



Frequently Asked Proposal and Funding Questions

The following are frequently asked questions and answers about the Legislative-Citizen Commission on Minnesota Resources' (LCCMR) ENRTF (Environment and Natural Resources Trust Fund) Request for Proposals. If you have questions about completing your proposal, please first consult the RFP and the instructions, "Read Me" links, and the "Resources" menu within the [LCCMR Proposal and Grant Management System](#). If you still need further assistance or have unanswered questions after reviewing that information and this document, please [email the LCCMR](#) with specific questions or an explanation of any difficulties completing your proposal.

1. **Dollar Amount:** What is the minimum/maximum amount that can be requested?
 - a. There is no minimum or maximum amount that can be requested. Small projects are defined by having a request of \$300,000 or less.
2. **Multiple Projects/Proposals:** Can I submit a proposal if I have an existing ENRTF project? Can I submit multiple proposals?
 - a. There is no limit on how many active projects or proposals an organization or project manager can have at a given time; therefore, your recommended funding does not prevent you from being able to apply.
3. **Applicant Eligibility:** Who is eligible to apply?
 - a. The RFP is open to all who want to apply and who have demonstrated financial capacity. Applicants must be available to make a formal presentation to the LCCMR if selected and to be available for staff or commission member questions. To help us evaluate financial capacity, specific information must be submitted with your proposal. See page 8 of the RFP for more information on the required information.
4. **Financial Capacity:** Who needs a pre-award financial capacity assessment and what documents need to be submitted with my proposal for the assessment?
 - a. Non-profit organizations, for-profit organizations, and political subdivisions all need to undergo a pre-award financial capacity assessment. The financial documents are listed on page 8 of the RFP.
5. **Fiscal Agent:** Can you clarify what a fiscal agent is?
 - a. A fiscal agent is a non-profit organization or a political subdivision (county, city, SWCD) that has the capacity and experience to administer ENRTF funds and agrees to accept the ENRTF award on your behalf. Ideally the organization that is selected has experience as a fiscal agent and/or successful performance history with ENRTF funding. The fiscal agent will pay expenses on your behalf, then request and receive reimbursement from ENRTF funds. Roles and responsibilities between your organization and the fiscal agent must be documented in a fiscal agent agreement, which will be reviewed and approved by LCCMR and the DNR Grants Unit. Some fiscal agents will require a fee for their services, which ENRTF funds can be used to cover.

If you do not have fiscal capacity for managing receipt of ENRTF funds, you may need to obtain a third-party (external) fiscal agent. In this situation, the DNR Grants Unit, which provides fiscal

oversight for ENRTF appropriations made to non-state entities, will most likely require a fiscal agent so it would be best to have that established upon application. The name and contact information of your fiscal agent can be provided under the Organization Info subtab on the Project Collaborators page (Tab 2) of your proposal. While not required for the proposal, you would need to use these [fiscal agent board resolution or acceptance letter templates](#) to obtain a resolution or letter from your fiscal agent acknowledging acceptance of the fiscal agent role for your project before any funds would be released. This can be uploaded to the “Board Resolution or Letter” section on the Attachments page (Tab 7).

To find a fiscal agent, you can ask any non-profits or political subdivisions you know of that provide fiscal agent services and/or have experience with ENRTF funding and the capacity to administer your funds. You can also ask the DNR Grants Unit to provide recommendations.

6. **Funding Category Selection:** Under which category and priority should I submit my proposal? If my project aligns with more than one category or priority, is there a way to indicate this in my proposal?
 - a. We encourage you to submit to the category and priority that you think best represents the project. We recommend reviewing the primary outcome(s) that would result from the project and select the category and priority area you think best represents that outcome. If you believe your proposal addresses multiple categories and priorities, you can explain this further on the Narrative page (tab 4) of your proposal.
7. **FTE:** How do I determine the FTE/year for contracts or subawards?
 - a. You may use your best estimate based on the work that is being performed. If you are awarded an appropriation, there is always an opportunity to update the FTE line item with a more exact number if needed.
8. **Required Attachments:** What documents must I submit with my proposal?
 - a. The required list of attachments is identified on page 12 of the RFP under item #4. Additional information on attachments are provided in the “Read Me” links and instructions on the “Attachments” page (Tab 7) of the LCCMR Proposal and Grant Management System, where these documents will be uploaded.
9. **Resolution:** My governing board or council won’t meet before the RFP deadline of March 18, 2026. Is it acceptable to submit the resolution authorizing proposal submittal after the RFP deadline?
 - a. If the resolution authorizing proposal submittal will not be completed by the RFP deadline, please:
 - i. Upload the resolution that will be acted on by your board or council to the “Attachments” page (Tab 7) in the LCCMR Proposal and Grant Management System.
 - ii. Indicate at the top of the document when the resolution will be appearing before your board or council for adoption.
 - iii. When the resolution is adopted, email LCCMR staff (lccmr@lccmr.mn.gov) a copy along with your ENRTF proposal number and staff will upload to your proposal.
10. **Capital Construction – Match Funds:** Can I use other state grants or state of Minnesota funds as my 25% match?
 - a. It depends on which state of Minnesota funds they are. You will need to verify that the state funds did not originate from the ENRTF, such as local recreation grants from the Department of Natural Resources. If the state funds originated from the ENRTF, then they are not eligible to be

included as match dollars. Other state funding, such as Outdoor Heritage funding from the Lessard-Sams Outdoor Heritage Council, is eligible as match, as are other non-state funds.

- 11. Capital Construction vs. Capital Equipment:** I'm looking for guidance on what would be considered capital construction vs. capital equipment.
- a. Your proposal should be identified as a capital construction project if it includes expenditures for the predesign, design, construction, or renovation of a building, trail, campground, or other long-lived (10 years or more) fixed capital asset costing \$10,000 or more undertaken using monies from the ENRTF. Land acquisition for the purpose of capital construction or large-scale stream or wetland restorations are also considered capital construction projects. If you have a capital construction project, you will need to indicate this in the Project Conditions section of the General Information Page (Tab 3), complete and attach the Capital Construction Project Questionnaire, Budget Addendum, and upload an aerial map with your proposal.

In contrast, capital equipment is the *purchase* of tools or equipment with a value greater than \$5,000 per unit and should be categorized as Capital Equipment in your proposal budget. For each item, you will need to provide additional justification for the proposed expense and an explanation of how the equipment or tool 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 ENRTF 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.