President’s Cabinet  
Thursday, February 4, 2016  
10:00-11:30 a.m.  
Memorial Hall - Room 300

Agenda

Standing Items:
1. NTC/HLC Update – Bob Griggs  
2. Recruitment, Retention & Graduation – Michelle Frenzel

Discussion Items:
1. Staffing update for Communications & Marketing – Scott Faust  
2. Next Steps for Civility/Anti-Bullying Training – Deb Peterson  
3. Respectful Workplace Policy – Deb Peterson  
4. HR-Transactional Service Model (hubs) Update – Megan Zothman  
5. Faculty Assignment Management Automation (FAMA)/Faculty Workload Management (FWM) Update (attachments) – Megan Zothman  
6. Beltrami County Workforce Impact project – Bob Griggs  
7. IT Update – Jim Dillemuth  
8. Unmanned Aerial System (UAS)/Drone Management & Registration – President Hanson  
9. Legislative-Citizen Commission on Minnesota Resources (LCCMR) 2017 Request for Proposal Issued (attachments) – President Hanson  
10. For the Good of the Order – ALL

Next meeting:
Thursday, February 18, 2016  
10:00-11:30 a.m.  
Hobson Memorial Union – Crying Wolf Room

*Attachments, if any, are numbered according to their position on the agenda.
Faculty Assignment Management Automation (FAMA)
Frequently Asked Questions

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General Questions

Q. What is the Faculty Assignment Management Automation (FAMA) project?
A. The FAMA project is the result of a need for an integrated and automated process to transmit faculty assignment data from Academic and Student Affairs to Human Resources. Some of the key components of this project include
  • leveraging ISRS course schedule information
  • providing an automated workflow for approvals and faculty review
  • allowing for additional input of non-instructional work by Academic and Student Affairs staff
  • simplifying the building of faculty assignments in SCUPPS

Q. What is the FWM Application?
A. The Faculty Workload Management (FWM) application is a brand new ISRS web application. FWM is being utilized by Academic and Student Affairs, Registrar/Course Scheduler, Business Office, Institutional Research, Human Resources, faculty, and other institutional areas to review instructor workload and HR details, and approve payment to faculty. This application is being built in phases with monthly releases where additional features and functionality are released.

Q. How do I keep updated on information about this project?
A. Subscribe to the FAMA listserv which is used to send project updates and to include all stakeholders in discussions regarding the project. To subscribe, go to http://its.mnscu.edu/technical/listservlists.html and choose FAMA by scrolling down through the list.

Q. Where do I find documentation about FAMA and Faculty Workload Management application?
A. FAMA Project information can be found at this link

Q. What is the date institutions must begin to use this application?
A. Institutions must begin using FWM for fiscal year 2017 assignments. It is recommended that they use FWM in parallel with their legacy process for all fiscal year 2016 assignments. See the FWM Readiness Checklist for more information.
Q. How does Faculty Workload Management account for new hires who are not yet in SCUPPS?
A. A faculty member must first exist in ISRS (minimally with a tech_id) in order to be part of the faculty workload management workflow. FAMA is not an onboarding system—nor was it meant to be. Onboarding is its own business process and impacts all employees—not just faculty.

HR business owners and users do have automated onboarding on their wish list to be tackled sometime in the future. In the meantime, institutions are advised to use their current process to create new employees in ISRS.

Q. When will the electronic process from Workload Details to HR/SCUPPS be released?
A. Once a Dean has approved a course (status=Approved), it will be ready for HR to enter. Initially this will still be a manual process so that there is time to ensure that the processes are all in place and the data is correct, and everyone using the system is prepared to use the application. At a point in the future, the process to move the data to SCUPPS for further approval and processing will be put in place. Starting 2/4/2016, the HR Summary screen is available in FWM.

Q. Will the data in Faculty Workload Management be available in the REPL database?
A. Yes. The data will be available late spring 2016.

Q. When will faculty have access to this information?
A. Faculty access will be in later releases after data has been reviewed and verified. We also want to be mindful of workload to make sure HR is not overloaded with questions. As of January 2016, the functionality is available. It will be turned on for all faculty when there is agreement on a date by the HR business community.

Q. Can I change contact hours on the FWM Workload Details screen?
A. You may change the contact hours in the Curriculum Management application in the Term Course Schedule on the Instructor Tab.

Q. How do we indicate if the course is “on load” or “off-load”?
A. You will maintain that information in the Pay Calc Method under the Pay Info tab on the Workload Details page.

Q. What edit functionality will be available for departments to adjust for unique situations?
A. The Workload Details page in FWM will allow a user with appropriate security to enter changes to cost center, pay details, hiring reason, non-instructional assignments and approval of payments.

Q. If a course has not yet been assigned to an instructor, will the “Staff” name appear?
A. Yes, Staff will appear until the course is updated with an instructor. Incidentally, you can use the Instructor List page to search for all courses that are still assigned to “staff”.

Q. Will there be a timestamp on when a new instructor is assigned to an existing course where another instructor was originally assigned? Will there be a timestamp of when they were added or modified?
A. Yes. There are no plans at this time to display this information in FWM, but that could change if there is a need.

Q. How are Department and Cost center updates reflected in the HR Report?
A. When a change is made to Workload Details in FWM or if the change is in Curriculum Management, this change will be indicated in FWM.

Q. Sharing credits/splitting credits/team teaching. Example: Is there an edit in the system to prevent a 4-credit class, being split between 2 faculty, and the credits being assigned incorrectly.
A. Not at this time.
Security

Q. How do I obtain access to the FWM Application?
A. See How to Access Faculty Workload Management for detailed information on how to request security to this application.

Q. I work with multiple institutions. How do I get security for each institution?
A. The Approval Manager at the institution where access is requested must process the security request on behalf of the employee within the Security Administration Application.
**Q. What is the HR9600 Report?**
A. The [HR9600 Faculty Instructional Load Report](#) lists information about faculty instructional assignments that are maintained in Curriculum Management and Registration. This data is also displayed in the Faculty Workload Management (FWM) application.

**Q. Will all courses be listed on the HR9600 report, along with the faculty’s course assignment?** Example: FTU faculty that are also teaching a non-credit custom training assignment.
A. No. Only instructional assignments are listed on the HR9600 report. However, the Workload Details page in FWM will show all assignments for a faculty member—both instructional and non-instructional.

**Q. What cost center displays on HR9600? Is it the one from FWM, or the one(s) from Curriculum Management?**
A. If a cost center has been assigned to the course in FWM, that is the one that will display on HR9600. If one hasn’t yet been assigned in FWM, it will display all cost center(s) associated with the department to which the course belongs.
Non-Instructional Assignments

Q. Where and how are non-instructional assignments entered and extra duty days? How are they calculated? Where is that entered? Who does that entry as well?
A. See the Non-Instructional Assignment Maintenance user guide.

Q. How are coaches handled? They are assigned credits but no classes are assigned to the coach. Is this handled as non-instructional assignment?
A. Yes, they will be entered as a non-instructional assignment. Counselors and Librarians will also be entered using this process.

Q. Miscellaneous wages. Will the deans be entering “additional” assignments? Example: Would a dean be able to enter assignments that are coded as non-instructional assignment, curriculum development and honorarium/stipends?
A. Yes. The Dean or assistant will be responsible for entering non-instructional (miscellaneous) assignments into FWM.

Q. When faculty are assigned, in addition to their faculty assignment, Custom Training non-credit assignments, will the assignment need to be reviewed and approved by the faculty’s dean. What type of, if any, notification will the dean receive that their faculty have taken on an additional work assignment.
A. Yes, non-instructional assignments must also be approved by the Dean. The Dean will receive an e-mail notification of pending approvals.
Cost Centers

Q. **We are not seeing the cost center on the HR9600 or in Workload Details, could that be added?**
A. The cost center does display, but it is pulled from Curriculum Management, so you need to make sure the cost center is populated on those screens.

Q. **If a cost center is pulled in from course curriculum, it may not be the correct cost center for payment to the instructor.**
A. Yes, it is only initially pulled from Curriculum in to the Workload Details, then with future releases, someone with appropriate security will be able to change it.

Q. **When are funds encumbered to the cost center that is displayed?**
A. As soon as they are entered into SCUPPS. At the time the courses are displayed in FWM, we do not have enough information to calculate salary. That determination must be done when the courses are in SCUPPS.

Q. **When a department has multiple cost centers, how is that calculated in the disbursment? Ex: Nursing has courses created which is tied to a department that has multiple cost centers.**
A. The Workload Details page in FWM will (in the future) allow a user with appropriate security to enter a date range and percentage for each cost center.

Q. **Our college has 11 department ids, and each department has multiple cost centers associated with it. Do we need to create a department id for each cost center so that there will be only one cost center per department id and reduce the chance of errors in FWM?**
A. There is really no need, from an FWM perspective, to create one-to-one departments and cost centers. Because each of your departments have more than one cost center, the program we are running to display the cost center won't initially populate the cost center for the courses. However, once you go in to FWM and assign a cost center to a course (on or after 7/2), that cost center will be used for all future occurrences of that course (unless someone changes it in FWM).
Curriculum/Term Course

Q. When a course is cancelled, do we need to remove the credits and contact hours?
A. There is no need to remove the hours or enter zero for a cancelled course. The HR9600 and FWM application only pick up Offered courses—not Cancelled courses. If you remove or zero out hours, they will not roll.

Q. When does the term course update to the FWM? Immediately, 24 hours or doesn’t it?
A. Currently, FWM and term course are syncing once per day between 7 am and 8 am. After 1/21/2016, however, the sync process will run every hour between 7 am and 10 pm Monday through Friday.

Q. The percentage field is now gone on the schedule entry with in term. Is there any chance of bringing that field back?
A. After the 3/23/15 Best Practices meeting held in St Cloud. An e-mail was sent to everyone who attended the meeting. It described the problem and proposed three solutions with a request to respond with your top choice of solutions. Of the 80 people who received the message, only 12 responded. Of those 12, 7 indicated that we should not bring back the percentage field but, instead, create a section for each instructor.

Q. Students have the ability to select a course that is variable credit, how is that course coded on the instructor side? Some are told to leave the credit field blank on the schedule entry.
A. The system will not calculate the instructor credit load for a variable credit course unless it is enrollment-based, such as internship, independent study or applied music. Therefore, the course scheduler must enter the instructor credit load for these types of courses.

Q. If the courses are rolled in term course, will the system go back to curriculum to pull the contact hours and credits?
A. Once a term course record has been rolled, it will not pick up any new values entered in curriculum. You will have to manually update the term course records.

Q. Our farm business management courses have an instructional type of practicum as the faculty works one-on-one with the students but they are then coded as lab hours on a 3 to 1 basis. I have four-credit fbm courses needing to have 12 lab hours so would the instructor credit be coded as 4 and the contact hours be coded as 12?
A. You would enter 4 credits and 12 contact hours. FWM pulls the faculty load from Term Course when the instructional type is Practicum.

Q. When you are actually completing the roll procedure does the system go back and pull the contact hours and credits from the related curriculum record or will it use the figures entered on the courses that you are rolling?
A. When rolling courses, the contact hours and credits will come from what is specified at the curriculum level.
Department ID Numbers

Q. How is the Department Head field populated on the HR9600 Report and in the FWM application?  
A. The department head is populated in Curriculum Management. If the department is not assigned to a dean “No Dean Assigned” will be displayed. If the department is assigned to a dean who is no longer actively employed “SEPARATED” will be displayed. Documentation for Department and Subject entry can be found at this link.

Q. Are Department identification numbers in any way related to CIP codes?  
A. No.

Q. Are Department identification numbers used for any reports?  
A. Not at this time.

Q. Can we make up our own Department ID numbers?  
A. Yes (and they don’t have to be numbers. You can also use letters.)

Q. Is there a minimum/maximum number of digits or letters required when assigning a new department number?  
A. The maximum is 6 and the minimum is 1. Most institutions use at least 4 characters.

Q. Can we have a department for BIOLOGY and then have a subdivision for each one of our campuses?  
A. No, you would need to create a unique department for each campus.
Q. Is it possible for an MSCF faculty to have both a blue and a green bargaining record in effect at the same time with assignments corresponding to each?
A. Per the Labor Relations 10/16/14 Quick Reference Guide-SCUPPS-College Faculty (MSCF) Coding document, temporary part-time/adjunct faculty must be in a single faculty status (a.k.a. job class code) within a semester, 007018-Green OR 007845-Blue. This is true even if the faculty member has assignments that are both blue and green in the same semester. Set the job class code based on the majority of the assignment. The faculty status can switch from semester to semester as appropriate to align with the majority of the work assignments. If assignments are equally split, look at past history to make a determination.

Q. What would be entered into the curriculum management screen for an independent study? Is the idea that, for a one credit independent study, we would put 1 hour in Curriculum, this would then get calculated based on the number of students in course term and course term would display the correct contact hours based on number of students? Or would course term still show 1 hour but the FWM workload would do the calculation?
A. Nothing should be entered in either contact hours or instructor credits at either the curriculum or term course level when the course is enrollment-based (independent study, internship, applied music). This rule applies only to the two-year colleges.

Q. When entering the courses, is there a cross reference to the contract, to be sure the assignment is meeting the contract language for the assignment type selected?
A. Not at the time the course is entered into Term Course. However, the Workload Details page in FWM does display elapsed time, preps and salary overload information so a Dean can use that information to determine whether or not to approve payment for the faculty member.

Q. For technical faculty load calculations (former UTCE) - the contract only counts a PREP for the course IF the course is a general education course (most tech faculty don't teach gen eds). Many faculty are teaching over 5 different courses each semester. Will FWM allow for this?
A. FWM will count preps on all distinct courses 3 credits or greater. It can't tell the difference between tech and gen ed courses. It is up to the Dean to determine whether or not the prep calculation is relevant for that employee/course.

Q. What if we have a special MOU with MSCF faculty regarding certain courses or load, or for different budget to be used?
A. There is not a mechanism in FWM to handle these types of situations. They will need to be handled outside of FWM, as they are now.

Q. How should concurrent enrollment courses be entered into course term so as not to pull into FWM for the mentoring instructor:
A. Since a mentoring assignment is non-instructional, using assignment type code 2294, you should either enter 0 credits of load in course term (easiest method), or select “no pay” in FWM. Then you'll create a non-instructional assignment to pay it.
4 Year Institutions

See FWM State University Specific FAQ document in SharePoint.

Revised
2/2/2016
One of the initial goals of the FAMA project was to position faculty assignment processing to be provided as a shared service. FAMA standardizes the way faculty assignments are processed across the system by automating the process by which faculty assignment data is transmitted from Academic and Student Affairs to Human Resources. Using ISRS course schedule information to build HR assignments, including bargaining agreement compliance and budget approvals in the process, timely notifications to stakeholders, and providing faculty a real time view of workload details allows for this work to be done consistently and efficiently from anywhere. All campuses will use FAMA as part of HR-TSM.

Phase I of HR-TSM is expected to be functional in January 2017. To ensure that FWM is working as expected and meets the needs of the business, campuses should be using FWM in conjunction with their current process for communicating faculty workload information from Academic Affairs to HR for spring semester 2016. Users are asked to report feedback, issues and questions over the course of spring term so that they may be addressed and a solid system is in place for summer 2016.

Attached is a readiness checklist that outlines the steps each campus will need to take to be prepared for HR-TSM Phase I and includes a timeline for when each step should be complete.
<table>
<thead>
<tr>
<th>Task</th>
<th>Due Date</th>
<th>Why</th>
<th>How-To</th>
<th>Responsible Person</th>
<th>Status</th>
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</table>
| Ensure all academic departments have a current department head (Dean) assigned. | Should be complete for 20165 courses by **February 12, 2016**.  
Recommendation to complete for all AY2016 courses by April 29, 2016. | Courses assigned to departments with no department head will neither flow through FWM for approval by the Dean or to HR for payment. | • Run HR9600 report.  
• There should be no grouping of courses under the heading “No Dean Assigned.”  

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No Dean Assigned, (0000000)
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• There should be no courses assigned to Deans who have separated from employment.  

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• Use the [Department Maintenance user guide](#) to learn how to assign a department head. | • Course scheduler |         |
| Ensure that faculty load has been entered into the Term Course schedule for every course starting 20161. | Should be complete for 20165 courses by **March 11, 2016**.  
Recommendation to complete for all AY2016 courses by April 29, 2016. | Courses with no load in term course will reflect no load in FWM. For FY2016 courses, this will create a mismatch in load between HR and FWM. For FY2017, however, courses with no load in term course cannot be paid by HR. | • Run HR9600 report.  
• **Two-year colleges:** All courses (non-enrollment-based) for which the assigned faculty member is to be paid should have credits and contact hours assigned. They should not be zero.  

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<table>
<thead>
<tr>
<th>Credits</th>
<th>Hours</th>
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<tr>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>0.00</td>
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• **State Universities:** All courses for which the assigned faculty member is to be paid should have credits assigned. They should not be zero. | • Course scheduler  
• Dean’s designee |        |
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<tr>
<th>Task</th>
<th>Due Date</th>
<th>Why</th>
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<th>Responsible Person</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>Request FWM security.</td>
<td>Should be completed as soon as possible.</td>
<td>Ensure appropriate access for viewing, updating and approving instructional and non-instructional assignments in FWM.</td>
<td>• Refer to <a href="#">How to Access FWM user guide</a>.</td>
<td>Dean (approvers)</td>
<td></td>
</tr>
<tr>
<td>Review/update cost center for instructional assignments.</td>
<td>Should be complete for 20165 courses by March 11, 2016. Recommendation to complete for all</td>
<td>• Ensure instructor’s salary has been charged to</td>
<td>• Refer to <a href="#">FWM Cost Center Maintenance user guide</a>.</td>
<td>Dean</td>
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</table>

**Credits Hours**

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- Enter the faculty credit load and contact hours in the Term Course schedule.
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<th>Task</th>
<th>Due Date</th>
<th>Why</th>
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<th>Status</th>
</tr>
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<tbody>
<tr>
<td>AY2016 courses by April 29, 2016.</td>
<td></td>
<td>the correct account.</td>
<td>• Ensure cost centers are assigned to courses in FWM for future terms.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enter a <strong>hiring reason</strong> for instructional assignments.</td>
<td>Should be complete for 20165 courses by March 11, 2016.</td>
<td>If necessary, ensure the reason the faculty member was hired is documented. Particularly important for adjunct faculty at the State Universities.</td>
<td>• Refer to <a href="#">FWM user guide</a>.</td>
<td>• Dean • Dean’s designee</td>
<td></td>
</tr>
<tr>
<td>Set <strong>pay calculation formula</strong> for instructional assignments.</td>
<td>Should be complete for 20165 courses by March 11, 2016.</td>
<td>Ensure pay will be calculated correctly.</td>
<td>• Refer to <a href="#">FWM Pay Calculation Maintenance user guide</a>.</td>
<td>• Dean • Dean’s designee</td>
<td></td>
</tr>
<tr>
<td>Learn about non-instructional assignment type codes.</td>
<td>Should be complete prior to beginning entry of non-instructional assignments in FWM.</td>
<td>Ensure understanding of the proper usage of these codes for non-instructional assignments.</td>
<td>• Refer to <a href="#">Non-Instructional Assignment Type Code Matrix</a>. HR should provide training to Academic and Student Affairs staff who will be creating these assignments.</td>
<td>• HR • Dean • Dean’s designee</td>
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<td>Task</td>
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<tr>
<td>Create non-academic departments in Curriculum Management.</td>
<td>Should be complete prior to beginning entry of non-instructional assignments in FWM.</td>
<td>Ensure that departments will be available for non-instructional assignments and that those departments have department heads who can approve the NI assignments.</td>
<td>• Refer to the <a href="#">Department Maintenance user guide</a>.</td>
<td>Course scheduler</td>
<td></td>
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<tr>
<td>Enter credit-based non-instructional assignments in FWM.</td>
<td>Should be complete for academic year assignments by March 11, 2016. Recommendation to complete for all AY2016 courses by April 29, 2016.</td>
<td>Ensure that credit load balances between FWM and HR.</td>
<td>• Use the <a href="#">FWM Non-Instructional Maintenance user guide</a> to learn how to enter these assignments.</td>
<td>Dean’s designee</td>
<td></td>
</tr>
<tr>
<td>Ensure all FWM credits are accounted for in HR.</td>
<td>April 29, 2016</td>
<td>Provides assurance that the FWM is calculating load correctly.</td>
<td>• Run HR9605 report to find differences in credit load between HR/SCUPPS and FWM.</td>
<td>HR</td>
<td></td>
</tr>
<tr>
<td>Enter other non-instructional assignments in FWM (ones that are not credit-based).</td>
<td>April 29, 2016</td>
<td>Ensure that the tool works for this purpose.</td>
<td>• Use the <a href="#">FWM Non-Instructional Maintenance user guide</a> to learn how to enter these assignments.</td>
<td>Dean’s designee</td>
<td></td>
</tr>
<tr>
<td>Approve instructional and non-instructional</td>
<td>As time permits.</td>
<td>Ensure the workflow works as expected.</td>
<td>• Approver (Dean) should sign in to FWM and approve all courses that are in Pending or Ready for Approval status.</td>
<td>Dean</td>
<td></td>
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<tr>
<td>Task</td>
<td>Due Date</td>
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<td>assignments in FWM.</td>
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<tr>
<td>Supervisor review instructional and non-instructional assignments.</td>
<td>Optional, as time permits.</td>
<td>Ensure the workflow works as expected.</td>
<td>• Supervisor of the faculty member should mark each instructional and non-instructional course as having been reviewed.</td>
<td>Dean</td>
<td></td>
</tr>
</tbody>
</table>

Additional resources, such as webinar recordings, FAQ’s, and user guides can be found on the [FWM SharePoint site](https://fwmsharepoint.com).

Please direct specific questions, feedback or enhancement requests to:

Debbie Schadewald, Information Systems Manager, [Debbie.schadewald@so.mnscu.edu](mailto:Debbie.schadewald@so.mnscu.edu)
1. Will all Colleges and Universities be required to use FAMA/FWM?
   Yes. All campuses will use FWM as part of HR-TSM.
   - One of the initial goals of the FAMA project was to position faculty assignment processing to be provided as a shared service. The HR-TSM (Human Resources Transactional Service Model) project will result in a shared services model with common business practices for systemwide HR transactional delivery with Phase I implementation planned for January 2017. To ensure that FWM is working as expected and meets the needs of the business, campuses should be using FWM in conjunction with their current process for communicating faculty workload information from Academic Affairs to HR for spring semester 2016. Users are asked to report feedback, issues and questions over the course of spring term so that they may be addressed and a solid system is in place for summer 2016.

2. Can additional levels of approval be added to FWM?
   After Phase I (Ability to capture both instructional and non-instructional) is complete, we can begin exploring the feasibility of additional levels of approvals based on business needs.

3. How can we change the workload credit amount (auto-populated field) for an instructor who is teaching double or triple sections?
   Per Labor Relations, it is permissible for the supervisor to assign additional credits of workload to the instructor. This can either be done by changing the instructor workload on the course or through the addition of a credit reassignment.

4. We have several MSUAASF employees who teach courses as part of their regular duty. No active salary shows for them in FWM. Why?
   - Only unit 209 faculty (IFO) bargaining records in SCUPPS will (and should) show in FWM. (Additionally, faculty who would be in unit 209 but for insufficient work will appear in FWM).
   - For full-time MSUAASF employees who teach a course as part of their MSUAASF job duties, the portion of instructional assignment is recorded in the position description. (These assignment details are not recorded in SCUPPS for employees with position descriptions on file.) In FWM, the pay calculation should be recorded as No Pay to prevent additional payment for the instructional assignment.
   - There isn’t currently a method of directly linking the portion of the MSUAASF assignment that is equivalent to those credits, therefore a base salary is not needed for any business reason in FWM.

5. We have a faculty member with assignments under two different Deans. While each Dean should see all of the faculty member’s workload, each should be the approver for only the work that falls under their supervision.
   You are correct. This functionality was added 12/31/2015.
6. When a faculty member is the instructor of record as part of program director/coordinator duties, how should the faculty load be recorded in FWM? If employee is being paid using a non-instructional assignment, it should be recorded as No Pay on the instructional assignment to prevent additional payment. This could also be accomplished by assigning 0 credits of load in Term Course.

7. Currently assignments are defaulting to show 261 days and 2088 hours. Should we be changing this to show 168 days and 0 hours – or could the default be changed? A change has been added so that days and hours will no longer default. This change is scheduled to be released on 2/4.

8. Is it safe to assume that misc. rates of pay will populate somewhere with the correct amount? Where and/or how do we check that? Is the amount variable? We plan to add functionality that will provide visibility into the misc. rate, and the total assignment dollars in the 2/4 release.

9. Will substitute pay be reflected/recorded in FWM? If so, how? If a faculty member is assigned to cover another instructor’s course, and additional compensation is to be paid, the compensation is based on overload provisions of the bargaining agreement. In order to properly reflect the overload assignment, the instructor must be added as an instructor of the course in Term Course, for the dates and fraction of credits they were responsible for. Once the assignment is in FWM, the supervisor would identify the credits as overload pay.

10. The "credits to pay" at the top of the page does not change to reflect the changes made within the assignment. Can this be corrected? Great suggestion! Functionality to recalculate ‘credits to pay’ information does not currently exist. Our goal is to add this in the 2/4 release.

11. Should we be reviewing all faculty assignments or only those for adjuncts? Review of all faculty assignments (as opposed to adjuncts only) is encouraged, in order to ensure that the program is displaying information accurately; however, the review process is at the discretion of the campus.

12. Is there a way to print the instructor workload details? Expand all and use the browser print function.

13. When will non-instructional assignments be added to the Instructor Search? Non-instructional assignments were added to the Instructor Search on 1/21/2016.

14. For our clinic sessions - the course is entered in the system as a 3 credit course. However, the faculty are paid at 1.5 credits per session they teach. This semester I have one faculty member teaching 4 sessions of clinic and getting paid for 6 credits for this course. In this new system will we be able to make this adjustment? Per Article 10, Section A, Subd 1b of the IFO agreement, with regard to workload: Activity courses credited at a rate of 1 credit hour for each 2 contact hours, i.e., the same ratio as
1.5/3. We think the equation of clinics to activity courses is reasonable. This should be recorded in the faculty workload details of term course.

15. We also use adjuncts for our clinic and they are paid at an hourly rate, not by credits. Can we enter hourly wages into this system for our adjuncts?

   Under the IFO Bargaining Agreement, compensation to an adjunct faculty member using an hourly rate is not permissible. Compensation must be based on credits (or reassigned credits).

Questions Specific to Metro State University

16. For non-instructional assignments with flat-rate payment, such as Independent Studies, would we list the instructor with zero credits in Web Term, so a 4 credit Independent study will show as zero credits on the instructors load?

   Independent studies are paid as instructional assignments and the FWM system will calculate the payment amount once you enter the flat rate on the Pay Info tab of the Workload Details page. The system will multiply the total credits sold by the flat rate amount.

17. I have a question regarding how assigned workload credits are to be entered for the School or Nursing. There are courses that are 2, 3, or 4 credits but instructors are being assigned workload credits above the course credits.

   Labor Relations & Academic Affairs at Metro are currently in discussion, and an answer will be provided.
Funding Beginning: July 1, 2017

Deadline to Submit: 4:30 PM on Monday, March 21, 2016

- Electronic submission of proposals required.
- Please carefully review the full text and follow the instructions of this document before submitting a proposal.
- LCCMR staff are available to assist and review draft proposals if submitted by Friday, March 11, 2016. Early submission of drafts is recommended to receive the most detailed guidance.

**Funding Priorities for 2017**

- Foundational Natural Resource Data and Information
- Water Resources
- Environmental Education
- Aquatic and Terrestrial Invasive Species
- Air Quality, Climate Change, and Renewable Energy
- Methods to Protect or Restore Land, Water, and Habitat
- Land Acquisition, Habitat, and Recreation

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**FUNDING AVAILABILITY:**

- The LCCMR makes recommendations to the MN Legislature for project funding appropriations of up to 5.5% per year of the existing value of the Minnesota Environment and Natural Resources Trust Fund (ENRTF) on June 30 one year prior to the start of the next biennium.
- This Request for Proposal (RFP) is for funds available beginning July 1, 2017. For that period, approximately $50 million from the ENRTF is projected to be available for project funding.
- Through this RFP the LCCMR intends to make funding recommendations to the 2017 Minnesota Legislature.
- This RFP is part of an annual cycle and the next RFP is expected to be issued in December 2016 for funds available July 1, 2018.

**Minnesota’s Environment and Natural Resources Trust Fund:**

*Minnesota Constitution Art. XI, Sec.14: “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.”*
LCCMR MEMBERS
(as of 12/31/15)
Jeff Broberg
Sen. Gary Dahms
Sen. Kari Dziedzic
William Faber
Nancy Gibson
Rep. Tom Hack Barth
Bonnie Harper-Lore
Sen. John Hoffman
Gary Lamppa
Rep. Denny McNamara
Norman Moody
Rep. John Persell
Sen. David Tomassoni
Rep. Paul Torkelson
Rep. Jean Wagenius
Sen. Torrey Westrom
Della Young

Co-Chairs
Nancy Gibson
Rep. John Persell
Sen. David Tomassoni

Co-Vice Chairs
Jeff Broberg
Sen. Gary Dahms
Rep. Paul Torkelson

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

BACKGROUND INFORMATION

PLEASE CAREFULLY REVIEW THE FULL TEXT AND FOLLOW THE INSTRUCTIONS OF THIS DOCUMENT BEFORE SUBMITTING A PROPOSAL

ELIGIBILITY—OPEN TO ALL:
The spirit and intent of the LCCMR is to provide access to EVERYONE for innovative ideas for environmental or natural resource projects that could provide multiple ecological and other public benefits to Minnesota and are consistent with the LCCMR’s Six-Year Strategic Plan for the Environment and Natural Resources Trust Fund and the adopted funding priorities described in this RFP.

LCCMR staff are available to review drafts and assist in proposal development.
Lobbying or professional grant-writing experience is not necessary for success.

AMOUNT OF REQUEST
There is no minimum or maximum amount that can be requested. Small funding requests will be equally considered for funding. Final recommendation amounts are determined by the dollars available and an aim to create a balanced package of projects addressing a variety of issue areas around the state.

DEADLINE FOR SUBMISSION:
4:30 PM, Monday, March 21, 2016
THIS IS A FIRM DEADLINE.

SUBMIT PROPOSAL:
Online Submission of Proposals Required*.
Go to: www.lccmr.leg.mn and select “2017 LCCMR Proposal Submission Form”.
Save a copy of your submission for your records. Upon receipt, all submitted proposals and budgets will be posted on the web for the public to view.

*Contact LCCMR staff if unable to use the online proposal submission form.

PROJECT IMPLEMENTATION:
Funding for selected projects will be available beginning July 1, 2017, following appropriation of funds by the legislature and work plan approval by the LCCMR. Funds for non-state entities are awarded on a reimbursement basis.

EXPENSE ELIGIBILITY:
See p. 13 for guidance on allowable expenses.

PROPOSAL ASSISTANCE:
LCCMR staff are available to provide assistance, 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 Friday, March 11, 2016, to allow adequate time for staff review. Early submission of drafts is recommended to receive the most detailed guidance.

If you have questions or would like proposal assistance, including direction on other state funding opportunities that may be appropriate for a project, contact LCCMR staff:

Phone: (651) 296-2406
Email: lccmr@lccmr.leg.mn
Address: Room 65 State Office Building
100 Rev. Dr. Martin Luther King Jr. Blvd
St. Paul, MN 55155

The LCCMR is an Americans with Disabilities Act (ADA) Equal Opportunity Employer (EOE).
**2017 Proposal and Funding Process**

**December 2015**
- LCCMR determines funding priorities and adopts 2017 Request for Proposal (RFP).
- 2017 RFP issued.
- LCCMR staff available to review and provide feedback on any draft proposals submitted by March 11, 2016.

**March 2016**
- Friday, March 11, 2016: Last day to submit draft proposals for LCCMR staff review.
- Monday, March 21, 2016: Final Proposal Submission Deadline at 4:30 PM.

**Summer/Fall 2016**
- All proposals are reviewed and evaluated using the criteria on page 7 of this RFP.
- Based on the evaluations a subset of proposals is selected for further consideration and those proposers are invited in to give presentations before the LCCMR (planned for June).
- After presentations final selection is made by LCCMR of proposals to be recommended to 2017 Minnesota Legislature for funding.

**Scientific Research Projects**
Recommended scientific research proposals undergo peer review.

**Project Work Plans**
All recommended proposals submit detailed work plans to the LCCMR.

**JANUARY-MAY 2017 (Legislative Session)**
- The LCCMR funding recommendations are considered and acted upon by the Minnesota Legislature (House and Senate) and signed into law by the Governor.

**June-July 2017**
- June 2017: LCCMR approves work plans for funded proposals authorizing projects to begin July 1, 2017.
- July 1, 2017: Money from the Environment and Natural Resources Trust Fund becomes available for projects to begin.

**Reporting During Project Period and Project Completion**
- Projects are required to provide status update reports twice per year, or approximately every six months.
- Projects are required to submit a final report on project outcomes and results approximately 4-6 weeks after a project’s designated completion date of June 30 of the year determined by the project’s length.

The next RFP for funding beginning July 1, 2018 is expected to be issued in December 2016.
2017 FUNDING PRIORITIES

Projects are sought that provide multiple ecological and other public benefits, are consistent with the LCCMR Six-Year Strategic Plan for the Environment and Natural Resources Trust Fund (http://www.lccmr.leg.mn/documents/strategic_plan/lccmr_strategic_plan.pdf), and address at least one of the adopted funding priorities detailed below. Projects should be innovative and must accelerate or supplement, not supplant, existing efforts.

Please note:
- Project Eligibility: Projects being done to meet regulatory requirements will not be considered for funding. Additionally, see specific limitations indicated in italics within individual funding priorities.
- Other Funding Opportunities: As applicable, projects eligible for established, topic-specific state agency grant programs—such as for renewable energy, sustainable agriculture, clean water implementation, local parks and trails, and habitat acquisition and restoration—are encouraged to go directly to the particular state agency grant program as funds may be available in a more timely manner. Contact LCCMR staff for more information and guidance about these other established grant programs.
- Projects involving citizen science and community involvement in scientific efforts are encouraged, as appropriate.
- Proposals pertaining to new or emerging environmental or natural resource issues not directly addressed in the below priorities, particularly issues that may have been unanticipated or emerged after issuance of this RFP, may also be eligible for consideration by the LCCMR. Proposers should contact LCCMR staff to discuss.

Proposals should address one or more of the seven funding priorities detailed below. The order of the priorities does not indicate a level of priority within the priorities. Proposals addressing prevention strategies for protecting natural resources are strongly encouraged.

A. Foundational Natural Resource Data and Information

Proposals must address one or more of the following:
1. Data acquisition, information management, research, or analysis to develop foundational natural resource, wildlife, pollinator, or plant data and information.
2. Coordination, facilitation, or training pertaining to statewide sharing, distribution, or innovative application of natural resource data (e.g., maps, inventories, and surveys) and information tools (e.g., Geographic Information Systems (GIS), Light Detection and Ranging (LiDAR), and other remote sensing techniques).
3. Quantification and analysis pertaining to the economic valuation of ecosystem services provided by natural resources, including analysis that quantifies public savings and costs of water or air pollution prevention.

B. Water Resources

Proposals must address one or more of the following:
1. Research, monitoring, or evaluation to increase protection, conservation, and sustainability of the quality, quantity, or function of water resources. This includes, but is not limited to, efforts pertaining to:
   i. Ground and surface water interaction, including stream flow and groundwater flow;
   ii. Aquifer recharge;
   iii. Wetland, river, and lake ecosystems, including Lake Superior;
   iv. Mitigation of impacts resulting from artificial hydrological modifications in both urban and agricultural areas;
   v. Effects of climate change on water resources.
2. Research, evaluation, technology development, or engineering design pertaining to regulated, unregulated, or emerging water contaminants, including sources, fates, movements, or effects of these contaminants.
2017 Funding Priorities

within ground or surface waters or across ecological communities. Contaminants of interest include, but are not limited to, nitrates, phosphates, estrogenic compounds, pharmaceuticals, personal care products, chlorides, PAHs (polycyclic aromatic hydrocarbons), and pesticides. Efforts pertaining to the following are of particular emphasis:

i. Understanding the impacts of contaminants on the health of humans or terrestrial or aquatic species.
ii. Preventing or reducing levels of contaminants in ground and surface waters.
iii. Advancing development or implementation of standards for contaminants.

C. Environmental Education

Proposals must address education, information dissemination, and training efforts that will increase the knowledge and skills of students or the public to cultivate a sustainable lifestyle, improve and maintain water quality, reduce and monitor energy and water consumption, or restore and maintain a healthy and biodiverse natural environment. Funding for capital projects (e.g., buildings) will not be considered. Priority will be given to projects that address one or more of the following:

1. Efforts that are locally-led, involve broad-based partnerships, engage diverse and changing demographics, provide outdoor experiences, or are committed to building a long-lasting and action-based conservation ethic in a community.
2. Efforts that deliver and implement existing curriculum, especially integration of environmental education into school curriculum. Proposals to develop new curriculum will not be considered.

D. Aquatic and Terrestrial Invasive Species

"Invasive species" includes any plants, animals, worms, insects, microbes, and diseases that are non-native, introduced species in the state and that are currently having, or pose a threat to have, significant adverse impacts on Minnesota’s native ecosystems and biodiversity. Proposals must address one or more of the following:

1. Prevent introduction or provide early detection of new invasive species.
2. Reduce the spread of invasive species with best management practices along streams, rivers, land transportation routes, and other vectors.
3. Alternative control techniques—particularly involving biocontrol, integrated pest management, or minimization of non-target effects including pollinators—for containing or suppressing invasive species already present in Minnesota. Standard control, removal, and maintenance activities of invasive species will not be considered.
4. Restore lands with native vegetation as practicable following implementation of invasive species control techniques on disturbed lands where a native seed bank no longer exists.
5. Inform and educate landowners about all invasive species threats to their land and offer actions they can take in response.

E. Air Quality, Climate Change, and Renewable Energy

Funding for capital projects will not be considered. Proposals must address one or more of the following:

1. Innovative approaches to air quality improvement that reduce impacts on human health, the environment, or natural resources, such as by preventing, reducing, or mitigating airborne contaminants including PAHs (polycyclic aromatic hydrocarbons).
2. Acquisition of data at a scale appropriate to assess natural resource changes attributable to climate change.
3. Research to help understand how to mitigate, adapt, or make Minnesota’s ecosystems more resilient to climate change impacts, including drought and extreme weather events.
4. Implementation of innovative efforts aimed at mitigating, adapting, or making Minnesota’s ecosystems more
2017 Funding Priorities

resilient to climate change impacts, including drought and extreme weather events.

5. Development, evaluation of applicability, or facilitation of effective implementation of clean energy technologies (e.g., biofuels, solar, geothermal, wind) or energy conservation in Minnesota. Examples include efforts involving carbon emissions reduction; community-based, locally-produced renewable energy technologies; renewable energy life cycle costs and impacts; or smart energy technologies.

6. Reduction of greenhouse gas emissions through new and innovative approaches to waste reduction or energy efficiency. Standard, required, and ongoing efforts will not be considered.

F. Methods to Protect or Restore Land, Water, and Habitat

Activities should utilize native species and proposals must address one or more of the following (see p.7 for additional project requirements pertaining to this category):

1. Innovative protection or restoration of lands with high-quality natural resources, ecological value, water protection value, or habitat, particularly for pollinators.

2. Long term preservation of native forest, wetland, or prairie plant genetics and viability.

3. Technical assistance for stewardship of prairies, forests, wetlands, or other habitat, or technical assistance for agricultural land management in order to protect water quality and aquatic habitat or to improve pollinator habitat.

4. Planning and implementation of community-based efforts to permanently conserve natural resources and reduce habitat fragmentation impacts on natural resources, including the impacts of transportation and other infrastructure.

G. Land Acquisition, Habitat, and Recreation

Proposals must address acquisition or development of strategic lands with:

i. High quality natural resources, ecological value, recreational value, water protection value, or habitat, particularly for pollinators; and

ii. The greatest capacity to contribute multiple conservation benefits to wildlife, humans, and ground and surface water quality.

All lands to be acquired or developed should be part of an adopted state, regional, or local natural resource plan and a restoration or management plan for the site must be created. Proposals should provide an explanation as to how such plans will be developed, implemented, and funded. Priority will be given to projects that address one or more of the following (see p.7 for additional project requirements pertaining to this category):

1. Efforts based on precision conservation methods and analysis that quantifiably identify the lands most critical to acquire. Precision conservation is a practice that considers lands in terms of the interconnected systems of which they are a part. As a practice, precision conservation compiles and integrates multiple types of available data layers and analysis (e.g., terrain analysis, soil productivity, habitat potential, economic analysis, erosion potential, proximity to surface water) to identify and guide efforts that will maximize conservation benefits.

2. Efforts involving Scientific and Natural Areas (SNA) or other areas that aim to protect unique ecosystems, such as native prairie as defined in M.S. 84.02, Subd. 5, or rare, endangered, or threatened species. Areas of these types that may not presently qualify as a priority for other State of Minnesota funds directed toward land acquisition for habitat or recreation are of particular interest.

3. Efforts that enhance habitat connectivity, benefit ground or surface water quality, improve access for natural resource management, or increase public access for recreation, particularly in areas of the state with limited protected public lands.

4. Efforts expanding outdoor recreational opportunities through additions to a state or regional park or trail.
REQUIREMENTS AND EVALUATION CRITERIA

Project Requirements

- Expenditures must strictly adhere to Article XI, Section 14 of the Minnesota Constitution and M.S. 116P.08, the laws governing expenditure of the Environment and Natural Resources Trust Fund (pg. 14).
- Applicant organizations must have a current external financial audit, or equivalent, with no serious negative findings, and demonstrate a capability to successfully manage and implement the project being proposed, including having the necessary organizational financial and managerial structures and controls.
- Funds requested are generally expected to be expended and activities completed within 36 months or less. If additional time is needed, explain in the “Timeline Requirements” section (section III-C) of the main proposal.
- Land acquisition projects have the following additional requirements:
  1. First priority must be given to lands with high quality natural resources that provide multiple benefits and that provide natural buffers to water resources.
  2. Lands cannot already be fully or partially protected by state ownership or state funds, per M.S. 116P.18.
  3. Targeted lands should be identified in an adopted state, regional, or local natural resource plan.
  4. Conservation easements must be perpetual. Proposals must provide an explanation of how monitoring and enforcement of the conditions of any conservation easements will be ensured in perpetuity.
  5. Explanation must be provided for how a restoration or management plan for the site will be developed, implemented, and funded (through this funding request or other funds).
  6. A list must be provided that identifies proposed acquisitions and restorations by parcel name, geographic coordinates (latitude/longitude), estimated cost, county, ecological significance, activity description, proposed number of acres, proposed shoreline miles, type of landowner, and proposed title/easement holder (if applicable). A list template with instructions is available at www.lccmr.leg.mn.
- Restoration projects 1) must occur on public lands or lands that are otherwise permanently protected and 2) should refer to MN Board of Water and Soil Resources “Native Vegetation Establishment and Enhancement Guidelines” (http://www.bwsr.state.mn.us/native_vegetation/seeding_guidelines.pdf) for guidance.
- Any royalties, copyrights, patents, or sale of products or assets resulting from a project are subject to revenue sharing requirements outlined in M.S. 116P.10.
- All projects are subject to additional requirements including accessibility, data availability, land acquisition requirements, energy conservation and sustainable building guidelines, and recyclable material requirements. Information located at www.lccmr.leg.mn titled “Additional Proposal Requirements”.

Evaluation Criteria

All proposals should strive to maximize efficiency and return on investment for the proposed expenditures. Additionally the following criteria, as applicable, will be considered in evaluating proposals (additional explanation of evaluation criteria is available at www.lccmr.leg.mn titled “Additional Explanation of Evaluation Criteria”):

1. **FUNDING PRIORITIES**: Responds to RFP funding priorities and LCCMR Six-Year Strategic Plan for the Environment and Natural Resources Trust Fund articulated and adopted by the LCCMR.
2. **MULTIPLE BENEFITS**: Delivers multiple benefits to Minnesota’s environment and natural resources.
3. **OUTCOMES**: Identifies clear objectives likely to result in measurable, demonstrated, and meaningful outcomes.
4. **KNOWLEDGE BASE**: Contributes to knowledge base or disseminates information that will benefit other efforts.
5. **EXTENT OF IMPACTS**: Results in broad, long-term impacts of statewide or regional significance.
6. **INNOVATION**: Employs or demonstrates innovative approaches to more effectively and efficiently solve specific environment and natural resources issues.
7. **SCIENTIFIC/TECHNICAL BASIS**: Reflects current scientific and technical knowledge, standards, and best practices.
8. **URGENCY**: Addresses an issue for which immediate future action is necessary and essential to avoid undesirable consequences.
9. **CAPACITY AND READINESS**: Demonstrates capacity and readiness for efforts to be managed and completed in a timely, accountable, and effective manner.
10. **LEVERAGE**: Leverages collaborative partnerships and additional efforts, resources, and non-state funds.
Proposal Submission

Firm Deadline: 4:30 PM on Monday, March 21, 2016

All forms and templates required for proposal submission can be found at www.lccmr.leg.mn

LCCMR staff are available to review draft proposals if submitted by Friday, March 11, 2016. Early submission of drafts is recommended to receive the most detailed guidance. Submit drafts using the online proposal submission form—indicate DRAFT by entering “Y” in the appropriate field of the submission form.

Required Proposal Sections Checklist

1 2017 LCCMR Proposal Submission Form: Go to www.lccmr.leg.mn, select “2017 LCCMR Proposal Submission Form” on the LCCMR Home Page, and provide all requested information, as detailed on p. 9 of this RFP.

Proposal sections 2 through 7 (as applicable) are submitted through the online submission form as individual 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 Detailed Project Budget (1-page limit): Download the template (MS-Excel) and fill out according to instructions on page 12 of this RFP.

4 Visual or Map (1-page limit): Visual illustration of proposal information or site-specific map (see below).

5 Proposed Acquisition/Restoration List: If applicable (see below). Download the template (MS-Excel) and fill out according to instructions stated in the template.

6 Project Manager Qualifications & Organization Description (1-page limit—total): Required (see below).

7 Letter or Resolution (1-page limit): If applicable (see below).

Guidelines for Attachments

For All Attachments

- 8 1/2” x 11” pages; 11 pt. font minimum, except for “Detailed Project Budget”, which can be 10 pt.
- Proposal title clearly marked on top of each page.
- Blank 1-inch margin on bottom of each page.
- Any information exceeding the page limits indicated will not be reviewed as part of your proposal.

Guidelines for Specific Attachments

#2: Main Proposal (2-page limit)
Main proposal must provide concise information summarizing proposed project, activities, outcomes, and strategy and timeline. See template instructions (p.10-11).

#3: Detailed 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 (p.12).

#4: Visual or Map (1-page limit)
- Proposals NOT INVOLVING land acquisition or restoration: Provide a graphic, table, photo(s), figure, map, or other visual element that illustrates or elaborates on information from the main proposal.
- Proposals INVOLVING land acquisition or restoration: Map of the specific proposed project area is required. Map must be legible as black & white printout, include north arrow and scale, and illustrate specific site location within city, county, region, and/or state.

#5: Proposed Acquisition/Restoration List
Proposals INVOLVING land acquisition or restoration: a list is required that identifies proposed acquisitions by parcel name, geographic coordinates (latitude/longitude), estimated cost, county, ecological significance, activity description, proposed number of acres, proposed shoreline miles, type of landowner, and proposed title/ easement holder (if applicable). See instructions in template.

#6: Project Manager Qualifications & Organization Description (1-page limit—total)
- Include summary of project manager qualifications and responsibilities pertaining specifically to project proposal. A complete resume or CV is not requested.
- Organization description should be a simple, concise explanation of organization and its mission.

#7: 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 must have an authorized person submit the proposal.
# 2017 LCCMR Proposal Submission Form Instructions

1. The “2017 LCCMR Proposal Submission Form” is located at [www.lccmr.leg.mn](http://www.lccmr.leg.mn) — click on “2017 LCCMR Proposal Submission Form” and follow the instructions. **Online submission of proposals is required.** Contact LCCMR staff if problems occur in using the online submission form.

2. Draft proposals intended for staff review prior to final submission should be submitted using the online proposal submission form. Indicate draft by entering “Y” in the appropriate field. Drafts must be submitted by Friday, March 11, 2016 to receive review. Early submission of drafts is recommended to receive the most detailed guidance.

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. Attach: Main Proposal, Detailed Project Budget, Visual or Map, Acquisition/Restoration List (if required), Project Manager Qualifications & Organization Description, and Letter or Resolution (if required).

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; please save or print this page for your records.

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## 2017 LCCMR Proposal Submission Form

<table>
<thead>
<tr>
<th>Field</th>
<th>Requirements</th>
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<tbody>
<tr>
<td>Is this a DRAFT of a proposal intended for staff review?</td>
<td>[Enter “Y” if draft or “N” if final submission.] ___</td>
</tr>
<tr>
<td>Project Title</td>
<td>[Limit 8 words within the allowable space.] ________</td>
</tr>
<tr>
<td>LCCMR 2017 Funding Priority</td>
<td>[Select the funding priority to which your proposal most closely responds.]</td>
</tr>
<tr>
<td>Environment and Natural Resources Trust Fund $ Request</td>
<td>[Dollar request to LCCMR.] $ ________</td>
</tr>
<tr>
<td>Proposed Project Time Period for the Funding Requested</td>
<td>[Enter number of years and start date/end date in format: (##) years, July 2017 to [End Date: Month Year.]] ________</td>
</tr>
</tbody>
</table>

**Project Manager:**
- **First Name:** ________________
- **Last Name:** ________________

[List one person only. Project team members can be listed under “Project Team/Partners” (Section III-A) in the Main Proposal.]

**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:** __________________________

[Provide a reliable email address.]

**Website:** __________________________ [if available]

**Location:** [What area will the project impact? Be as specific as possible in terms of region, county, and city/township—see p.15 for a map of MN divided by geographic region. To select multiple, hold “ctrl” while left clicking with the mouse.]

- **Region:** ________
- **County:** ________
- **City/Township:** ________

**PROJECT SUMMARY**

[The summary is LIMITED TO 30 WORDS within the allowable space and must be a free standing summation of the proposed project. Be specific. Provide a clear, concise summary of the proposed project’s activities and outcomes. 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.]

**Alternate Text for Visual or Map:** ________________

[For accessibility purposes, include a brief description of what is shown in the visual or map being submitted for those not able to view the document.]

**ATTACHMENTS** [NOTE: Individual attachment files cannot exceed 20 MB each]

Attach:
- *Main Proposal (MS-Word format)*
- *Detailed Project Budget (MS-Excel format)*
- *Visual or Map*
- Proposed Acquisition/Restoration List (if required)
- *Project Manager Qualifications & Organization Description*
- Letter or Resolution (if required)

**NOTE:** An asterisk (*) denotes a required field for submission.
ENVIRONMENT AND NATURAL RESOURCES TRUST FUND

Environment and Natural Resources Trust Fund (ENRTF)

2017 Main Proposal

Project Title: [Insert “Project Title” here in document header]

INSTRUCTIONS AND TEMPLATE (2 PAGE LIMIT)

(2-page limit, single-sided, 11 pt. font minimum. Retain 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 “2017 Main Proposal template”.
- Attach Main Proposal, in MS-Word format, to your “2017 LCCMR Proposal Submission Form”.

PROJECT TITLE:

I. PROJECT STATEMENT

In this section, provide a summarizing overview statement (1/2 page or less) that is very specific to the proposal and clearly and succinctly states:

1. WHY this project needs to be done (i.e., the context or problem to which it is responding; the opportunity, challenge, issue, or need the project would address).
2. Overall GOALS of the project (e.g., reduce forest fragmentation, improve water quality) and the specific, direct OUTCOMES you aim to achieve (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).

*It is recommended that the main concept of the proposal be at least previewed or initially articulated in the first sentence or so of your project statement to facilitate proposal review.

II. PROJECT ACTIVITIES AND OUTCOMES

In this section break the project into individual activities (i.e., distinct efforts, phases of effort, types/categories of effort) and their outcomes. Be specific. List as many activities as needed using the format indicated below. For each activity:

1. Provide a short, descriptive title for the activity.
2. Indicate the budget amount intended to be allocated specifically to the activity.
3. Provide a clear and concise explanation of the activity indicating specific tasks involved, goals to be achieved, and any explanation of plans for evaluating the activity outcomes.
4. If an activity involves land acquisition, address the parcels proposed, the criteria used to select those parcels, and the name of the organization or entity who will hold title—be specific.
5. State specific, measurable outcomes that will be achieved as a result of the activity.

EXAMPLE:

Activity 1: (Insert an activity title here) ___________________________  Budget: $ __________

Insert a clear and concise explanation of the activity you are proposing to do here.

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Specific, measurable outcome #1</td>
<td></td>
</tr>
<tr>
<td>2. Specific, measurable outcome #2</td>
<td></td>
</tr>
<tr>
<td>3. Specific, measurable outcome #3</td>
<td></td>
</tr>
<tr>
<td>Etc.</td>
<td></td>
</tr>
</tbody>
</table>
Activity 2: (Insert an activity title here) __________________________ Budget: $ ______

Insert a clear and concise explanation of the activity you are proposing to do here.

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Specific, measureable outcome #1</td>
<td></td>
</tr>
<tr>
<td>2. Specific, measureable outcome #2</td>
<td></td>
</tr>
<tr>
<td>3. Specific, measureable outcome #3</td>
<td></td>
</tr>
<tr>
<td>Etc.</td>
<td></td>
</tr>
</tbody>
</table>

ADD ADDITIONAL ACTIVITIES AS NEEDED USING THE SAME FORMAT AS ABOVE FOR EACH INDIVIDUAL ACTIVITY. Please mark as Activity 2, 3, 4, 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. Delineate which partners are proposed to receive money from this Environment and Natural Resources Trust Fund request and which partners are proposed to be contributing funds or resources from other sources.

B. Project Impact and Long-Term Strategy

What is the long-term strategy for the proposed project? For example, in terms of its utility to Minnesota’s environment and natural resources, dissemination of findings, implementation of results, or ongoing contributions that will derive from it. Additionally, is this proposal a component of a specific, larger, longer-term, or multi-phase project or effort that will require additional investment over time than is being requested here? If so, please explain the broader project/effort (including previous efforts or project phases leading up to this request), identify what sorts of longer-term efforts and investments will be required to make it sustainable, and comment on long-term strategies for ongoing financial support and project progress and/or completion. Be explicit about what other funds are currently secured or have been applied for to support the effort. If additional funding requests for directly related efforts or phases might be submitted to the LCCMR in the future, be very specific as to what is presently anticipated. If your proposal is for additional efforts or phases of a project that has previously received ENRTF support, indicate specific plans for transitioning to other sources of funding or becoming self-sustaining.

C. Timeline Requirements

Explain the timeline requirements specific to the proposed 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 requires a certain number of field seasons under certain conditions). If a proposed project would require more than 36 months to complete, explain here. If a proposed project is a distinct phase of some larger effort and additional funding beyond this request is anticipated to be needed for a future phase, explain in section III-B above.
### 2017 Detailed Project Budget

#### Project Title: [Insert “Project Title” here]

**INSTRUCTIONS AND TEMPLATE (1 PAGE LIMIT)**

MS-Excel template can be downloaded from LCCMR web page: [www.lccmr.leg.mn](http://www.lccmr.leg.mn). Click on “2017 Detailed Project Budget template”. Attach budget, in MS-Excel format, to your “2017 LCCMR Proposal Submission Form”.

(1-page limit, single-sided, 10 pt. font minimum. Retain bold text and DELETE all instructions typed in italics. ADD OR DELETE ROWS AS NECESSARY. If budget item row is not applicable put “N/A” or delete it. All of “Other Funds” section must be filled out.)

#### IV. TOTAL ENRTF REQUEST BUDGET: [Insert # of years for project] years

<table>
<thead>
<tr>
<th>BUDGET ITEM</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel: 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 row 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.</td>
<td>$</td>
</tr>
<tr>
<td>Professional/Technical/Service Contracts: In this column, list out proposed contracts. Be clear about whom the contract is to be made with and what services will be provided. If a specific contractor is not yet determined, specify the type of contractor sought. List out by contract types/categories—one row per type/category. If an RFP will be issued, state that.</td>
<td>$</td>
</tr>
<tr>
<td>Equipment/Tools/Supplies: In this column, list out general descriptions of item(s) or item type(s) and their purpose—one row per item/item type.</td>
<td>$</td>
</tr>
<tr>
<td>Acquisition (Fee Title or Permanent Easements): In this column, indicate the proposed number of acres and name of organization or entity who will hold title.</td>
<td>$</td>
</tr>
<tr>
<td>Travel: Be specific. Generally, only in-state travel essential to completing project activities can be included.</td>
<td>$</td>
</tr>
<tr>
<td>Additional Budget Items: In this column, list any additional budget items that do not fit above categories. List by item(s) or item type(s) and explain how number was determined. One row per type/category.</td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL ENVIRONMENT AND NATURAL RESOURCES TRUST FUND $ REQUEST = $**

#### V. OTHER FUNDS [This entire section must be filled out. Do not delete rows. Indicate “N/A” if row is not applicable.]

<table>
<thead>
<tr>
<th>SOURCE OF FUNDS</th>
<th>AMOUNT</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Non-State $ To Be Applied To Project During Project Period: Indicate any additional non-state cash dollars secured or applied for 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.</td>
<td>$</td>
<td>Indicate: Secured or Pending</td>
</tr>
<tr>
<td>Other State $ To Be Applied To Project During Project Period: Indicate any additional state cash dollars (e.g., bonding, other grants) secured or applied for 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.</td>
<td>$</td>
<td>Indicate: Secured or Pending</td>
</tr>
<tr>
<td>In-kind Services To Be Applied To Project During Project Period: Indicate any additional in-kind service(s) secured or applied for to be spent on the project during the funding period. For each type of service, list type of service(s), estimated value, and indicate whether it is secured or pending. In-kind services listed must be specific to the project.</td>
<td>$</td>
<td>Indicate: Secured or Pending</td>
</tr>
<tr>
<td>Funding History: Indicate funding secured but to be expended prior to July 1, 2016, for activities directly relevant to this specific funding request, including past and current ENRTF funds. State specific source(s) of funds and dollar amount.</td>
<td>$</td>
<td>Indicate: Unspent? Not Legally Obligated? Other?</td>
</tr>
<tr>
<td>Remaining $ From Current ENRTF Appropriation: Specify dollar amount and year of appropriation from any current ENRTF 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. Indicate the status of the funds.</td>
<td>$</td>
<td>Indicate: Unspent? Not Legally Obligated? Other?</td>
</tr>
</tbody>
</table>
Guidance on Allowable Expenses

Eligible Expenses
Eligible expenses are those expenses solely incurred through project activities that are directly related to and necessary for producing the project outcomes described in the proposal. All proposed expenses must be specified in the proposal submitted. Please note that for non-state entities all funds are awarded on a reimbursement basis, unless otherwise authorized, and all eligible expenses will need to be documented. Eligible expenses may include:

a. Eligible expenditures incurred only after the effective date as approved by LCCMR.
b. Wages and expenses of salaried Recipient employees if specified, documented, and approved. 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 these funds. This is subject to specific discussion and approval by LCCMR.
c. Fringe benefit expenses, such as FICA/Medicare, retirement, and health insurance of Recipient’s employees, if specified.
d. Professional and technical services specified in the approved Work Plan that are rendered by individuals or organizations not a part of the Recipient;
e. Equipment, tools, materials, and supplies specific to the project and incoming freight charges for them.
f. Capital expenditures for facilities, equipment, and other capital assets as expressly approved. For expenditures greater than $5,000, the Recipient must provide 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 and 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.
g. Publication and printing/copying expenses necessary for contract administration, work products production, and semi-annual reports relating to accomplishments.
h. In-state transportation and travel expenses such as lodging, meals, and mileage of personnel directly 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 Management of Budget and as provided by LCCMR or, for University of Minnesota projects, the University of Minnesota plan found at http://policy.umn.edu/policies/finance/travel/travel.html. Allowable meal and lodging expenses are for employees only. Purchasing meals or providing lodging for others is not an allowable expense.

Generally Ineligible Expenses—Unless Explicitly Approved
Generally ineligible expenses for reimbursement mean all expenses not defined as eligible expenses, but for which an explicit exception can be sought from LCCMR if the expenses can be clearly justified and individually documented as directly related to and necessary for a project. No broad allocations for costs in either dollars or percentages are allowed. In deciding whether to seek exception for these costs consider that cash and in-kind leverage are criteria considered in proposal evaluation. Generally ineligible expenses include but are not limited to:

a. General operations, overhead, and other indirect expenses, including office maintenance, office utility expenses, and office materials and supplies.
b. Office rental fees (including storage space rental),
c. Communication expenses incurred for telephone calls, web access, postage, and similar services.
d. Insurance, except title insurance.
e. Attorney fees, except to acquire and clear title to land.
f. Purchase of communication devices such as pagers, cell phones, or smart phones.
g. Purchase of computers, tablets, or audiovisual equipment.
h. Generally available food and refreshments, except if explicitly approved for certain types of events.
i. Conference attendance and associated costs and fees, except if to participate in formal presentation of project findings.
j. Out of state transportation and travel expenses.

Prohibited Expenses
Prohibited expenses for reimbursement mean all expenses indicated below, including but not limited to:

a. Any expenses incurred before the project is authorized, before July 1, 2017, or before LCCMR work plan approval—whichever is latest.
b. Fundraising.
c. Taxes, except sales tax on goods and services.
d. Lobbyists or political contributions.
e. Advertising and marketing expenses.
f. Loans, grants, or subsidies to persons or entities for development.
g. Bad debts, late payment fees, finance charges, or contingency funds.
h. Interest or investment management fees.
i. Directors or officers salary.
j. Merit awards and bonuses.
k. Memberships (including subscriptions and dues).
l. Publications, periodicals, and subscriptions.
m. Employee workplace parking.
n. Entertainment, decorations, gifts, and prizes.
**ENVIRONMENT AND NATURAL RESOURCES TRUST FUND: MN CONSTITUTION AND STATUTORY EXPENDITURES**

**LCCMR Staff:**
- Susan Thornton
  Director
- Mike Banker
  Assistant Director
- Michael McDonough
  Research and Planning Manager
- Diana Griffith
  Commission Assistant

For more information contact LCCMR:
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**Minnesota Constitution Art. XI, Sec.14: Environment and Natural Resources Trust Fund Established**
http://www.lccmr.leg.mn/about/language-index.html

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 Environment and Natural Resources Trust Fund Expenditures and Exceptions**
https://www.revisor.mn.gov/statutes/?id=116P&view=chapter#stat.116P.08

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 geographic region)

Use for determining region location for proposal submission form (see p.9)

*Metro region is derived from the Minneapolis-St. Paul Metropolitan Statistical Area as defined by the U.S. Office of Management and Budget.
FOR IMMEDIATE RELEASE
Contact: Mike Banker, (651) 296-2668, mike.banker@lccmr.leg.mn

LCCMR seeking proposals for $50 million in project funding from Minnesota's Environment and Natural Resources Trust Fund

(St. Paul, MN, December 15, 2015) – The Legislative-Citizen Commission on Minnesota Resources (LCCMR) has issued its 2017 Request for Proposal (RFP) for funding from Minnesota's Environment and Natural Resources Trust Fund beginning July 1, 2017. The Trust Fund represents the money that, since its inception in 1991, has been generated by the Minnesota State Lottery to provide a constitutionally dedicated funding source for protection of the state's unique natural resources. Approximately $50 million is expected to be available in 2017 for projects being sought in environment and natural resource areas that will provide multiple ecological and other public benefits. Proposals responding to the 2017 RFP are due Monday, March 21, 2016.

Proposals are being requested in the following seven areas:
1. Foundational Natural Resource Data and Information
2. Water Resources
3. Environmental Education
4. Aquatic and Terrestrial Invasive Species
5. Air Quality, Climate Change, and Renewable Energy
6. Methods to Protect or Restore Land, Water, and Habitat
7. Land Acquisition, Habitat, and Recreation

The 2017 RFP contains detailed instructions for submitting a proposal to the LCCMR as well as additional explanation of the LCCMR’s proposal and funding process. Anyone with a project idea consistent with the RFP may submit a proposal for consideration by the LCCMR. LCCMR staff are available to assist in proposal development and review proposal drafts, and utilization of this service by proposers is encouraged. Lobbying or professional grant-writing experience is not necessary for success.

Issuance of this RFP begins the competitive, multi-step process through which the LCCMR selects projects to recommend to the Minnesota Legislature for funding from the Environment and Natural Resources Trust Fund. During June and July, 2016, the LCCMR will consider all proposals received in response to the 2017 RFP and make final selection of projects to include in its recommendations to the legislature for the 2017 session. Funded projects can begin July 1, 2017.

The Environment and Natural Resources Trust Fund is a permanent dedicated fund in the Minnesota state treasury that was established by 77% voter approval of a constitutional amendment in 1988. The amendment directs forty percent of the net proceeds of the Minnesota State Lottery, or approximately seven cents of every dollar spent on playing the lottery, into the Trust Fund. The Trust Fund is intended to provide a long-term, stable source of funding for innovative and far-sighted activities that protect and enhance Minnesota’s environment and natural resources for the benefit of current citizens and future generations. Since 1991, the Trust Fund has provided approximately $500 million in support of over 1,000 projects benefitting every county in the state.

For more information on the LCCMR funding process or the 2016 RFP, please visit http://www.lccmr.leg.mn.

Legislative-Citizen Commission on Minnesota Resources (LCCMR)
The LCCMR is made up of 17 members (5 Senators, 5 Representatives, 5 citizens appointed by the governor, 1 citizen appointed by the Senate, and 1 citizen appointed by the House). The function of the LCCMR is to make funding recommendations to the Minnesota State Legislature for special environment and natural resource projects, primarily from the Environment and Natural Resources Trust Fund. The LCCMR developed from a program initiated in 1963. Since then over $900 million has been appropriated to more than 2,000 projects recommended to protect and enhance Minnesota’s environment and natural resources.

#     #     #