforts should focus on lands that have the highest ecological value and provide multiple other benefits, as indicated by applicable data.

*\*Lands of high ecological value in the CRP program with contracts expiring in the near future are the highest priority for providing outreach in order to help provide permanent protection.*

## 2009 PHASE 2 FUNDING PRIORITIES

### B. Water Quality

#### 1. Reduce Soil Erosion

Reduce nutrient, solids, and toxics loading in surface waters by addressing streambank, shoreland, and other erosion on a watershed basis through analysis of the loading and its causes. Develop and implement a demonstration of effective best management practices (BMPs) to mitigate the nutrient, solids, and toxics loading. Proposals must include an evaluation and monitoring component for the implementation of the BMPs.

#### 2. Reduce Peak Water Flows

On a watershed basis, help control peak flows to improve surface water quality, reduce flooding, and facilitate infiltration of water to groundwater systems by developing and implementing methods to keep water on the land longer for both working lands and habitat.

*\*Priority will be given to proposals that address lakes, rivers, and wetlands with "Multiple Impairments" as defined in the Minnesota Pollution Control Agency's "Minnesota Draft 2008 Inventory of Impaired Waters". Also see [page 113](#) of the Statewide Conservation and Preservation Plan: <http://www.lccmr.leg.mn/statewideconservationplan/StatewidePlan.htm>*

#### 3. Minnesota Drainage Law Analysis and Evaluation

Conduct a legal analysis of Minnesota drainage laws (M.S. Chapter 103E and other applicable drainage law) to determine the economic costs and benefits and environmental impacts of the laws and consider alternative strategies that would best serve the collective needs of public waters and property owners alike.

#### 4. Deep Water Lakes

Protect and enhance the lakesheds and aquatic communities of high quality deep water lakes in Minnesota through inventory and evaluation of cold water aquatic communities in the lakes; development and implementation of effective best management practices (BMPs); and/or implementation of other protection efforts for uplands, shoreland, and groundwater. All proposals implementing shoreland protection must include monitoring and evaluation components.

*\*Examples of deep water lakes are given on [page 78](#) of the Statewide Conservation and Preservation Plan: <http://www.lccmr.leg.mn/statewideconservationplan/StatewidePlan.htm>*

### C. Invasive Species

#### 1. Aquatic and Terrestrial Invasive Species

Address the threat of aquatic and terrestrial invasive species by developing new, innovative, and more effective control methods. Potential efforts could include:

- a. Preventing introductions of new invasive species.
- b. Providing early detection of new invasive species.
- c. Reducing the spread of invasive species along transportation routes and other vectors.
- d. Containing or suppressing invasive species already present in Minnesota, including Curly-leaf Pondweed and Eurasian Watermilfoil. *\*This does not include funding typical maintenance activities such as harvesting and annual chemical treatments.*
- e. Restoring or reestablishing terrestrial or aquatic habitats impacted by invasive species. Priority will be given to habitats located on public lands or private lands covered by permanent conservation easements.

## 2009 PHASE 2 FUNDING PRIORITIES

### D. Energy

#### 1. Renewable Energy Life Cycle Costs and Impacts

Using new and existing data, research and evaluate over-arching climate change and life cycle costs and impacts of renewable energy options in Minnesota. Relevant factors include effects on the economy, greenhouse gas emissions, water consumption, water quality, carbon sequestration, gene flow risks, wildlife populations, native pollinators, transport and delivery, and utilization by the transportation sector.

*\*Analysis of various biofuels should include life cycle costs and impacts of individual crop harvests as well as potential growth of overall production systems in order to evaluate multiple benefits such as increased yields, best management practices, best suited growing conditions, relative availability, and sustainable production rates.*

#### 2. Residential Energy Conservation

Develop innovative pilot or demonstration programs to increase the implementation and effectiveness of residential energy conservation efforts, including delivery of creative financing options for residential energy customers.

*\*Potential proposers could include cooperatives, utilities, lenders and community groups.*

### E. Additional Information for Phase 1 Proposers (Due August 25, 2008)

The following three projects were requested to submit a proposal under Phase 1 of the RFP for 2009 funding. On July 18, 2008, the LCCMR added some guidance to their Phase 1 requests for these specific projects:

#### 1. Minnesota Habitat Conservation Partnership (HCP) &

#### 2. Metro Conservation Corridors (MeCC)

The LCCMR has requested that HCP and MeCC projects address the following in their Phase 1 proposals:

- a. Prioritization of Acquisition and Restoration – Utilize the *Statewide Conservation and Preservation Plan* mapping efforts to help further identify the highest priority lands for protection, conservation, and restoration. Acquisitions must be based on protecting the highest ecological value in addition to willing sellers.
- b. Shoreland – Shoreland areas should be given a very high priority of protection and restoration because of their ecological importance as the interface between land and water.
- c. Shallow lakes – Shallow lake restoration proposed for funding should include innovative restoration pilots, evaluation and monitoring components for the restorations, and address the upland impacts on the shallow lakes.

#### 3. The Minnesota County Geologic Atlas

The LCCMR requests that the proposal submitted address updating geothermal heat flow maps for Minnesota to assist in assessing the potential for shallow and deep geothermal energy options.

# 2009 PHASE 1 FUNDING PRIORITIES

## Selected Ongoing Projects

### PHASE 1 RFP WAS ISSUED JUNE 18, 2008

[http://www.lccmr.leg.mn/RequestforProposals/2009/RFP\\_2009\\_Phase\\_1.pdf](http://www.lccmr.leg.mn/RequestforProposals/2009/RFP_2009_Phase_1.pdf)

The Phase 1 Request for Proposals (RFP) was a request for proposals from specific existing, ongoing Environment and Natural Resources Trust Fund funded projects. Only projects and organizations identified in the Phase 1 RFP are eligible to apply in Phase 1. In determining priorities for the Phase 1 RFP, all existing Trust Fund funded projects were reviewed, ongoing projects that might benefit from additional funding were identified, and a selection of those projects identified were chosen for the LCCMR to consider for additional funding based on the following guidelines—projects or programs that:

1. Continue efforts to maintain significant progress to complete a previously defined multi-phase project/program.
2. Continue a multi-phase project that will provide timely and relevant research or baseline data.
3. Are part of a continuum of researching, demonstrating, piloting, or refining natural resources practices that can be scaled up for broader implementation.
4. Are part of a coherent plan that is well developed and generally accepted by natural resource professionals.
5. Update or expand important statewide natural resource data or information.
6. Enhances the outdoor recreation system ([M.S. Chapter 86A](#)), the metropolitan regional park system and the Local Grants Program administered by the DNR for non-metro regional and local parks.

**For more information and to view the Phase 1 RFP  
visit: <http://www.lccmr.leg.mn/2009Process.html>**

# PROJECT 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, 2009 and should be able to spend money from an appropriation within 36 months.
- All projects are subject to additional proposal requirements that may include and pertain to accessibility, data availability, land acquisition, energy conservation and sustainability guidelines, and recyclable material requirements. Information located at [www.lccmr.leg.mn](http://www.lccmr.leg.mn) titled "Additional Proposal Requirements".

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

**The Phase 2 RFP is open to everyone for all proposals consistent with Phase 2 funding priorities.**

**All proposals should, as appropriate:**

- **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 for scoring proposals:**

The following seven criteria will be considered in evaluating Trust Fund proposals (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.



# ELECTRONIC SUBMISSION REQUIREMENTS

## PROPOSAL SUBMITTAL

Go to: [www.lccmr.leg.mn](http://www.lccmr.leg.mn)

and select

### “2009 LCCMR Proposal Submit Form—Phase 2”

1. Online “[2009 LCCMR Proposal Submit Form—Phase 2](#)” (1-page limit)

Inserted as attachments to the “2009 LCCMR Proposal Submit Form—Phase 2” are:

2. Main Proposal (2-page limit, single-sided)\*
3. Project Budget (1-page limit)\*
4. Map (if applicable) - showing project site(s) (1 page limit)
5. Project Manager Qualifications and Organization Description - (1 page limit)\*
6. Letter of Resolution (if applicable) - Non-profits and local units of government (state/federal agencies and colleges/universities are excluded) should submit a letter or resolution authorizing proposal submission

\*Required attachments

## Instructions for Web-Based Electronic Submission (PREFERRED)

Go to: [www.lccmr.leg.mn](http://www.lccmr.leg.mn) and select “2009 LCCMR Proposal Submit Form”

### 1. Online “[2009 LCCMR Proposal Submit Form—Phase 2](#)”

- Fill out the form as instructed.

### 2. Main Proposal (2 page limit)

- Insert as an attachment to the “2009 LCCMR Proposal Submit Form—Phase 2”.

A template (MS Word) for the Main Proposal is on the LCCMR web page at: [www.lccmr.leg.mn](http://www.lccmr.leg.mn) - click on “Main Proposal template”. There is also a link to the Main Proposal template on pg. 13 of this RFP, when viewed electronically.

The proposal format is designed to provide concise information. It begins with a brief project overview and summary of intended results, followed by a description of specific project deliverables and explanations of project strategy and timeline.

- Main Proposal must be in the format explained on pages 13-14 and is limited to two single-sided 8 1/2” x 11” pages.
- Leave a blank one inch margin at the bottom.
- Minimum font-size is 10 pt.
- Project title should be clearly marked on the top of each page.

### 3. Project Budget (1 page limit)

- Insert as an attachment to the “2009 LCCMR Proposal Submit Form—Phase 2”.

A template (MS Excel) for the Project Budget is on the LCCMR web page at:

[www.lccmr.leg.mn](http://www.lccmr.leg.mn) - click on “Project Budget template”. There is also a link to the Project Budget template on pg. 15 of this RFP, when viewed electronically.

- Project Budget must be in the format explained on page 15 and is limited to one 8 1/2” x 11” sheet, single-sided.

# ELECTRONIC SUBMISSION REQUIREMENTS

## 4. Map (if applicable)

- Insert as an attachment to the “2009 LCCMR Proposal Submit Form—Phase 2”.
- Maximum of one 8 1/2” x 11” sheet, single-sided.
- Should be easy to read when photo copied in black and white. Include a north arrow and a 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.

## 5. Project Manager Qualifications & Organization Description

- Insert as an attachment to the “2009 LCCMR Proposal Submit Form—Phase 2”.
- Maximum of one 8 1/2” x 11” sheet, single-sided.
- Include the project manager description of qualifications and responsibilities that pertain directly to this specific project proposal. This 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 a few sentences should be adequate (e.g. Local Government Unit, 501 (c)(3) etc).

## 6. Letter or Resolution (if applicable)

- Insert as an attachment to the “2009 LCCMR Proposal Submit Form—Phase 2”.
- Non-profits and local units of government should send a letter or resolution authorizing proposal submission from their governing board.
- This is not required for state agencies, federal agencies, and colleges/universities.

## Instructions for Email Submission

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](http://www.lccmr.leg.mn). Click on link for [MS Word version](#) of “2009 LCCMR Proposal Submit Form—Phase 2”. Below are instructions:

- Delete all items in italics from the MS Word version of the “2009 LCCMR Proposal Submit Form—Phase 2”. Your final “Proposal Submit Form” without instructions should not exceed 1 page.
- Send the “2009 LCCMR Proposal Submit Form—Phase 2” as an email attachment along with all other required attachments, as applicable, (main proposal, project budget, map, project manager qualifications and organization description, and letter of resolution) to: [trustfundrfp@lccmr.leg.mn](mailto:trustfundrfp@lccmr.leg.mn)
- Email: State your “Project Title” in the subject line of your email.
- Follow Web-Based Electronic Submission Instructions for guidelines on Items 2, 3, 4 and 5.

# ELECTRONIC SUBMISSION CHECKLIST

Go to: [www.lccmr.leg.mn](http://www.lccmr.leg.mn)  
and select  
“2009 LCCMR Proposal Submit Form—Phase 2”

<b>Item 1</b>	<b>Fill out online “<a href="#">2009 LCCMR Proposal Submit Form—Phase 2</a>”</b> Attach the following Items 2 - 6 below (as applicable):
<b>Item 2</b>	<b>“Main Proposal”</b> A completed Main Proposal form of up to 2-pages (single-sided, 10 pt font min) using template on LCCMR web page: <a href="http://www.lccmr.leg.mn">www.lccmr.leg.mn</a>
<b>Item 3</b>	<b>“Project Budget”</b> A completed Project Budget form of 1-page using template on LCCMR web page: <a href="http://www.lccmr.leg.mn">www.lccmr.leg.mn</a>
<b>Item 4</b>	<b>“Map”</b> 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)
<b>Item 5</b>	<b>“Project Manager Qualifications and Organization Description”</b> Up to one-page.
<b>Item 6</b>	<b>“Letter or Resolution”</b> If applicable, a one page letter or resolution.

**Submissions accepted until  
4:30 PM on Wednesday, October 1, 2008**

Keep a copy of your submission for your records.

Electronic submissions are strongly encouraged to maintain accuracy, save time, and enable efficient review of 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 PM on  
Wednesday, October 1, 2008.**

## “2009 LCCMR PROPOSAL SUBMIT FORM—PHASE 2”

### INSTRUCTIONS AND TEMPLATE

*(One page limit, single-sided, 10 pt. font minimum - retain the bold text and remove all instructions typed in italics)*

- The “2009 LCCMR Proposal Submit Form—Phase 2” is on the LCCMR webpage at: [www.lccmr.leg.mn](http://www.lccmr.leg.mn)
- Click on “[2009 LCCMR Proposal Submit Form—Phase 2](#)” (PREFERRED) or, if unable to use the web-based submit form you may use [MS Word version](#) of “2009 LCCMR Proposal Submit Form—Phase 2”.
- The tab key or arrow keys on your keyboard take you from field to field.
- Insert as attachments: the Main Proposal, Project Budget, Map (if applicable), Project Manager Qualifications and Organization Description, and Letter of Resolution (if applicable) before submitting your 2009 LCCMR Proposal Submit Form.

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

**LCCMR 2009 Funding Priority:** (e.g. “B4. Deep Water Lakes”) \_\_\_\_\_

**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 2009 to ??) \_\_\_\_\_

**Other Non-State Funds:** *(explain in Project Budget under Section V. “Other Non-State \$ Being Leveraged During the Project Period”)* \$ \_\_\_\_\_

**Project Manager:** First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ *(one name only)*  
*Note: list team members under the Main Proposal Section III. A. “Project Partners”*

**Sponsoring Organization:** \_\_\_\_\_

**Mailing Address:** Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

**Email:** \_\_\_\_\_

**Fax:** (Area Code) \_\_\_\_\_ - \_\_\_\_\_ *(if available)*

**Web Address:** \_\_\_\_\_ *(if available)*

**Location:** *(What area will the project impact? Be as specific as possible in terms of county, city, township, and region—see p. 18 for [map dividing MN by region](#))*

**Region:** \_\_\_\_\_ **County:** \_\_\_\_\_ **City/Township:** \_\_\_\_\_

### 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, Project Budget, Map (if applicable), Project Manager Qualifications and Organization Description, and Letter of Resolution (if applicable)**

*Attach your main proposal, project budget, map (if applicable), project manager qualifications and organization description, and letter of resolution (if applicable) here.*

# MAIN PROPOSAL

## INSTRUCTIONS AND TEMPLATE (2 PAGE LIMIT)

*(Two page limit, single-sided, 10 pt. font minimum - 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](http://www.lccmr.leg.mn) - Click on 2009 "Main Proposal template".
- Insert Main Proposal along with other attachments into your "2009 LCCMR Proposal Submit Form—Phase 2".

### PROJECT TITLE:

#### I. PROJECT STATEMENT

*In this section, provide a brief statement about WHY this project needs to be done (i.e. the opportunity, challenges, issues, or need the project would address), the overall AIMS of the project (e.g. reduce forest fragmentation, improve water quality), and HOW the project will achieve those goals (i.e. the project itself and the types of activities involved).*

#### II. DESCRIPTION OF PROJECT RESULTS

*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.*

<b>Deliverable</b>	<b>Completion Date</b>
--------------------	------------------------

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. PROJECT STRATEGY AND TIMELINE

#### A. Project Partners

*If the project has partners—project team, partner organizations—list names and affiliation and what part or parts of the project each will do.*

#### B. Project Impact

*Provide a brief statement about direct project impacts expected. This might include populations served, geographic areas served, resources impacted, and/or species impacted. Be specific and concise. If claiming impact on the entire state, please explain.*

#### C. Time

*Explain the time and funding requirements for this project.*

#### D. Long-Term Strategy (if applicable)

*If this proposal is a component of a larger, established project or effort (e.g. Soil Survey, County Biological Survey) that will require greater and longer-term investment over time than is being requested here, please identify the established project/effort, explain what sorts of longer-term investments will be required, and comment on long-term strategies for ongoing financial support and project progress and/or completion.*

## PROJECT BUDGET

### INSTRUCTIONS AND TEMPLATE (1 PAGE LIMIT)

MS Excel template is on LCCMR web page: [www.lccmr.leg.mn](http://www.lccmr.leg.mn). Click on 2009 "[Project Budget template](#)".

Insert budget along with other attachments into your "2009 LCCMR Proposal Submit Form—Phase 2".

*(One page limit, single-sided, 10 pt. font minimum. Retain bold text and remove all instructions typed in italics. Add or delete rows as necessary. If a category is not applicable you may write "N/A", leave it blank, or delete the row.)*

### IV. TOTAL PROJECT REQUEST BUDGET

<b>BUDGET ITEM</b> <i>(See list of Eligible &amp; Non-Eligible Costs, p.16)</i>	<b>AMOUNT</b>	<b>% FTE</b>
<b>Personnel:</b> <i>Who is getting paid to do what and what is the % of full-time employment for each position? List out by position.</i>	\$	%
	\$	%
	\$	%
<b>Contracts:</b> <i>With whom and for what? List out by item.</i>	\$	
	\$	
	\$	
<b>Equipment/Tools:</b> <i>What? List general description of needs.</i>	\$	
<b>Acquisition (Including Easements):</b> <i>List # of acres and who will hold title (e.g., DNR, Non-profit).</i>	\$	
<b>Restoration:</b> <i>List # of acres.</i>	\$	
<b>Other:</b> <i>List by item and explain.</i>	\$	
<b>TOTAL PROJECT BUDGET REQUEST TO LCCMR</b>	\$	

### V. OTHER FUNDS

<b>SOURCE OF FUNDS</b>	<b>AMOUNT</b>	<b>STATUS</b>
<b>Remaining \$ From Previous Trust Fund Appropriation (if applicable):</b> <i>How much Trust Fund money remains unspent or not legally obligated from any previous Trust Fund appropriation for any directly related project of the proposing project, project manager, or project organization? Specify the appropriation</i>	\$	<i>Unspent or Not Legally Obligated</i>
<b>Other Non-State \$ Being Leveraged During Project Period:</b> <i>What additional non-state cash \$ will be spent on the project during the funding period? For each individual sum, list out the source of the funds, the amount, and indicate whether the funds are secured or pending approval.</i>	\$	<i>Secured or Pending</i>
<b>Other State \$ Being Spent During Project Period:</b> <i>What additional state cash \$ (e.g. bonding, other grants) will be spent on the project during the funding period? For each individual sum, list out the source of the funds, the amount, and indicate whether the funds are secured or pending approval.</i>	\$	<i>Secured or Pending</i>
<b>In-kind Services During Project Period:</b> <i>What in-kind services will be provided during the funding period? List type of service(s) and estimated value. In-kind services listed should be specific to the project.</i>	\$	
<b>Past Spending:</b> <i>List money spent or to be spent on this specific project, cash and/or in-kind, for 2-year timeframe prior to July 1, 2009</i>	\$	



# ELIGIBLE & NON-ELIGIBLE EXPENSES

## ELIGIBLE EXPENSES

Eligible expenses are those expenses 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 expenses may include the following and are eligible only if specified in an approved Work Program. Eligible expenses 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.
- 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 expenses (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 expenses 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 EXPENSES

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

- a. Any expenses incurred before the project is authorized, before July 1, 2009, or before Work Program approval; whichever is latest;
- 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 expenses, such as office maintenance, office utility expenses, 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 expenses;
- s. Communication expenses 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).



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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.

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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.

# Minnesota (By Region)

