Appendix F. Stage 1 Concept Note Form and Instructions

Name of Granting Agency: Minnesota Department of Natural Resources

Title of Grant Program/Opportunity: Environment and Natural Resources Trust Fund Community Grant Program

November 5, 2026

Use this appendix with the main Request for Proposals and the statutory activity appendix that best fits your project. The main RFP contains the controlling eligibility, scoring, advancement, submission and grant requirements.

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How to use this offline version

This appendix is the official offline accessible version of the Stage 1 Concept Note questions, instructions and required information.

Use it to review the questions and prepare your responses before entering them in Foundant.

The Foundant version may look different. Questions may appear in a different order or on different screens, and Foundant may use text boxes, drop-down menus, check boxes, character limits or other response formats. The substantive information applicants are required to provide must remain equivalent to this appendix.

Unless the DNR formally authorizes another submission method, completing this offline version does not submit a Concept Note.

Submit the Concept Note through Foundant by the Stage 1 deadline identified in the RFP.

If you need an accessibility accommodation to access, complete or submit the Concept Note, use the accessibility process described in the RFP.

An asterisk (*) identifies a required question. All questions and follow-up response fields are displayed together rather than hidden through branching. If a follow-up does not apply to your project, enter “Not applicable” in its response field. If you do not know an answer and “Not sure” is available, select it. Do not enter “Not applicable” for a required eligibility or identity question unless the question expressly allows it.

F.1 About the Concept Note

The Concept Note is the first competitive stage of the ENRTF Community Grant Program funding opportunity.

It is designed to let applicants explain a project idea without preparing a Full Application.

Use plain language. The DNR does not award points for professional grant-writing style, specialized evaluation terminology or polished formatting.

Stage 1 asks only for information needed to:

- Determine applicant and project eligibility
- Apply the published Stage 1 scoring criteria
- Administer Stage 1 advancement
- Understand what may need further development if the project advances to Stage 2

Unless the RFP or the applicable activity appendix specifically requires otherwise, you do not need to have at Stage 1:

- A detailed budget
- A completed work plan

- Completed permits
- Executed partner agreements
- Final site-control documentation
- A formal results framework
- Financial-capacity documents
- Tax returns
- Bank information
- Resumes
- An organizational chart, or
- Other pre-award documentation

Review Section 18 of the RFP before completing the Concept Note.

Stage 1 evaluation criteria

Each complete and eligible Stage 1 Concept Note will be evaluated using the four published Stage 1 criteria, totaling 100 points. Stage 1 scores do not carry forward or combine with Stage 2 scores

Stage 1 Evaluation Criteria	Maximum Points
Expanding access and statutory priority	25
Environmental or natural resource need and expected benefit	30
Project idea and expected results	25
Project feasibility	20
Total	100

An eligible Concept Note must earn at least 50 of 100 points to meet the minimum Stage 1 merit threshold. Meeting that threshold does not guarantee an invitation to submit a Stage 2 Full Application. See Part 3, Sections 18–20 of the RFP.

The same Stage 1 criteria and point values apply to all eligible Concept Notes. The activity appendices help determine statutory activity area eligibility and may provide technical information relevant to the published criteria, but they do not create separate scoring tracks.

F.2 Before you start

Before completing the Concept Note, review the applicant and project eligibility requirements in the RFP and the appendix for the statutory activity area that best fits the principal funded purpose of your project.

Be ready to describe:

- The eligible legal applicant
- The substantive project lead

- The project idea
- The place, community or natural resource involved
- The environmental or natural resource need or opportunity
- The benefit or change the project is intended to produce
- The approximate funding request
- What you know now about making the project happen

Choose one primary statutory activity area based on the principal funded purpose of the project.

You may identify other activity areas that also relate to the project, but at Stage 1 you will answer the activity-specific questions only for the primary activity area you select.

The DNR will evaluate statutory activity-area eligibility under the primary activity area selected by the applicant. The DNR will not move the application to a different activity area after the Stage 1 deadline. The eligible legal applicant may be different from the substantive project lead; both must be identified at Stage 1, and an approved fiscal agent does not replace the legal applicant.

F.3 Preliminary eligibility and project-fit questions

These questions support applicant self-assessment and DNR eligibility screening. They do not replace the DNR's eligibility determination under the RFP. A "No" or "Not sure" answer may identify an issue for verification; it is not automatically a competitive score. Describe substantive evidence in the later Concept Note questions.

F3-01. Is the eligible legal applicant identified in this Concept Note permitted to apply under Section 7 of the RFP? *

Eligible legal applicants include nonprofit organizations; Tribal Nations and eligible Tribal governmental entities; eligible local and regional governmental entities; and other eligible recipients under the governing Community Grant Program authority.

State agencies, the University of Minnesota Board of Regents and for-profit businesses may not receive Community Grant awards.

☐ Yes ☐ No ☐ Not sure

F3-02. Does your proposed project fit at least one of the five statutory activity areas described in Section 2.2 and Appendices A-E of the RFP? *

1. **Helping adversely impacted communities respond to environmental degradation and related health concerns**
2. **Environmental and natural-resource education and awareness**
3. **Preserving or enhancing air, land, water and other natural resources that otherwise may be substantially impaired or destroyed in any area of the state**
4. **Maintaining or improving existing state, regional or local trails, or**
5. **Aquatic invasive species management ***

If your project does not fit one of these activity areas, it may be ineligible. The DNR will determine eligibility under the RFP and the selected primary activity area.

☐ Yes ☐ No ☐ Not sure

F3-03. Does the proposed project provide a meaningful environmental or natural resource benefit in Minnesota? *

☐ Yes ☐ No ☐ Not sure

F3-04. Is the project grounded in an identifiable community or place-based need, priority or opportunity, with an appropriate public or community benefit connected to its environmental or natural resource purpose? *

☐ Yes ☐ No ☐ Not sure

F3-05. Can the substantive project work reasonably be completed within 12 months or less? *

☐ Yes ☐ No ☐ Not sure

F3-06. Is the amount of the Community Grant Program funding requested between $20,000 minimum and $150,000 maximum? *

☐ Yes ☐ No ☐ Not sure

F3-07. Have you identified any major site, property, jurisdiction, permission, approval or similar issue that could materially affect project implementation? *

☐ Yes ☐ No ☐ Not sure

F3-08. If a project involves a trail, will the proposed work avoid construction of a new trail or new trail segment? *

☐ Yes ☐ No ☐ Not sure ☐ Not a trail project

F3-09. Have you reviewed the statutory appendix for your project's selected primary purpose? *

☐ Yes ☐ No ☐ Not sure

F.4 Applicant and project leadership

F4-01. Give your project a short working title. *

250 characters or fewer.

F4-02. What is the legal name of the eligible applicant organization or governmental entity? *

Identify the organization or governmental entity that would be the grantee if selected, subject to successful pre-award review and a final grant agreement. Do not substitute the substantive project lead or fiscal agent unless that entity is also the eligible legal applicant. See Section 7 of the RFP. *250 characters or fewer.*

The eligible legal applicant identified at Stage 1 remains the applicant throughout the competition and, if selected, is the proposed grantee.

A community group, informal organization, coalition or other participant that is not itself an eligible legal applicant may participate through an eligible legal applicant.

F4-03. Which description best fits the legal applicant? *

☐ Nonprofit organization ☐ Tribal Nation or eligible Tribal governmental entity ☐ Local governmental entity ☐ Regional governmental entity ☐ Other eligible organization or governmental entity under the RFP ☐ Not sure

If Other eligible organization or governmental entity under the RFP to Question F4-03, please describe.

250 characters or fewer.

F4-04. Identify one substantive project lead for the proposed project. *

The substantive project lead is the person, group or organization principally responsible for the project idea, relevant community or place relationships and substantive environmental or natural resource work. The substantive project lead may be the legal applicant or another project participant. *250 characters or fewer.*

F4-05. Which description best fits the substantive project lead? *

☐ Same organization or governmental entity as the legal applicant ☐ Nonprofit organization ☐ Tribal Nation or Tribal governmental entity ☐ Local or regional governmental entity ☐ Informal or unregistered community group ☐ Collaboration or coalition ☐ Individual acting on behalf of a participating group or organization ☐ Other ☐ Not sure

If Other to Question F4-05, please describe it.

250 characters or fewer.

F4-06. If the legal applicant and substantive project lead are different, briefly describe their relationship.

This information helps the DNR understand who leads the substantive work and who would have legal and financial accountability for the award. If the legal applicant and substantive project lead are the same, enter "Not applicable." This information does not by itself create a separate scoring factor. *400 characters or fewer.*

The legal applicant may not be replaced with a different competitive applicant during Stage 2. Project partnerships and fiscal arrangements may continue to develop as permitted by the RFP.

F4-07. Primary contact name *

F4-08. Primary contact title or role *

F4-09. Primary contact email *

F4-10. Primary contact phone *

F4-11. Has either the eligible legal applicant or the substantive project lead previously received ENRTF funding directly? *

A. Eligible legal applicant: ☐ Yes ☐ No ☐ Not sure
B. Substantive project lead: ☐ Yes ☐ No ☐ Not sure

F4-12. If either answer to Question F4-11 is "Yes" or "Not sure," provide identifying information for the relevant applicant or project lead. If both answers are "No," enter "Not applicable." *

For each relevant entity, provide a project title, recipient name, project number, approximate year or other information you know. The DNR may verify prior direct ENRTF funding. *250 characters or fewer.*

F4-13. Is this substantive project lead associated with another Stage 1 Concept Note in this funding round? *

A substantive project lead may submit no more than two distinct Concept Notes in Stage 1, and no more than one may advance to Stage 2. The limit applies even when the legal applicants differ. This is an administrative question, not a separate scoring criterion.

☐ Yes ☐ No ☐ Not sure

If Yes to Question F4-13, enter the other Concept Note's working title if known. Otherwise, enter "not applicable." *250 characters or fewer.*

F.5 Project identification and statutory activity

F5-01. Which statutory activity area best reflects the principal funded purpose of the project? *

Review Appendices A through E before selecting one primary activity area. Select the area best reflecting what the grant funds would principally support. If unsure, use the RFP guidance and question process before submitting; the DNR will not change the selected primary activity area after the deadline.

☐ A. Adversely impacted communities ☐ B. Education and awareness ☐ C. Preserving or enhancing natural resources ☐ D. Existing trail maintenance or improvement ☐ E. Aquatic invasive species management

F5-02. Does the project also relate to another statutory activity area? *

Select all that apply. Additional activity areas do not create additional scoring criteria or require another complete set of activity-specific Stage 1 questions.

☐ A ☐ B ☐ C ☐ D ☐ E ☐ No additional activity area

F.6 Place, community and expanding access

F6-01. Where would the project happen? *

Describe the location or geographic area clearly enough for the DNR to understand the Minnesota benefit. You may identify a neighborhood, city, county, Tribal Nation, lake, watershed, trail, school community, multiple sites,

statewide area or another relevant geography. An exact parcel is not required at Stage 1 unless the applicable activity appendix requires one. *500 characters or fewer.*

F6-02. Which community, place or natural resource is expected to benefit from the proposed project? *

Identify the beneficiary or benefiting resource rather than the applicant unless they are the same. *500 characters or fewer.*

F6-03. What community or place-based knowledge, priorities, relationships, plans or experience informed this project idea? *

Describe what is relevant to the project. If community involvement or project relationships are still developing, explain what you know as of time of submission. The DNR does not require a particular community-engagement method or formal endorsement at Stage 1. *500 characters or fewer.*

F6-04. Which of the following are relevant to how this project expands participation in or access to ENRTF funding? *

Select all that apply. Selecting more boxes does not increase the score. The DNR will consider the relevance and strength of the information provided under the published criterion.

- ☐ Legal applicant has not previously received direct ENRTF funding
- ☐ Substantive project lead has not previously received direct ENRTF funding
- ☐ Project involves a community or organization with limited prior access to ENRTF funding
- ☐ Project addresses barriers that have made participation in ENRTF funding difficult
- ☐ Project is grounded in community knowledge, relationships or priorities
- ☐ Project involves a community adversely affected by pollution or environmental degradation
- ☐ Another relevant circumstance
- ☐ Not sure

F6-05. How, if applicable, would this project help expand participation in or access to ENRTF funding? *

Refer to any relevant selections in Question F6-04 and explain the circumstances or barriers involved, if known. The applicant need not belong to the benefiting community or be the substantive project lead. If this does not apply or is not known, say so. *You do not need to qualify under Activity A to respond to this question. 500 characters or fewer.*

F6-06. Has the community, place or natural resource expected to benefit from this project been adversely affected by pollution or environmental degradation? If so, briefly describe the adverse effects and how the proposed project relates to them.

If this does not apply or you are not sure, you may say so. The DNR does not require use of a particular environmental-justice map or dataset at Stage 1. *500 characters or fewer.*

F.7 Environmental or natural resource need and expected benefit

F7-01. What environmental or natural-resource condition, problem, need or opportunity makes this project important? *

Explain what is happening now using the information reasonably available to you. *1,000 characters or fewer.*

F7-02. Why does this matter and what environmental or natural-resource benefit do you expect the project to provide? *

Focus on the meaningful benefit that could reasonably result from the proposed project. *1,000 characters or fewer.*

F.8 Project idea and expected results

F8-01. What would you do as part of this project? *

Describe the main project work. A detailed work plan is not required at Stage 1. *500 characters or fewer.*

F8-02. If the project works as intended, what would be different? *

Describe the change you expect the project to contribute to. You do not need to use terms such as outputs, outcomes, indicators, targets, logic model or theory of change. *500 characters or fewer.*

F8-03. What might help you know whether the project made a difference? *

Describe a practical sign, observation, measure, record or other way you might recognize progress or change. A formal evaluation or monitoring plan is not required at Stage 1. *500 characters or fewer.*

F.9 Project feasibility and Stage 2 development

Stage 1 does not require every implementation matter to be complete.

The questions in this section help the DNR evaluate whether the project has a credible path to implementation and understand what may need further development if the project advances.

All feasibility follow-up questions are shown. For a follow-up that does not apply, enter “Not applicable.” If something is unresolved, explain what you know. An unresolved matter does not automatically make a project ineligible unless a published requirement applies.

Identifying something that is still developing does not by itself make a project less competitive.

F9-01. What makes you think this project could be carried out successfully within the requested funding and project period? *

You may describe relevant people or organizations, community or technical knowledge, prior experience, existing relationships, site or seasonal conditions, available resources, preliminary planning or other factors that make the project workable. *500 characters or fewer.*

F9-02. Which of the following would still need development or resolution if the project advances to Stage 2? *

Select all that apply. Select "Nothing significant identified at this time" alone if no major matters are known.

☐ Detailed project design or methods ☐ Work plan or schedule ☐ Detailed budget ☐ Project partners or roles ☐ Fiscal agent or financial-administration arrangements ☐ Property or site access ☐ Permits ☐ Governmental approvals or authorization ☐ Tribal governmental approval or internal governmental process ☐ Technical review or technical design ☐ Procurement or contractor planning ☐ Staffing ☐ Performance measures or reporting approach ☐ Nothing significant identified at this time ☐ Other

F9-03. Briefly describe the most important matters that would need to be developed or resolved during Stage 2.

Identify what you know now. You are not expected to resolve these matters before submitting the Concept Note unless the RFP or applicable activity appendix specifically requires it. *500 characters or fewer.*

F9-04. Of the matters identified above, which one or two are most important to resolve if the project advances to Stage 2? *

This information helps the DNR understand the project-development sequence. It is not a separate scoring criterion. *250 characters or fewer.*

F9-05. Are any of the matters identified above tied to a known external schedule, meeting cycle, approval process, season, third-party decision or other timing constraint? *

☐ Yes ☐ No ☐ Not sure ☐ Not applicable

F9-06. If Yes or Not sure to Question F9-05, describe the timing information you know now.

Examples may include a governmental meeting cycle, Tribal governmental process, permit review period, property decision, seasonal field condition, partner approval, technical review or another external dependency. Do not propose your own Stage 2 deadline. If the project advances, the DNR will establish the applicable Stage 2 schedule under the RFP. *500 characters or fewer.*

F9-07. Does the project depend on access to a particular property, site, waterbody, trail or other location? *

☐ Yes ☐ No ☐ Not sure ☐ Not applicable

F9-08. If Yes to Question F9-07, what is the current status of access?

☐ Access or authority is in place ☐ Access or authority is being developed ☐ Access or authority is not yet in place ☐ Multiple sites have different statuses ☐ Not sure ☐ Other

F9-09 Brief explanation, if useful:

500 characters or fewer. Final site-control documentation is generally not required at Stage 1 unless the applicable activity appendix or another controlling requirement says otherwise.

F9-10. Do you know whether permits, permissions, governmental approvals or other authorizations may be needed? *

☐ Yes ☐ No ☐ Not sure ☐ Not applicable

If Yes or Not sure to Question F9-10, briefly identify what you know now.

Completed permits and approvals are generally not required at Stage 1 unless the RFP, applicable activity appendix or law requires them earlier. *500 characters or fewer.*

F9-11. Are other organizations, groups, communities or partners involved or likely to be involved? *

☐ Yes ☐ No ☐ Still developing ☐ Not sure

If Yes or Still developing to Question F9-11, identify the significant partners you know about and briefly describe the role you expect them to play.

Formal letters or executed agreements are not required at Stage 1 unless a specific requirement says otherwise. *500 characters or fewer.*

F9-12. Is there another major dependency, uncertainty, including other funding needed to complete the project, that could significantly affect whether the project can move forward?

☐ Yes ☐ No ☐ Not sure

If Yes or Not sure to Question F9-12, briefly explain. If the project depends on another funding source, identify the source and indicate whether that funding is secured, anticipated or still being pursued.

500 characters or fewer.

F.10 Funding and project timing

F10-01. How much Community Grant funding are you requesting? *

Enter an amount within the grant range established in the RFP. Request the amount you reasonably expect the project to need. A detailed budget is not required at Stage 1. Requesting the maximum amount does not make a project more competitive.

The Stage 1 funding request is a preliminary estimate. If invited to Stage 2, applicants may increase or decrease their requested amount within the $20,000 to $150,000 funding range, consistent with Section 4.2 of the main RFP and the requirement that the project remain materially consistent with the Concept Note that earned advancement

F10-02. About how many months of substantive project implementation would the project need? *

Substantive project implementation must fit within the maximum period established in the RFP. Do not include additional startup or closeout time that may be authorized separately under the RFP.

F.11 Activity-specific Stage 1 questions

Answer only the subsection for the primary statutory activity area selected in Question F5-01.

These questions supplement the common Concept Note questions.

The applicable activity appendix contains the controlling activity-specific eligibility and technical requirements.

F.11A Activity A: Helping Adversely Impacted Communities Respond to Environmental Degradation and Related Health Concerns

F11-A1. Briefly describe the community that is adversely impacted and is expected to benefit from the project. *

500 characters or fewer.

F11-A2. What environmental degradation or environmental condition is important to this project, and how does it affect or create concerns for the community? *

Use the information reasonably available to you. You are not required to use a particular map or dataset, conduct a new technical analysis or submit a new environmental or health study solely to answer this question.
500 characters or fewer.

F11-A3. How would the proposed project help the community respond to that environmental condition or related concern? *

500 characters or fewer.

F.11B Activity B: Environmental and Natural-Resource Education and Awareness

F11-B1. What environmental or natural-resource stewardship topic would the project address, and who is the intended audience? *

500 characters or fewer.

F11-B2. What do you want participants or the audience to learn, understand or be better able to do? *

500 characters or fewer.

F11-B3. How would the project deliver the education or awareness activity, and how is it connected to stewardship of Minnesota's air, land, water, forests, fish, wildlife or other natural resources? *

500 characters or fewer.

F.11C Activity C: Preserving or Enhancing Natural Resources Substantially Impaired or Destroyed

F11-C1. What natural resource would the project preserve or enhance, and what condition, impairment, threat or loss is the project responding to? *

500 characters or fewer.

F11-C2. What physical, ecological, management, restoration, protection or other intervention would the project carry out? *

500 characters or fewer.

F11-C3. What do you know now about the project site, land or water involved, technical approach, permits or approvals, and who would have continuing responsibility for the project, if applicable? *

Provide what you know now. Final designs, permits, site-control documents and technical studies are not generally required at Stage 1 unless Appendix C specifically requires them. 500 characters or fewer.

F.11D Activity D: Maintaining or Improving Existing State, Regional or Local Trails

F11-D1. Identify the existing state, regional or local trail and describe the part of the trail the project would address. *

500 characters or fewer.

F11-D2. What maintenance or improvement work would the project carry out, and what problem or need would that work address? *

500 characters or fewer.

F11-D3. Would any part of the proposed project construct a new trail or new trail segment? *

☐ Yes ☐ No ☐ Not sure

F11-D4. Would any part of the project materially extend the existing trail beyond its current route or footprint? *

☐ Yes ☐ No ☐ Not sure

F11-D5. If yes or not sure to either question, briefly describe the proposed work.

500 characters or fewer.

New trails and new trail segments are not eligible under this funding opportunity.

Appendix D contains the controlling activity-specific requirements. Completed permits, engineering, environmental review or final authorization documents are not generally required at Stage 1 unless the RFP or Appendix D specifically requires them.

F.11E Activity E: Aquatic Invasive Species Management

F11-E1. What aquatic invasive species, aquatic invasive species concern or spread pathway would the project address and what waterbody, aquatic resource, location or pathway is involved? *

750 characters or fewer.

F11-E2. Which type of aquatic invasive species management work best describes the project? *

Select all that apply.

☐ Prevention ☐ Early detection or surveillance ☐ Monitoring tied to management ☐ Response ☐ Treatment or control ☐ Education supporting aquatic invasive species management ☐ Planning or coordination ☐ Other ☐ Not sure

F11-E3. What aquatic invasive species management or stewardship result do you expect during the grant period? *

500 characters or fewer.

F11-E4. What do you know now about permits, approvals, proposed treatment or monitoring methods, specialized expertise, contractors, equipment, reporting or other significant technical needs? *

Provide what you know now. You do not need completed permits, final technical designs or a fully developed aquatic invasive species management plan at Stage 1 unless Appendix E specifically requires them. *500 characters or fewer.*

F.11F Common statutory and eligibility screens

F11-F1. Is scientific research the primary purpose of the proposed project? *

☐ Yes ☐ No ☐ Not sure

F11-F2. If Yes or Not sure to Question F11-F1, briefly describe the purpose of any research, monitoring, testing, data collection or scientific work.

Community Grant funds may not be awarded for a scientific research project. Monitoring, surveillance, testing or data collection may be part of an otherwise eligible project when its primary purpose is management, prevention, response, stewardship, implementation, education or another eligible program purpose rather than scientific research. *500 characters or fewer.*

F11-F3. Would the proposed Community Grant Program funding support eligible environmental or natural resource work in addition to, rather than replace, traditional funding that is already available or ordinarily used for the same activity? *

☐ Yes ☐ No ☐ Not sure ☐ Not applicable

If No or Not sure to Question F11-F3, briefly explain.

500 characters or fewer.

F.12 Review, acknowledgments and certifications

Before submitting, review your Concept Note for completeness.

Do not include:

- Social Security numbers
- Government identification numbers
- Bank account information
- Tax returns
- Payment-card information
- Protected cultural information
- Precise locations of sensitive natural or cultural resources
- Legally protected personnel information, or
- Other restricted or sensitive information unless the DNR specifically directs you to provide that information through an approved secure process.

F12-01. Accuracy acknowledgment *

☐ I have reviewed the information in this Concept Note and believe it is true, correct and reliable to the best of my knowledge.

F12-02. Stage 1 and Stage 2 acknowledgment *

☐ I understand that submitting a Concept Note does not guarantee advancement to Stage 2 or a grant award.

F12-03. Later-requirements acknowledgment *

☐ I understand that additional eligibility, technical, legal, financial, administrative and pre-award requirements may apply if the Concept Note advances or is selected for funding.

F12-04. Applicant continuity acknowledgment *

☐ I understand that the eligible legal applicant identified in this Concept Note remains the competitive applicant if the project advances to Stage 2.

F12-05. Project continuity acknowledgment *

☐ I understand that a project invited to Stage 2 may be further developed but must remain materially consistent with the project that earned the Stage 2 invitation.

F12-06. Name of person submitting the Concept Note *

F12-07. Role or relationship to the legal applicant *

Financial-related felony certification

Complete Question F12-08 only if the Community Grant amount requested in Question F10-01 is $50,000 or more.

F12-08. Financial-related felony certification

For applicants to whom this requirement applies, use the definition and instructions provided by the DNR for the applicable statewide certification.

☐ I certify that no current principal of the applicant organization has been convicted of a felony financial crime during the last 10 years. ☐ This certification does not apply because the requested amount is less than $50,000.

F.13 Submit the Concept Note

Submit the Concept Note through Foundant by the Stage 1 deadline identified in the RFP.

The Foundant submission record will establish the official date and time received.

Do not email this offline Word version as your Concept Note unless the DNR has formally authorized another submission method.

If you need an accessibility accommodation to complete or submit the Concept Note, use the reasonable-accommodation process in the RFP.

After submission, keep a copy of the submission confirmation and your submitted Concept Note for your records.