

Legislative-Citizen Commission on Minnesota Resources (LCCMR)

JUNE 2008

ENVIRONMENT AND NATURAL RESOURCES TRUST FUND 2009 PHASE 1 REQUEST FOR PROPOSALS (RFP)

FUNDING PRIORITIES FOR 2009

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

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

* A Phase 2 Request for Proposals (RFP) will be issued as a separate document on or around July 30, 2008. See pages 3-5 of this document for additional information.

FUNDING BEGINNING: JULY 1, 2009

PHASE 1 DEADLINE TO SUBMIT: MONDAY, AUGUST 25, 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 June 11, 2008 and is located at 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** is 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** will be a request for proposals that is **open to everyone** for all proposals consistent with Phase 2 funding priorities. Phase 2 funding priorities are being determined in July 2008 and a document describing the Phase 2 RFP will be issued on or around July 30, 2008.

PHASE 1 PROPOSAL DEADLINE

Monday August 25, 2008 at 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 2 PROPOSAL DEADLINE

Details for proposal submissions responding to the Phase 2 RFP will be included in a separate document expected to be issued on or around July 30, 2008. The scheduled deadline for Phase 2 submissions is Wednesday October 1, 2008 at 4:30 PM but is subject to change.

SUBMIT PROPOSAL:

WEB-BASED SUBMISSION

Go to: www.lccmr.leg.mn and select "2009 LCCMR Proposal Submit Form"

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

EMAIL SUBMISSION

Email proposal in MS Word format to: trustfundrfp@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 will be **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 18.

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

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: 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

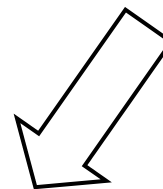
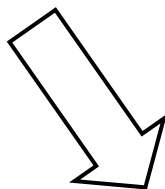
- LCCMR members review, evaluate, and rank all submitted Phase 2 proposals.
- Selection of highest ranked Phase 2 proposals invited to give presentations before LCCMR

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 1 FUNDING PRIORITIES

Selected Ongoing Projects

For Phase 1 funding priorities, 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 as priorities for the LCCMR to consider for additional funding based on the guidelines listed below. Specific individual projects within this selection are being asked to submit a proposal requesting additional funds that outlines how the funds could extend, accelerate and/or enhance their existing efforts. Those projects that respond to this request will be asked to present their proposals before the LCCMR on September 23 or 24.

Proposals from projects and organizations not specifically identified in the Phase 1 Funding Priorities will not be accepted or considered as part of the Phase 1 RFP process. **A Phase 2 Request for Proposal (RFP) will be open to everyone** for all proposals consistent with the funding priorities identified for Phase 2. Phase 2 funding priorities will be determined in July 2008 and a Phase 2 RFP is expected to be issued on July 30, 2008. Projects and organizations not specifically identified and requested to submit a proposal for Phase 1 should review the Phase 2 priorities and, if appropriate, consider submitting a proposal in response to the Phase 2 RFP.

Projects submitting a proposal under Phase 1 are not guaranteed additional funding. Phase 1 proposals will be evaluated and considered for funding at the same time as Phase 2 proposals.

For projects selected to submit a proposal in response to this Phase 1 request, if current project funding is adequate and the project does not wish to submit an additional proposal at this time the project can decline this request by notifying LCCMR staff. Projects declining to submit a proposal in response to a Phase 1 request are not precluded from submitting a related future proposal.

GUIDELINES: Projects selected as priorities to submit a proposal for Phase 1 were chosen 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.

SELECTION CRITERIA: Projects that submit a proposal for Phase 1 will be considered for additional funding based on the following selection criteria. Projects or programs that:

1. Have statewide or regional significance.
2. Have long term relevance.
3. Are a strategic or catalytic investment.
4. Have an urgent need for funding (i.e. do not have significant existing funds remaining from new or existing appropriations).
5. Have proven success in achieving results.
6. Have a project manager that has successfully managed past Trust Fund projects.

2009 PHASE 1 FUNDING PRIORITIES

The existing projects listed below have been specifically selected by the LCCMR as priorities to consider for additional funding for Phase 1 of the 2009 RFP. The goal of this selection is to extend, accelerate, enhance, and/or advance these existing efforts to their next logical stage or scope of work directly in accordance with the intent of the existing project. Each of these individual projects is being asked to submit a proposal requesting additional funds that outlines how additional funds could be used.

A. Natural Resource Data and Information

Project Title	Organization	Project Overview	Appropriations since 2005
Minnesota County Biological Survey	MN Department of Natural Resources	County-by-county survey, interpretation, and mapping of the state's natural habitats and the species they contain.	ML 2005-06 (08a) ML 2007 (6a) ML 2008 (3m)
County Geological Atlas and Groundwater Monitoring*	MN Department of Natural Resources & MN Geological Survey	County-by-county survey, interpretation, mapping, and monitoring of the state's groundwater resources.	ML 2007 (5j) ML 2008 (4h)
Soil Survey	MN Board of Water and Soil Resources	County-by-county survey, interpretation, and mapping of the state's soil resources.	ML 2005-06 (08b) ML 2007 (6b) ML 2008 (5b)
Innovative Springshed Mapping for Trout Stream Management	University of MN	Identification, assessment, and mapping of springs and recharge areas supplying trout streams in SE Minnesota.	ML 2007 (5g)
Updating the National Wetlands Inventory for Minnesota	MN Department of Natural Resources	Update of information on the characteristics, extent, and status of wetlands and deep-water habitats in MN.	ML 2008 (5a)
Restorable Wetlands Inventory	Ducks Unlimited	Identification and mapping of drained wetlands in MN to help prioritize wetland restoration.	ML 2008 (5e)

* Actual project titles for individual appropriations to this ongoing effort were "County Geologic Atlas Acceleration" (ML 2007) & "South-Central MN Groundwater Monitoring & County Geological Atlas" (ML 2008).

2009 PHASE 1 FUNDING PRIORITIES

B. State Parks, Trails, and Natural Areas Acquisition & Restoration

Project Title	Organization	Project Overview	Appropriations since 2005
State Park Acquisition**	MN Department of Natural Resources	Acquisition of privately held land within existing state park boundaries.	ML 2005-06 (6a) ML 2007 (4e) ML 2008 (3h)
State Trail Acquisition**	MN Department of Natural Resources	Acquisition of parcels of land along state trail corridors.	ML 2005-06 (06f,g,h) ML 2007 (4e) ML 2008 (3h)
Metropolitan Regional Park System Land Acquisition	Metropolitan Council	Subgrants for acquisition of land for metropolitan regional park system.	ML 2005-06 (6e) ML 2007 (4f) ML 2008 (3i)
Non-Metropolitan Regional Parks and Natural and Scenic Area Acquisition	MN Department of Natural Resources	Subgrants for acquisition of parkland outside the metropolitan area and natural and scenic areas statewide.	ML 2005 (6j) ML 2007 (4g)
Scientific and Natural Area Acquisition	MN Department of Natural Resources	Acquisition of MN lands containing rare natural features and resources of exceptional scientific and educational value.	ML 2005 (5c) ML 2008 (3f)
Forest Legacy Conservation Easements	MN Department of Natural Resources	Acquisition of permanent easements on private forest land that allow existing uses but prevent habitat degradation.	ML 2005-06 (9c) ML 2006 (11) ML 2007 (4a)
MN Habitat Conservation Partnership (HCP)	MN Department of Natural Resources, NGOs, Fed. agencies	Acquisition and restoration of lands to connect quality habitat in 11 major landscape corridors in outstate MN.	ML 2005-06 (05a) ML 2007 (4b) ML 2008 (3c)
Metro Conservation Corridors (MeCC)	MN Department of Natural Resources, NGOs	Acquisition and restoration of lands to connect quality habitat in 7 county metro area and surrounding counties.	ML 2005-06 (05b) ML 2007 (4c) ML 2008 (3a)

** Past state park and trail acquisitions were sometimes included under the same appropriation and actual project titles differed from those indicated here to reflect this; specifically, this includes "State Parks and Trails Land Acquisition" (ML 2007) and "State Park and Trail Land Acquisition" (ML 2008). For the purposes of this document and Phase 1 request, "State Park Acquisition" and "State Trail Acquisition" are being indicated as separate projects.

2009 PHASE 1 FUNDING PRIORITIES

C. Water-Related Research

Project Title	Organization	Project Overview	Appropriations since 2005
Unwanted Hormone Therapy: Protecting Water and Public Health	University of MN	Research to determine where behavior-altering estrogenic compounds come from and how they are distributed through wastewater treatment plant systems.	ML 2005-06 (07e)
Climate Change Impacts on Minnesota's Aquatic Resources	University of MN	Research measuring long-term trends in the MN's climate, ecology, and water resources; making projections about impacts of change; and identifying indicators to monitor changes.	ML 2006 (07) ML 2007 (5k)
Improved River Quality Monitoring Using Airborne Remote Sensing	Minnesota State University - Mankato	Research improving methods for monitoring and studying river water quality and riparian habitat in MN.	ML 2007 (5e)
Water Resource Sustainability	University of MN	Research improving surface water and groundwater resources planning in MN.	ML 2007 (5i)
Cedar Creek Groundwater Project using Prairie Biofuel Buffers	University of MN	Research on ability of native prairie plants to provide cellulosic biofuel feedstock while creating wildlife habitat, protecting groundwater, and reducing greenhouse gas emissions.	ML 2007 (5n)
Future of Energy and Minnesota's Water Resources	University of MN	Research assessing water demand in MN under various energy production scenarios.	ML 2008 (4a)

2009 PHASE 2 FUNDING PRIORITIES

PHASE 2 RFP EXPECTED TO BE ISSUED JULY 30, 2008

The Phase 2 Request for Proposal (RFP) will be open to everyone for all proposals consistent with the funding priorities identified for Phase 2. Phase 2 funding priorities will be determined in July 2008 and a Phase 2 RFP is expected to be issued on July 30, 2008. Projects and organizations not specifically identified and requested to submit a proposal for Phase 1 should review the Phase 2 priorities and, if appropriate, consider submitting a proposal under that process. See pages 3-5 for additional information.

PROJECT CRITERIA

- Trust Fund expenditures must strictly adhere to the constitutional requirements (pg. 19).
- Trust Fund expenditures must conform to the Trust Fund law M.S. 116P.08 (pg. 19)
- 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 titled "Additional Proposal Requirements".

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

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.

ELECTRONIC SUBMISSION REQUIREMENTS

PROPOSAL SUBMITTAL

Go to: www.lccmr.leg.mn

and select

“2009 LCCMR Proposal Submit Form”

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

Inserted as an attachment to the “2009 LCCMR Proposal Submit Form” 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

Instructions for Web-Based Electronic Submission (PREFERRED)

Go to: www.lccmr.leg.mn and select “2009 LCCMR Proposal Submit Form—Phase 1”

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

- Fill out the form as instructed.

2. Main Proposal (2 page limit)

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

A template (MS Word) for 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 15 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 page 15-16 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”.

A template (MS Excel) for the Project Budget is on the LCCMR web page at: www.lccmr.leg.mn - click on “Project Budget “template”. There is also a link to the Project Budget on page 17 of this RFP (when viewed electronically)

- Project Budget must be in the format explained on page 17 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”.
- 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”.
- 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”.
- 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. Below are instructions:

- Delete all items in italics from the MS Word version of the “2009 LCCMR Proposal Submit Form”. Your final “Proposal Submit Form” without instructions should not exceed 1 page.
- Send the “2009 LCCMR Proposal Submit Form” as an email attachment along with any other required attachments (main proposal, project budget, map, project manager qualifications and organization description, and letter of resolution) to: trustfundrpf@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
and select
"2009 LCCMR Proposal Submit Form"

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

**Submissions accepted until
4:30 p.m. on Monday, August 25, 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 p.m. on
Monday, August 25, 2008.**

“2009 LCCMR PROPOSAL SUBMIT FORM”

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 is on the LCCMR webpage at: www.lccmr.leg.mn
- Click on [“2009 LCCMR Proposal Submit Form-Phase 1”](#) (PREFERRED) or, if unable to use the web-based submit form you may use MS Word version of [2009 LCCMR Proposal Submit Form-Phase 1](#).
- 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)* _____

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. 19 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 - Click on **"2009 Main Proposal Instructions and Template"**.
- Insert Main Proposal along with other attachments into your "2009 LCCMR Proposal Submit Form".

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.

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. PROJECT STRATEGY AND TIMELINE

A. Project Partners

If the project has partners—project team, partner organizations—list names and agency/entity 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)

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

IV. TOTAL PROJECT REQUEST BUDGET

BUDGET ITEM <i>(See list of Eligible & Non-Eligible Costs, p.17)</i>	AMOUNT	% FTE
Personnel: <i>Who is getting paid to do what and what is the % of full-time employment for each position? List out by position.</i>	\$	%
	\$	%
	\$	%
Contracts: <i>With whom and for what? List out by item.</i>	\$	
	\$	
	\$	
Equipment/Tools: <i>What? List general description of needs.</i>	\$	
Acquisition (Including Easements): <i>List # of acres and who will hold title (e.g., DNR, Non-profit).</i>	\$	
Restoration: <i>List # of acres.</i>	\$	
Other: <i>List by item and explain.</i>	\$	
TOTAL PROJECT BUDGET REQUEST TO LCCMR	\$	

V. OTHER FUNDS

SOURCE OF FUNDS	AMOUNT	STATUS
Remaining \$ From Previous Trust Fund Appropriation (if applicable): <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>
Other Non-State \$ Being Leveraged During Project Period: <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>
Other State \$ Being Spent During Project Period: <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>
In-kind Services During Project Period: <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>	\$	
Past Spending: <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
 Commission on
 MN Resources
 Rm 65 State Office Bldg
 100 Rev. Dr. Martin
 Luther King Jr. Blvd.
 St. Paul, MN 55155

MN Constitution Art. XI, Sec.14**Environment and Natural Resources . . .**

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

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 . . .**

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

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)

