

Legislative Commission on Minnesota Resources

Request for Proposal
for Funding Beginning
July 2001

Open to Everyone

Project Implementation

Projects are intended for a two-year duration (July 2001 to June 2003), however, LCMR will consider requests for multiple biennium funding.

Funding Sources:

**Minnesota Environment and
Natural Resource Trust Fund
(Trust Fund)**

Minnesota Future Resources Fund

Great Lakes Protection Account

**Total Amount Available
\$44 Million**

Applications must be received at the LCMR office or postmarked by February 1, 2000.

The LCMR will be accepting proposals for projects in 5 priority areas:

- Improvement or Development of Recreational and Natural Systems
- Ecological Management
- Implementation of Research
- Protection and Restoration of Critical Habitat
- Environmental Education

November, 1999



LCMR COMMISSION MEMBERS

SENATORS:

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Dennis Frederickson
Jerry Janezich
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The spirit and intent of LCMR is to provide access to EVERYONE who has ideas for innovation and acceleration in environment and natural resource issues, tempered by the Adopted Funding Priorities and having a distinctive public benefit.

No grant-making or lobbying assistance is necessary for success. The LCMR staff will assist all proposers in their proposal development.

**REQUEST FOR PROPOSAL
FOR FUNDING BEGINNING JULY 2001**

NEED ASSISTANCE?

LCMR staff are available by phone, e-mail, or by appointment and will also conduct proposal workshops in various locations throughout the state December 7-8, 1999 and January 5-11, 2000. See page 10 for workshop locations.

Any changes or additions to the workshop schedule will be posted on our web page:

www.commissions.leg.state.mn.us/lcmr/lcmr.htm

Phone:(651)296-2406

Fax:(651) 296-1321

TDD: (651)296-9896 or
1-800-657-3550

Relay:(651)297-5353 or
1-800-627-3529

E-mail:

lcmr@commissions.leg.state.mn.us

ELIGIBILITY:

Application is open to all provided there is a demonstrated public benefit. The LCMR is an ADA/equal opportunity employer.

**DEADLINE FOR
SUBMISSION:**

Received or postmarked no later than February 1, 2000. *Proposals sent by e-mail or fax cannot be accepted.*

SUBMIT TO:

Legislative Commission on
Minnesota Resources
Room 65, State Office Building
100 Constitution Avenue
St. Paul, MN 55155



FUNDING PRIORITIES

THE PROPOSAL SHOULD ADDRESS ONE OR MORE OF THE FIVE PRIORITIES:

☐ IMPROVEMENT OR DEVELOPMENT OF RECREATIONAL AND NATURAL SYSTEMS:

Issue: Increased demand on our parks and trails is jeopardizing the integrity of natural systems and recreational facilities.

Funding Priority: Improve, develop or acquire* state, regional, metro, local parks, recreation areas and trails with an emphasis on connecting recreational systems.



Projects qualifying for the Local Grants Initiative Program, State and Metro Parks, Recreation Areas and Trails MUST apply to those programs. See page 5 for details.

☐ ECOLOGICAL MANAGEMENT :

Issue: Minnesota's natural resources are threatened by inappropriate and unsustainable use.

Funding Priority: Accelerate farming, forestry, tourism, and mining practices that protect the environment, human health and area economic vitality, and that enhance fish and wildlife habitat.

☐ IMPLEMENTATION OF RESEARCH:

Issue: The environment is not benefiting fully from the existing wealth of research and information, resulting in inefficient use of funds and expertise.

Funding Priority: Increase utilization and application of environmental and/or natural resource research and information to address natural resource or human health concerns.

☐ PROTECTION AND RESTORATION OF CRITICAL HABITAT:

Issue: The health, diversity and survivability of our native fish, animals, insects, and plant species are threatened by landscape fragmentation, indifferent land use policies, and pollution.

Funding Priority: Identify, acquire*, protect, and restore habitat corridors and other critical habitat of sufficient quality and quantity to promote the survival of plants and wildlife. This includes the enhancement of hunting and fishing.

☐ ENVIRONMENTAL EDUCATION:

Issue: Understanding of and appreciation for the environment needs to be developed through lifelong learning.

Funding Priority: Implement environmental education activities consistent with the Greenprint Statewide Plan for Environmental Education in Minnesota, with an emphasis on local government officials and community groups. The priority is for implementation of noncapital programmatic activities carried out through partnerships. This includes hunting and fishing interests.

*Acquisition may include conservation easements and purchase/transfer of development rights for all priorities stated above.

LOCAL GRANTS INITIATIVE PROGRAM:

The LCMR is recommending at least \$8.5 million to the matching grants program in the Department of Natural Resources (DNR) for Local Grants Initiatives for the following types of projects:

- NATURAL AND SCENIC AREA GRANT PROGRAM
- OUTDOOR RECREATION GRANT PROGRAM
- LOCAL TRAIL CONNECTIONS GRANT PROGRAM
- REGIONAL TRAIL GRANT PROGRAM
- ENVIRONMENTAL PARTNERSHIPS PROGRAM
- CONSERVATION PARTNERS PROGRAM

Proposals eligible for funding through the Local Grants Initiative Program will not be considered directly by the LCMR.

DO NOT SUBMIT PROPOSALS TO THE LCMR, SUBMIT DIRECTLY TO THE LOCAL GRANTS INITIATIVE PROGRAM.

For further information about the Local Grants Initiative Program and submitting a proposal contact :

Local Grants Initiative Program, DNR
Office of Management and Budget Services
500 Lafayette Road, Box 10
St. Paul, MN 55155-4010
Phone: (651)296-1567
e-mail: wayne.sames@dnr.state.mn.us

STATE AND METRO PARKS, RECREATION AREAS AND TRAILS:

State and Metro regional park, recreation area and trail needs for acceleration of acquisition, development, rehabilitation and enhancement as described in MS 116P.02, Subd. 5 (includes in the definition of natural resources, the state recreation system and the metro regional recreation system).

Projects eligible for funding through the Metro Parks and Open Space program will only be considered as part of the Metro Council and Parks Open Space Commission Capital Improvement Program. The LCMR intends to recommend money to support the State and Metro Parks, Recreation Areas and Trails program during the biennium beginning July 2001.

Funding Priorities are reviewed and adopted every two years.

The priorities are for projects to begin July 2001.

PRIORITY:

The order of the Funding Priorities does not reflect any other prioritization.

Although other proposals may be considered, adopted priorities will be given first consideration.

FUNDING SOURCE:

\$44 Million Available

The priorities apply to all funding sources.

Proposers are requested to respond to a funding priority area not a funding source.

REINVEST IN MINNESOTA:

RIM related activities are eligible and may be recommended for funding by the LCMR.

SUBMISSION INFORMATION

Only proposals received by the deadline in the proper format specified in this RFP will qualify for consideration.

SUBMISSION REQUIREMENTS: 3 ITEMS

Project title should be clearly marked on each page.

PROPOSAL

Send 3 copies of proposal (maximum of three 8 1/2 x 11 sheets - single sided).

The proposal must be in the format explained on pages 7-8 and is limited to three single sided pages.

Minimum font-type size is 12. This page is typeset on 12 points.

The proposal format is designed to provide concise information. It begins with a brief project summary and statement of results, followed by a description of specific project results and budgets associated with completion of the activities of the project.

PROJECT MANAGER QUALIFICATIONS

Description of qualifications and responsibilities of Project Manager as pertains to project proposal (one copy, one page single sided).

MAP

One 8 1/2 x 11 sheet, should be easy to duplicate. Be specific to the project. Maps should be clearly legible, with enough orientation to bring a reader to a quick understanding of the location of project within the region and state.

TEMPLATE AND SAMPLE PROPOSAL

A template of the proposal format and a sample proposal are available on the LCMR web page at www.commissions.leg.state.mn.us/lcmr/lcmr.htm

PROPOSAL FORMAT

Maximum length: Three 8 1/2 x 11 sheets single sided.

The proposal is composed of the following sections: (Italics are instructions and not to be repeated in the proposal.)

LCMR Proposal 2001 *(repeat this phrase in the upper left hand corner)*

Title: *(limit 8 words) -repeat on each page submitted, including submissions of qualifications and map.*

Total Biennial Project Budget: *(requested) \$*

Funding Priority: *(state the title of the priority responding to, e.g. Ecological Management)*

Project Manager: *(One name only. Note: list team members under IV. C. Project Partners)*

Affiliation:

Mailing Address:

Telephone Number: *(be sure to provide a reliable contact name and phone number in case of questions)*

E-Mail: *(if available)*

Fax: *(if available)*

Web Address: *(if available)*

Location: *(Where will the work impact? Be as specific as possible e.g. county, city, township, stream or lake name, etc.)*

I. PROJECT SUMMARY AND RESULTS:

Be specific. Provide a clear, concise summary of the proposed project and its results. The summary is limited to 30 words and must be a free standing summation of the project. 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.

II. DESCRIPTION OF PROJECT RESULTS:

Break the project into discrete results. Be specific. For example, indicate miles of trail acquired and developed, acres impacted, number of people reached. Indicate the budget for each result. Assign a lump sum cost (budget) to each discrete result you propose.

FOR EXAMPLE:

Result 1 " Title of Activity" with description of activity

Result 2 " Title of Activity" with description of activity

Result 3 " Title of Activity" with description of activity

Further break down that result budget number into these categories:

Personnel *(who is getting paid to do what, % for the project period):\$*

Equipment *(what equipment – a general description and cost):\$*

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

Acquisition *(how many acres, budget):\$*

Other *(Describe the activity and cost):\$*

PROPOSAL FORMAT, Continued

III. TOTAL PROJECT REQUEST BUDGET:

All Results: Personnel:\$
All Results: Equipment:\$
All Results: Development:\$
All Results: Acquisition:\$
All Results: Other: \$
TOTAL BUDGET: \$

IV. PAST, PRESENT AND FUTURE SPENDING:

What other money (and its source) will be spent on the proposed project?

A. Past Spending:

Specifically list money spent previously on the project, cash or inkind.

B. Current and Future Spending:

What additional money will be spent on the project during the funding period, cash or inkind?

What additional money is anticipated to be spent after the project completion, cash or inkind?

C. Project Partners:

If the project has cooperators (project team), list names and agency/entity affiliate.

Specifically state the percent time spent on the project and the money which will be contributed, cash or inkind from the project partners during the project. What additional money is anticipated to be spent after the project completion, cash or inkind?

D. Time:

If the proposed project will exceed two years, explain the additional time and funding requirements.

EVALUATION CRITERIA FOR PROPOSALS

LCMR members will review all of the proposals for consideration. No proposals will be eliminated by the staff. LCMR staff will sort all proposals by Funding Priority Area and rank them according to the criteria for use by the LCMR members during their initial selection process.

In addition to the weighted criteria, consideration will be given to proposals demonstrating the leveraging of nonstate money toward project implementation and an ability to meet more than one priority area.

LEVERAGING

Leveraging is encouraged and will be reviewed as part of the Past, Present and Future Spending section of the proposals.

MULTIPLE PRIORITIES

Meeting multiple strategies is encouraged and will be considered in evaluating proposals.



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

Trust Fund expenditures must conform to the Trust Fund law (MS 116P.08).

The following criteria will be applied as one part of the proposal evaluation and recommendation process. The total potential score for each criterion is written in parentheses. All points will be awarded on a sliding scale. Criteria will be applied as one of the screening tools by LCMR members in selecting projects for a hearing.

Total maximum points = 50

FOCUS OF SUSTAINABILITY

The LCMR is interested in projects that promote a sustainable approach. To be sustainable, a project should be compatible with the natural system and balance the benefits to the environment, the community, and the economy. (Up to 10)

ADDRESSES FUNDING PRIORITY

(Up to 9) listed on page 5.

RESULTS

Provide for a critical assessment of the project and clear, demonstrated results. (Up to 9)

PARTNERSHIPS

Demonstrates a cooperative and coordinated approach including the sharing of costs and/or workload. (Up to 9)

STATEWIDE SIGNIFICANCE

(Up to 7)

DISSEMINATION

Provides data, reports, materials, etc. to the public and other potential users in a readily useable form. (Up to 3)

INFORMATION BASE

Provides a significant, demonstrated addition to the public environmental and natural resource information base. (Up to 3)

PROPOSAL DEVELOPMENT AND WORKSHOPS

LCMR staff are available to assist proposers and answer any questions or review draft proposals. The format is designed to be simple and does **NOT** require professional grantsmaking assistance or lobbying efforts.

LCMR staff will conduct six informational proposal workshops for people who intend to respond to the LCMR Request for Proposals. It is not necessary to attend a workshop, and if you cannot attend a workshop, staff can assist you by phone, e-mail, fax or by appointment.

Phone: (651)296-2406
Fax: (651)296-1321
e-mail:
lcmr@commissions.leg.state.mn.us

If you have special needs that may necessitate accommodations at the meeting, please call Yvonne Fritchie at (651)296-2406 or e-mail at lcmr@commissions.leg.state.mn.us

See our web page for more details at www.commissions.leg.state.mn.us/lcmr/lcmr.htm

For staff planning purposes RSVP as to which workshop you are likely to attend.

Please bring a rough draft of your proposal to the workshop.

BEMIDJI

TUESDAY, DECEMBER 7, 1999

7 PM - 9 PM

Crying Wolf Room
Lower Hobson Union
Bemidji State University
1500 Birchmont Drive N.E.
Bemidji, MN 56601-2699

ST. CLOUD

WEDNESDAY, DECEMBER 8, 1999

2 PM - 4 PM

City Council Chambers
400 2nd Street South
St. Cloud, MN 56301

ST. PAUL

WEDNESDAY, JANUARY 5, 2000

1 PM - 3 PM

State Office Building, Room 5
100 Constitution Avenue
St. Paul, MN 55155

DULUTH

THURSDAY, JANUARY 6, 2000

2 PM - 4 PM

City Hall
330 City Hall
411 West First Street
Duluth, MN 55802

ROCHESTER

MONDAY, JANUARY 10, 2000

1 PM - 3 PM

Coffman Center
Rochester Community and
Technical College
Room 206-208
851 30th Avenue SE
Rochester, MN 55904

WILLMAR

TUESDAY, JANUARY 11, 2000

2 PM - 4 PM

Conference Center
Ridgewater College, Willmar Campus
2101 15th Avenue NW
Willmar, MN 56201

PROPOSAL EVALUATION AND RECOMMENDATION PROCESS

August **1999**
SUMMER AND FALL 1999:
RESOURCE EVALUATION AND SITE
VISITS

September AUGUST AND SEPTEMBER 1999:
PUBLIC NATURAL RESOURCE FORUMS,
FORUMS HELD IN REDWOOD FALLS,
ST PAUL, VIRGINIA, ROCHESTER AND
FERGUS FALLS

October



November NOVEMBER 1999:
REQUEST FOR PROPOSAL ISSUED

December DECEMBER 7-8:
PROPOSAL DEVELOPMENT WORKSHOPS

January **2000**
JANUARY 5-11, 2000:
PROPOSAL DEVELOPMENT
WORKSHOPS

February FEBRUARY 1, 2000:
PROPOSALS DUE

March FEBRUARY-MAY, 2000:
PROJECT RANKING AND OUTSIDE
REVIEW

March

April APRIL 2000:
CITIZEN ADVISORY COMMITTEE
REVIEW



May SPRING-SUMMER 2000:
LCMR SELECTION FOR FURTHER
CONSIDERATION. A LIMITED NUMBER
OF PROPOSALS WILL BE CHOSEN FOR
HEARINGS. ALL PROPOSERS WILL BE
NOTIFIED (FIRST CUT)

June

JUNE- JULY 2000:
LCMR HEARINGS ON PROPOSALS

July

August AUGUST 1, 2000:
FINAL LCMR RECOMMENDATIONS

September FALL 2000:
WORK PROGRAMS DUE TO LCMR ON
RECOMMENDED PROJECTS

October FALL 2000:
RESEARCH PROJECTS PEER REVIEW

November

December



January **2001**
JANUARY 2001:
LCMR RECOMMENDATIONS
PRESENTED TO THE LEGISLATURE

February JANUARY-MAY 2001:
LEGISLATIVE REVIEW AND
APPROPRIATION

March



April

May MAY 2001:
FINAL LEGISLATIVE ACTION ON
PROPOSALS

June JUNE 2001:
WORK PROGRAMS ADOPTED BY LCMR

July JULY 2001-JUNE 2003:
PROJECT IMPLEMENTATION



ADDITIONAL PROPOSAL INFORMATION

PROJECT IMPLEMENTATION

Projects are intended for a two-year duration (July 2001 to June 2003), however, LCMR will consider requests for multiple biennium funding. No expenditures will be allowed after June 30, 2003 unless requested and approved by specific law.

TOTAL AMOUNT AVAILABLE

\$44 Million, estimated as of October 1999.

FUNDING SOURCES

Minnesota Future Resources Fund (MS 116P.13), estimated amount available \$14 Million

Minnesota Environment and Natural Resource Trust Fund (Trust Fund) (MS 116P.08), estimated amount available \$30 Million

Great Lakes Protection Account (MS 116Q.02), estimated amount available \$200,000

ELIGIBLE COSTS

Eligible costs are those costs directly incurred by the Recipient that are solely related to and necessary for producing the work products described in the approved Work Program during the appropriation period. Any cost not defined as an eligible cost or not included in the approved Work Program or formally approved in writing by the State will not be paid from State funds. All dollars are awarded on a reimbursement basis, unless specifically authorized.

Eligible costs may include the following:

1. Expenditures incurred only after the effective date in the approved work program. No expenditures will be allowed after June 30, 2003 unless approved by specific law.
2. Advertising costs solely for (a) Recruitment of personnel; (b) Solicitation of bids; (c) Other purposes specifically provided for in the proposal.
3. Capital expenditures for facilities, equipment and other capital assets. Equipment expenditures of \$3500 per unit or more, must be specifically listed in proposal within the description of project results budget.
4. Communication costs incurred for telephone calls, postage, & similar services.
5. Materials & supplies and incoming freight charges for them.
6. Publication & printing costs (including the processes of composition, plate-making, press work, & binding, and the end products produced) necessary for contract administration; work products production; and progress reports relating to work program accomplishments.
7. Educational program expenses such as conferences, seminars, books, materials and supplies; directly applicable to the project.
8. Transportation and travel expenses such as lodging, meals, and 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; found at <http://www.doer.state.mn.us/lr-cmrpl/chptr-15.htm>.
9. Wages and expenses of salaried Recipient employees if specified.
10. Fringe benefit costs of Recipient's employees if specified.
11. Professional services specified that are rendered by individuals or organizations not a part of the Recipient.

NONELIGIBLE COSTS

Noneligible costs for reimbursement means all costs not defined as eligible costs, including but not limited to the following:

1. Indirect Costs
2. Any costs incurred before the project is authorized to begin, July 1, 2001 or work program approval, whichever is the later
3. Fund raising
4. Taxes, except sales tax on goods and services
5. Insurance, except title insurance
6. Attorney fees; except for acquisition and clearing title to land
7. Loans, grants, or subsidies to persons or entities for development
8. Bad debts or contingency funds
9. Interest
10. Lobbyists
11. Political contributions
12. Investment Management Fees
13. Memberships
14. Public utilities such as water, sewage, electricity
15. Maintenance and repairs incurred for upkeep of property unless specifically authorized.
16. Administrative expenses such as accounting and budgeting.
17. Out of State Travel of project personnel and/or consultants unless specifically authorized.
18. Directors or Officers salary unless expressly approved in the Work Program together with a plan of activities and actual work products.
19. For State employees; Salaries and benefits unless in the unclassified service or expressly approved in the work program.

**In addition, all projects are subject to the following requirements located at:
[http:// www.commissions.leg.state.mn.us/lcmr/lcmr.htm](http://www.commissions.leg.state.mn.us/lcmr/lcmr.htm)**

Accessibility

Data Availability

Purchase of Recycled and Recyclable Material Requirements

Energy Conservation

Land Acquisition

ADDITIONAL INFORMATION ON THE LCMR

LCMR STAFF:

**John Velin, Director
Dave Flipp, Susan Thornton,
Mary Lou Kendle, Yvonne Fritchie**

Information from this RFP 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 addressed to:

**LCMR
Room 65, State Office Building,
100 Constitution Avenue,
St. Paul, MN 55155**

**Phone: (651)296-2406
TDD: (651)296-9896 or
1-800-657-3550
Relay: (651)297-5353 or
1-800-627-3529
Fax: (651)296-1321**

**E-Mail:
lcmr@commissions.leg.state.mn.us**

For a more complete review of the LCMR activities go to:

www.commissions.leg.state.mn.us/lcmr/lcmr.htm

- Who is the LCMR
- Funding Sources
- Trust Fund Constitutional Amendment
- Trust Fund law MS 116P
- Summary of Past Projects
- List of 1991-1999 Funded Projects and Abstracts
- 1999-2000 Schedule
- Additional Proposal Information

LCMR
100 Constitution Avenue
Room 65, State Office
Building
St. Paul, MN 55155



First Class Mail
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St. Paul, MN