

Legislative-Citizen Commission on Minnesota Resources (LCCMR)

February 2009

ENVIRONMENT AND NATURAL RESOURCES TRUST FUND 2010 REQUEST FOR PROPOSALS (LOCATED @ WWW.LCCMR.LEG.MN)

FUNDING PRIORITIES FOR 2010

- A. WATER RESOURCES
- B. RENEWABLE ENERGY RELATED TO CLIMATE CHANGE
- C. HABITAT RESTORATION, ENHANCEMENT, AND ACQUISITION
- D. INVASIVE SPECIES
- E. NATURAL RESOURCE CONSERVATION PLANNING AND IMPLEMENTATION
- F. ENVIRONMENTAL EDUCATION
- G. CREATIVE IDEAS

FUNDING BEGINNING: JULY 1, 2010

DEADLINE TO SUBMIT*: 4:30 PM, FRIDAY MAY 1, 2009

ELECTRONIC SUBMISSION OF PROPOSALS REQUIRED

***LCCMR STAFF ARE AVAILABLE TO REVIEW AND PROVIDE FEEDBACK ON DRAFTS OF PROPOSALS IF SUBMITTED BY MONDAY APRIL 27, 2009**

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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 \$25.6 million is available from the Trust Fund for the funding cycle beginning July 1, 2010.

2010 REQUEST FOR PROPOSALS (RFP) BACKGROUND INFORMATION

LCCMR MEMBERS

Sen. Ellen Anderson
Al Berner
Jeff Broberg
Rep. Lyndon Carlson
Sen. Satveer Chaudhary
Sen. Dennis Frederickson
Nancy Gibson
John Herman
Rep. Larry Howes
John Hunt
Mary Mueller
Sen. Pat Pariseau
Rep. Tom Rukavina
Rep. Ron Shimanski
Sen. Jim Vickerman
Rep. Jean Wagenius

Vacancies (as of 02/11/09)
1 Governor citizen-appointee

Co-Chairs

Sen. Jim Vickerman
House Member (vacant)
Citizen Member (vacant)

Co-Vice Chairs

Sen. Dennis Frederickson
Nancy Gibson
Rep. Jean Wagenius

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

**PLEASE CAREFULLY REVIEW THE
FULL TEXT OF THIS DOCUMENT
BEFORE SUBMITTING A
PROPOSAL.**

ELIGIBILITY—OPEN TO ALL

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 Proposals, Six-Year Strategic Plan, and the Statewide Conservation and Preservation Plan.*

LCCMR staff are available to assist in proposal development. No lobbying or professional grant-writing experience is necessary for success.

DEADLINE FOR SUBMISSION

**4:30 PM, FRIDAY MAY 1, 2009
THIS IS A FIRM DEADLINE.**

SUBMIT PROPOSAL: **Web-based Submission of Proposals Required***

Go to: www.lccmr.leg.mn and select
"[2010 LCCMR Proposal Submit Form](#)"

Keep a copy of your submission for your records.

*If unable to use the web-based proposal submit form, please contact LCCMR staff to assist you or to arrange for an alternative method of submission.

ELIGIBLE EXPENSES:

For a complete list of eligible and non-eligible expenses see page 13.

PROJECT IMPLEMENTATION:

Funding for projects will begin next year: July 1, 2010. Project duration may exceed one year.

PROPOSAL ASSISTANCE:

LCCMR staff are available to assist proposers, answer questions, or review and provide feedback on drafts of proposals. **Proposers are encouraged to submit proposal drafts to help ensure proposals are focused, clear, and contain all necessary information.** Drafts must be received by 04/27/09 to allow adequate time for staff review. Submit drafts using the online proposal submit form—indicate DRAFT by entering "Y" in the appropriate field.

If you have questions or would like proposal assistance, contact LCCMR staff:

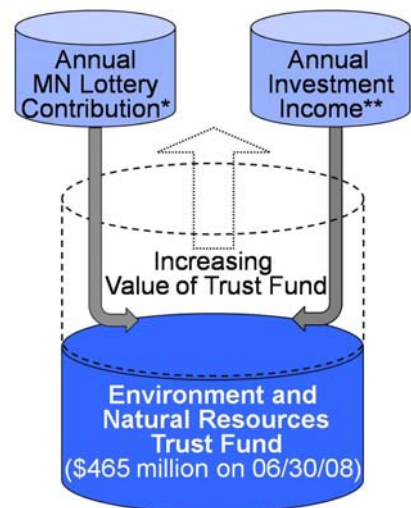
Phone: (651) 296-2406

Fax: (651) 296-1321

Email: lccmr@lccmr.leg.mn

Address:

Room 65 State Office Building
100 Rev Dr Martin Luther King Jr Blvd
St. Paul, MN 55155



* 40% of net Lottery profits, or ~7¢ of every dollar spent on Lottery tickets.

**Grows Trust Fund at average rate of ~8% of market value each year.

PROPOSAL & FUNDING PROCESS TIMELINE

2010 REQUEST FOR PROPOSALS (RFP)

January 2009

- January 16: Funding priorities determined and RFP adopted for proposals requesting to receive funding from the Environment and Natural Resources Trust Fund beginning July 1, 2010.

February 2009

- February 11: 2010 RFP issued.

Friday May 1, 2009

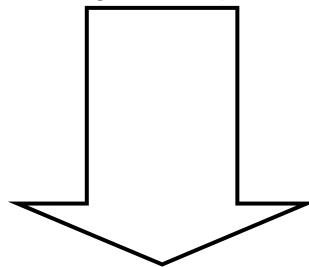
- **Submission deadline for proposals responding to 2010 RFP.**

September-October 2009

- LCCMR members review, evaluate, and rank all submitted proposals.
- Selection of high ranking proposals to be invited in for further consideration and presentations before LCCMR.
- Selection of proposals to receive a funding recommendation to the 2010 Legislature.

November-December 2009

- Funding recommendations in legislative bill format, as they will be presented to the 2010 Legislature, are adopted.
- Projects recommended for funding begin submitting work programs for LCCMR staff review.
- Research projects recommended for funding receive peer review.



LCCMR RECOMMENDATIONS TO LEGISLATURE

January-May 2010 (Legislative Session)

- 2010 Legislative Session begins.
- LCCMR funding recommendations presented to the Legislature for consideration via introduction as an appropriations bill.
- 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 2010

- LCCMR approves work programs for projects funded.

July 1, 2010

- Money from the Environment and Natural Resources Trust Fund becomes available for expenditure and projects can begin.

2010 FUNDING PRIORITIES

Targeted Issue Areas

Projects are sought that provide multiple ecological and other public benefits and are consistent with the LCCMR Six-Year Strategic Plan and the Statewide Conservation and Preservation Plan.

(Plans available at: <http://www.lccmr.leg.mn>)

Proposals are requested in the following seven areas, described in more detail below:

- A. Water Resources**
- B. Renewable Energy Related to Climate Change**
- C. Habitat Restoration, Enhancement, and Acquisition**
- D. Invasive Species**
- E. Natural Resource Conservation Planning and Implementation**
- F. Environmental Education**
- G. Creative Ideas**

A. Water Resources

Projects are sought that address water issues on a surface watershed or groundwater watershed basis as follows:

1. Groundwater Sustainability
 - a. Develop new or improved methods to identify and protect aquifer and groundwater recharge areas from loss or contamination.
 - b. Undertake scientific assessment of groundwater quality, quantity, and sustainability that can be utilized in regional and statewide ways to lead to improved groundwater recharge protection.
2. Estrogenic and Pharmaceutical Contaminants in Surface and Ground Waters
 - a. Document and evaluate the extent and level of estrogenic and pharmaceutical contaminants of wastewater treatment and industrial facility effluent in water bodies around the state.
 - b. Evaluate and quantify the threat to humans and animals from estrogenic compounds and pharmaceuticals in waters around the state.
 - c. Develop, test, and evaluate protocols and public education efforts for the proper disposal of estrogenic compounds and pharmaceuticals in order to protect water resources.
3. Aquatic Habitat Protection
 - a. Demonstrate and evaluate innovative practices to protect, improve, and prevent degradation of native aquatic habitat, including shoreland and near-shore, in-water habitat.
 - b. Continue to update the National Wetlands Inventory in Minnesota.

2010 FUNDING PRIORITIES

B. Renewable Energy Related to Climate Change

Projects are sought that reduce carbon and other greenhouse gas emissions as follows:

1. Evaluate applicability and effective implementation of different clean energy technologies in Minnesota, such as solar and geothermal technologies.
2. Encourage adoption of community-based, locally-produced, renewable and innovative clean energy technologies (this could include microgrids or smaller community networks).
3. Develop innovative pilot or demonstration projects to reduce carbon emissions from residential and other small energy consumers.

C. Habitat Restoration, Enhancement, and Acquisition

Projects are sought that protect, restore, and enhance lands with high quality natural resources and habitat for wildlife and human benefit. This includes but is not limited to Scientific and Natural Areas (SNAs), state and regional parks and trails, and sensitive shorelands or riparian habitat.

1. Restoration and Enhancement
 - a. Develop and disseminate guidelines for and/or provide training in state-of-the-art, science-based restoration for each of Minnesota's major ecotypes. Training should include field experience.
 - b. Conduct innovative restoration projects, including evaluation of the methods used.
 - c. Evaluate the effectiveness of restoration methods and projects in order to improve the effectiveness of future efforts.
2. Acquisition

Protect and enhance through fee title or permanent easement acquisition strategic lands that make the largest contribution to multiple benefits for conservation. The following parameters apply:

 - Lands to be acquired should be identified in an adopted state, regional, or local natural resource plan.
 - All acquisition proposals must include an explanation as to how a restoration/enhancement and/or management plan for the site will be developed, implemented, and funded (either under this proposal or through other funding sources).
 - Management should enhance the quality and diversity of natural resources.

D. Invasive Species

Projects are sought that address the threat of aquatic and terrestrial invasive species by developing new, innovative, and more effective control methods and by decreasing invasibility (making habitats less susceptible to invasion). Potential efforts could include:

1. Preventing introductions of new invasive species.
2. Providing early detection of new invasive species.
3. Reducing the spread of invasive species along transportation routes and other vectors.
4. Alternative control techniques for containing or suppressing invasive species already present in Minnesota, including but not limited to Curly-leaf Pondweed and Eurasian Watermilfoil. **This does not include funding typical maintenance activities such as harvesting and annual chemical treatments.*
5. Restoring or re-establishing terrestrial or aquatic habitats impacted by invasive species. Priority will be given to habitats located on public land or private lands protected by permanent conservation easements.

2010 FUNDING PRIORITIES

E. Natural Resource Conservation Planning and Implementation

Projects are sought that develop and/or implement integrated community-based natural resource, open space, and conservation plans to identify key opportunities to conserve local, regional, and state ecological, cultural, and outdoor recreational resources. Funds are intended to focus on natural resources including water and habitat, parks and open space, and other conservation planning and implementation efforts and not intended to subsidize other required local planning efforts.

F. Environmental Education

Projects are sought that provide innovative delivery of environmental education, including professional development, to both K-12 and adult audiences and result in increased community involvement and leadership on environmental issues. Preference will be given toward efforts that develop understanding of climate change or that involve outdoor classroom settings.

G. Creative Ideas

Projects are sought that could produce transformative changes for the benefit of Minnesota's environment and natural resources, but which do not fit under categories A through F. The intention here is for "out of the box" thinking, ideas, and innovation that could result in significant, measureable benefits for Minnesota's air, land, water, fish, wildlife, and other natural resources.

REQUIREMENTS AND CRITERIA

- Trust Fund expenditures must strictly adhere to the constitutional requirements (pg. 14).
- Trust Fund expenditures must conform to the Trust Fund law M.S. 116P.08 (pg. 14)
- Projects must be able to start by July 1, 2010 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".

Proposal Requirements

Proposals should be consistent with the funding priorities identified in the 2010 RFP and the LCCMR's Six-Year Strategic Plan.

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.

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

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.

PROPOSAL SUBMISSION

DEADLINE: 4:30 PM, FRIDAY MAY 1, 2009

ALL FORMS AND TEMPLATES REQUIRED FOR PROPOSAL SUBMISSION CAN BE FOUND @ www.lccmr.leg.mn

LCCMR staff are available to assist proposers, answer questions, or review/provide feedback on drafts of proposals. **Proposers are encouraged to submit proposal drafts to help ensure proposals are focused, clear and contain all necessary information.** Drafts must be received by 04/27/09 to allow adequate time for staff review. Submit drafts using the online proposal submit form—indicate DRAFT by entering “Y” in the appropriate field.

PROPOSAL SECTIONS CHECKLIST

1	2010 LCCMR Proposal Submit Form: Go to www.lccmr.leg.mn , select the submit form on the Main Page, and provide all requested information, as detailed on p.9 of this RFP.
Proposal sections #2 through #6 (as applicable) are submitted through the online submit form as document attachments. See guidelines for attachments below.	
2	Main Proposal (2-page limit): Download the template (MS Word) and fill out according to instructions on pages 10-11 of this RFP.
3	Project Budget (1-page limit): Download the template (MS Excel) and fill out according to instructions on page 12 of this RFP.
4	Map or Illustration (1-page limit): If applicable (see below), a simple map or illustration.
5	Project Manager Qualifications and Organization Description (1-page limit)
6	Letter or Resolution (1-page): If applicable (see below).

Guidelines for Attachments

FORMATTING FOR ALL ATTACHMENTS

- 8 1/2" x 11" pages; 11 pt. font minimum
- Project Title should be clearly marked on top of each page
- Blank 1-inch margin on bottom of each page

GUIDELINES FOR SPECIFIC ATTACHMENTS

#2: Main Proposal (2-page limit)

Main proposal must provide concise information summarizing the proposed project, deliverables, and strategy and timeline. See template instructions.

#3: Project Budget (1-page limit)

Project budget must clearly account for how all requested funds would be used and explain what (if any) other funds would be used during the project. See template instructions.

#4: Map or Illustration (1-page limit)

- For all proposals involving land acquisition or restoration, a map of the specific proposed project area is required. Map must be legible as black & white photocopy, include north arrow

and scale, and illustrate **specific site location** within city, county, region, and/or state.

- For all other proposals it is **optional**, if desired, to include a map, illustration, table, or figure that further clarifies information contained in the main proposal.

#5: Project Manager Qualifications and Organization Description (1-page limit)

- Include description of project manager qualifications and responsibilities pertaining specifically to project proposal. This does not need to be a complete resume.
- Organization description should be simple, brief explanation of organization and its mission.

#6: Letter or Resolution (1-page limit)

Non-profits and local units of government must submit a letter or resolution authorizing proposal submission from their governing board. State and federal agencies and colleges/universities do not need a resolution but should have an authorized person submit the proposal.

2010 LCCMR PROPOSAL SUBMIT FORM INSTRUCTIONS

1. The "2010 LCCMR Proposal Submit Form" is located on the LCCMR webpage at: www.lccmr.leg.mn—click on "2010 LCCMR Proposal Submit Form" and follow the instructions. **Web-based submission of proposals is required.** If unable to use the web-based submit form, please contact LCCMR staff to assist you or to arrange for an alternative method of submission.
2. Drafts of proposals intended for staff to review and provide feedback on prior to your final submission should be submitted using the online proposal submit form. Indicate as a draft by entering "Y" in the appropriate field. Drafts must be submitted by April 27, 2009 to allow adequate time for staff review.
3. Provide all requested information. The tab key on your keyboard will take you from field to field. An asterisk (*) denotes a required field for submission.
4. Insert as attachments: Main Proposal, Project Budget, Map or Illustration (if applicable), Project Manager Qualifications and Organization Description, and Letter or Resolution (if applicable).
5. Before pressing "SUBMIT", review the information you provided for accuracy and ensure that all necessary attachments have been attached. After you press "SUBMIT", you will be able to review a copy of the information you provided on the submit form; please save or print this page for your records.

Is this a **DRAFT** of a proposal intended for staff review? (enter Y if draft or N if final submission) ____

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

LCCMR 2010 Funding Priority: (e.g. "A. Water Resources") _____

Total Project Budget: (\$ request to LCCMR) \$ _____

Proposed Project Time Period for the Funding Requested: (e.g. 1 year, 2 year, etc., give dates July 2010 to ??) _____

Other Non-State Funds—specific to these proposed activities: (explain in Project Budget under Section V. "Other Non-State \$ Being Applied to Project During Project Period") \$ _____

Project Manager: First Name: _____ Last Name: _____ (list one person only) Note: list project team members under the Main Proposal Section III. A. "Project Team/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. 15 for [map dividing MN by region](#)). To select more than one region or county, hold "ctrl" while left clicking with the mouse.)

Region: _____ **County:** _____ **City/Township:** _____

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 along with the project title to refer to the proposal during proposal review.

ATTACHMENTS

Attach Main Proposal (MS-Word format), Project Budget (MS-Excel format), Map or Illustration (if applicable), Project Manager Qualifications and Organization Description, and a Letter or Resolution (if applicable) here.

MAIN PROPOSAL

INSTRUCTIONS AND TEMPLATE (2 PAGE LIMIT)

(2-page limit, single-sided, 11 pt. font minimum - retain the bold text and delete all instructions typed in italics)

- MS-Word template of the Main Proposal can be downloaded from the LCCMR web page: www.lccmr.leg.mn. Click on 2010 “Main Proposal template”.
- Attach Main Proposal, in MS-WORD format, to your “2010 LCCMR Proposal Submit Form”.

PROJECT TITLE:

I. PROJECT STATEMENT

In this section, provide a summarizing overview statement (3/4 page or less) that clearly and succinctly states:

1. *WHY this project needs to be done (i.e. the situation to which it is responding; the opportunity, challenges, issues, or need the project would address).*
2. *Overall GOALS of the project (e.g. reduce forest fragmentation, improve water quality) and the specific, direct IMPACT(s) you aim to have (e.g. populations served, geographic areas served, resources impacted, species impacted).*
3. *HOW the project will achieve those goals (i.e. the project itself and types of activities involved).*

II. DESCRIPTION OF PROJECT RESULTS

In this section, break the project into specific results (i.e. distinct efforts or activity areas). Be specific. List as many results as needed using the format indicated below. For each result:

- *Provide a short, descriptive title for the result;*
- *Indicate the budget amount intended to be allocated specifically to that result;*
- *Give a detailed description of the activity or activities you are proposing to do under that result;*
- *State specific, measurable deliverables (outcomes) that will be provided by the result.*

FOR EXAMPLE:

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

Include detailed description of the activity you are proposing to do here.

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

1. **Specific, measureable deliverable (outcome) #1**
 2. **Specific, measureable deliverable (outcome) #2**
 3. **Specific, measureable deliverable (outcome) #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

A. Project Team/Partners

Describe the project team and partners that will be carrying out the proposed activities. List names and affiliations of team members or partner organizations, and explain the specific role each will play in carrying out the project.

B. Timeline Requirements

Explain the timeline requirements specific to this project. Timeline requirements are the project timeline being requested to carry out the project and the rationale, such as any particular conditions or stages required or assumed in order to carry out the project under the timeline (e.g. if project required a certain number of field seasons under certain conditions).

C. Long-Term Strategy

Is this proposal a component of a specific, larger or longer-term project or effort that will require additional investment over time than is being requested here? If so, please explain the established project/effort (including previous efforts leading up to this request), identify 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 can be downloaded from LCCMR web page: www.lccmr.leg.mn. Click on 2010 "Project Budget template". Attach budget, in MS-EXCEL format, to your "2010 LCCMR Proposal Submit Form".

(1-page limit, single-sided, 11 pt. font minimum. Retain bold text and delete 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 ([Insert # of years for project] years)

BUDGET ITEM (See list of Eligible & Non-Eligible Costs, p.13)	AMOUNT
Personnel: <i>In this column, list who is getting paid to do what and what is the % of full-time employment for each position. List out by position or position type—one line per position/position type. For each, provide details in this column on the inputs: i.e. % dollars toward salary, % dollars toward benefits, time period for position/position type, and number of people in the position/position type.</i>	\$
	\$
	\$
Contracts: <i>In this column, list out proposed contracts. Be clear about whom the contract is to be made with and what services will be provided. If a specific contractor is not yet determined, specify the type of contractor sought. List out by contract types/categories—one line per type/category.</i>	\$
	\$
Equipment/Tools/Supplies: <i>In this column, list out general descriptions of item(s) or item type(s) and their purpose—one line per item/item type.</i>	\$
Acquisition (Fee Title or Permanent Easements): <i>In this column, indicate the proposed # of acres and who will hold title (e.g. DNR, Non-profit).</i>	\$
Travel: <i>Be specific. Separate in-state and out-of-state travel; explain each. Only travel essential to completing project activities can be included.</i>	\$
Additional Budget Items: <i>In this column, list any additional budget items that do not fit above categories. List by item(s) or item type(s) and explain how number was reached.</i>	\$
TOTAL PROJECT BUDGET REQUEST TO LCCMR	\$

V. OTHER FUNDS

SOURCE OF FUNDS	AMOUNT	STATUS
Other Non-State \$ Being Applied to Project During Project Period: <i>Indicate any additional non-state cash \$ to 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>Indicate: Secured or Pending</i>
Other State \$ Being Applied to Project During Project Period: <i>Indicate any additional state cash \$ (e.g. bonding, other grants) to 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>Indicate: Secured or Pending</i>
In-kind Services During Project Period: <i>Indicate any in-kind services to be provided during the funding period. List type of service(s) and estimated value. In-kind services listed must be specific to the project.</i>	\$	
Remaining \$ From Current Trust Fund Appropriation (if applicable): <i>Specify \$ and year of appropriation from any current Trust Fund appropriation for any directly related project of the project manager or organization that remains unspent or not yet legally obligated at the time of proposal submission. Be as specific as possible. Describe the status of \$ in the right-most column.</i>	\$	<i>Indicate: Unspent? Not Legally Obli- gated? Other?</i>
Funding History: <i>Indicate funding secured prior to July 1, 2010 for activities directly relevant to this specific funding request. State specific source(s) of funds.</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 and the end products produced) necessary for contract administration; work products production; and biennial reports relating to work program accomplishments;
- f. Transportation and 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 and 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, 2010, 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;
- h. Interest, Investment management fees;
- i. Lobbyists, political contributions;
- j. Memberships (including subscriptions and dues);
- k. Indirect expenses, such as office maintenance, office utility expenses, refreshments for staff, decorations, office material and supplies;
- l. Directors or officers salary;
- m. Office rental fees (including storage space rental);
- n. Publications & periodicals;
- o. Merit awards and bonuses;
- p. Employee worksite parking;
- q. Entertainment, gifts and prizes, food and refreshments;
- r. Audio visual equipment;
- s. Advertising expenses;
- t. Communication expenses incurred for telephone calls, postage, and similar services. Purchase of communication devices such as pagers, cell phones, personal data assistants (PDAs);
- u. Computers (unless unique to the project & specifically approved in the work program).

LCCMR Staff:

Susan Thornton, Director
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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 and Exceptions

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

