

CONSERVATION PARTNERS LEGACY GRANT PROGRAM REQUEST FOR PROPOSAL

Expedited Conservation Projects Grant Cycle General Information

Award Type:	Non-Competitive Grant
Posted Date:	August 1, 2013
Due Date for Applications:	Continuously open from noon August 1, 2013 until 5pm May 14, 2014; apps pulled for funding up to 5 times
Application Method:	Online application system, ECP Grant Cycle web page
Eligible Applicants:	Local, regional, state, and national nonprofit organizations, including government entities
Expected Award Announcement Date:	Grants will be reviewed every two months, and grant awards are expected to be announced during the last week of September, November, January, March, and May
Project Completion Date:	June 30, 2017
Estimated Funding This Year:	\$1,000,000
Maximum Award:	\$50,000
Minimum Award:	\$5,000
Match Requirement:	10% nonstate funds for all grants. Match may be cash or in-kind resources
Fund Source:	The Outdoor Heritage Fund
Grant Program Webpage:	http://www.dnr.state.mn.us/grants/habitat/cpl
Grant Program Email:	LSCPLgrants.DNR@state.mn.us
Grant Program Contact:	<p>Jessica Lee CPL Grant Program Coordinator 651-259-5233</p> <p>Linda Kelly Administrative Services Section Chief 651-259-5238</p> <p>MN Department of Natural Resources 500 Lafayette Road, Box #20 Saint Paul, MN 55155-4020</p>



CONSERVATION PARTNERS LEGACY GRANT PROGRAM REQUEST FOR PROPOSAL AND PROGRAM MANUAL

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Grant Program Information

I. Grant Opportunity Description: Expedited Conservation Projects (ECP) Grant Cycle

A. Summary

The Minnesota Department of Natural Resources (DNR) manages the Conservation Partners Legacy ECP grant program to provide matching grants of up to \$50,000 to local, regional, state, and national non-profit organizations and government entities. The grants must restore or enhance prairies, wetlands, forests, or habitat for fish, game, or wildlife in Minnesota. A 10 percent match of non-state funds is required for all grants. The match may be cash or in-kind resources. The amount and source of match must be identified at the time of application.

B. Funding Source

Funding for the CPL grant program comes from the Outdoor Heritage Fund (OHF) created by the people of Minnesota. OHF receives 33 percent of the sales tax revenues resulting from the Clean Water, Land, and Legacy Constitutional Amendment passed by the voters in the November 2008 election.

For Fiscal Year 2014, \$3,494,000 in grant funds were recommended by the Lessard-Sams Outdoor Heritage Council (LSOHC) to, and approved by, the 2013 Minnesota Legislature as ML [ML2013, Ch. 137, Art.1, Sec. 2, Subd. 5\(i\)](#) as the Outdoor Heritage Conservation Partners Grant Program [also known as the "Conservation Partners Legacy Grant Program" (CPL)].

\$1,000,000 of this appropriation is dedicated to the Expedited Conservation Projects grant cycle. The remainder is made available through the Traditional/Metro U25K/ O25K grant cycle (see [O25K/ U25K Grant Cycle web page](#) for more information).

C. Program Priorities

Grant activities include the enhancement or restoration of forests, wetlands, prairies, and habitat for fish, game, or wildlife in Minnesota.

Restoration and enhancement projects will only be funded on:

- lands in public ownership,
- waters designated as public waters as defined in [MN Statutes, Section 103G.005, subdivision 15](#);

All project sites must be open to the public for all seasons of hunting and fishing, unless otherwise provided by state law.

D. ECP Cycle

The ECP grant cycle has a shortened application and review process, and will reflect activities that are commonly accepted restoration and enhancement practices based on sound conservation science. A list has been developed based on activities frequently funded during the past 5 rounds of the CPL Grant Program. This [Activity List](#) can be found along with the [Funding Schedule](#) at www.mndnr.gov/ecp.

All CPL Program information within this RFP applies to the Expedited Conservation Projects funding cycle. Budgets for activities within the ECP cycle will be further limited

to only eligible costs. All eligible costs per activity will be detailed on the list of activities posted on the CPL website.

All applications, regardless of amount requested, must be submitted online using the ECP Application System, found on the [ECP web page](#). See the Application and Grant Award Information Section of this RFP for more details. There is no limit to the number of applications that can be submitted through the CPL Grant Program.

1. ECP Grant Cycle

a. What's the same as the over Traditional \$25,000/under \$25,000 cycle?

- i. Must apply using an online application system.
- ii. All forms, including the Land Manager Review and Approval, Public Waters projects forms, etc. are still required.
- iii. Requests over \$25,000 will require an internal financial review (multiple requests are totaled).
- iv. A 10% match is required.

b. What's different?

- i. Projects must consist of only activities present on the [ECP Project List](#), found on the CPL website.
- ii. Restoration and enhancement projects only; acquisition projects are not eligible.
- iii. Only public lands which are open to the public during all open seasons of hunting and fishing are eligible.
- iv. Applications will be accepted continuously and funding will be awarded up to 5 times each year.
- v. Application is shorter than both O25K and U25K.
- vi. \$1 million in dedicated ECP funding available.
- vii. Grant funds up to \$50,000 may be requested.
- viii. All qualifying, eligible applications will be funded at the Division Director's discretion, as long as funds remain.
- ix. The review and approval process is shortened; reviews will be completed by DNR habitat experts and final approvals will be made by DNR Fish and Wildlife Division Director.

E. Eligible Applicants

Eligible applicants are limited to local, regional, state, and national non-profit organizations and government entities. Private individuals and for-profit organizations are not eligible to apply for these grants. Partnerships are encouraged.

State Grant Policy 08-13, [Grant Closeout Evaluation](#), requires State agencies to consider a grant applicant's performance on prior grants from that agency before making a new grant award of over \$5,000. Applicants who performed poorly on prior grants may not be funded or may only be allowed to work on small, specific projects.

F. Grants and Public Information

Under [MN Statutes 13.599](#), responses to a RFP are nonpublic until the application deadline is reached. At that time, the name and address of the grantee and the amount requested becomes public.

After the application evaluation process is completed, data (except trade secret data) becomes public. Data created during the evaluation process is nonpublic until the negotiation of the grant agreement with the selected grantee(s) is completed. Sensitive information, such as Natural Heritage Database review information, will be redacted on all applications prior to them becoming public.

[MN Statutes 13.44](#) categorizes estimated or appraised value of real property prior to purchase and sale as confidential data on individuals or protected nonpublic data. CPL staff may also protect landowner and location information. See [Minnesota Government Data Privacy Act](#) for more information. This information, along with corresponding budget information, will be redacted from the applications before making them public. Once property transactions are completed, the location and landowner information will become public information.

II. Program Information

A. Grant Funds

A total of \$1,000,000 is available in fiscal year 2014 for the ECP grant cycle. The maximum grant in the ECP cycle is \$50,000; the minimum grant is \$5,000. Grant projects may not exceed a total cost of \$575,000.

1. The DNR reserves the right to award less than the total amount available if suitable projects are not submitted.
2. The DNR reserves the right to make additional awards under this announcement, consistent with DNR and Outdoor Heritage Council recommendations and guidance, if additional funding becomes available; a project comes in under or over budget; or if a grantee cannot carry out their project as planned.
3. The DNR reserves the right to award amounts less than that requested in an application should it be determined aspects of a project are not desirable, eligible for funding, or are not cost effective.
4. Grant funds will be awarded to only one eligible organization (the "Grantee") per grant. The Grantee is responsible for the proper expenditure of funds, on-the-ground accomplishments, reporting, and meeting all program and legal requirements.

B. Match Information

1. Minimum Requirements

This program requires a match of 10 percent non-state funds for all grants. The match may be cash or in-kind resources. Funds used for match for CPL grants cannot be used as match for any other state grant programs. For more details, see the [In-kind Information and Rates](#) on the CPL website.

Match funds are generally subject to the same requirements as grant funds, unless specifically listed. Documentation of all match funds is required. Match can come from a variety of public (non-state origin) and private sources and can include in-kind goods and services and volunteer labor. Match funds are subject to audit.

2. Partnerships

Applicants are encouraged to combine contributions from non-state partners to meet the match requirement. One eligible applicant must lead the partnership effort and

assume program and financial responsibility for all work in the application. Successful applicants should be prepared to carefully document matching contributions, including the number of volunteers and volunteer hours on individual projects.

Match funds must be supported with letters of commitment. A sample letter is included on the [Program Information webpage](#) of the CPL website. Letters of commitment should:

- a. Be written on the contributing organization's letterhead
- b. Identify the applicant and name of the project they are partnering with
- c. Identify the amount and source of funding they are committing
- d. Describe any time constraints on the availability of funds
- e. Describe any other contingencies associated with the funding commitment
- f. Be signed by member(s) of the contributing organization with authority to commit the organization to the match

3. Determining Required Match

The match may be cash or in-kind resources. The match amount is determined by multiplying the grant amount requested by the total match requirement. The DNR will use the following formulas:

Total Grant Requested (\$) x 0.10 = Minimum Match Required

Cash Match is actual cash contributed to a project, such as:

- \$ Cash contributed by your organization
- \$ Cash contributed by a third party that is supported by a Partner Commitment Letter and documented in the grantee's files
- \$ Supplies or contracted services (not grantee staff time) to be paid for by the grantee for project activities during the grant period

In-kind Match is non-cash donations of a good or service, such as:

- > Personnel time given to the project (existing staff or volunteers)
- > Use of equipment
- > Donated supplies or services

All match funds must:

- Be reasonable, necessary, and allowable for the performance of the grant award
- Conform to grant program guidelines, including project dates
- Be provided for in the approved budget
- Be treated consistently with other costs incurred by the organization
- Be in accordance with Generally Accepted Accounting Principles (GAAP)
- Be adequately documented (i.e., are verifiable from the grantees records and reported to the grant program as requested)

4. Additional Funding

Some large projects involve multiple funding sources that may not be eligible as match for this grant. Keep these amounts separate. There is an "Additional Funding" box in the application that can be used to list the additional funding sources and amounts. Total project cost (grant + match + additional funds) may not exceed \$575,000.

C. General Program Requirements

This program is funded by state dollars and requires a significant amount of documentation and transparency. All expenditures and work done with these funds must adhere to the following requirements:

1. Applicable Laws, Regulations, Policies and Codes

Applicants must follow Federal, State, and local laws, regulations, policies, and codes, as applicable. Projects must meet the requirements set out by [ML2013, Ch. 137, Art. 1, Sec. 2](#), and [MS 97A.056](#). Projects on public lands, and any project receiving state funds, may require more approvals and/or permits than other projects. It is the applicants' responsibility to obtain all required approvals and permits. Applicants must coordinate this with public Land Managers, Easement Holders, and/or private landowner(s) before any work begins.

2. Commissioner's Approval

The Commissioner of Natural Resources has authorized the Director of Fish and Wildlife to approve all projects in the ECP cycle. All projects must conform to the [MN Statewide Conservation and Preservation Plan](#). Wildlife projects must conform to the [State Wildlife Action Plan](#).

3. Grantee's Duties

Grantees must be willing and able to perform all work required to complete the projects they are requesting funds for. This includes managing any bid, contract or purchasing process necessary to complete work under the grant. The grantee is also responsible for project oversight and management. DNR or other public Land Managers or Easement Holders may provide technical guidance to the grantee, but are not responsible for the work. Grantees are also responsible for understanding and following all program requirements and procedures.

4. Conflict of Interest

State Grant Policy 08-01, [Conflict of Interest for State Grant-making](#), also applies to grantees. Please review and follow this policy to ensure there are no conflicts of interest. Applications may be rejected or grants cancelled if conflicts are found and not resolved to the State's satisfaction.

Grantees' conflicts of interest are generally considered organizational conflicts of interest. Organizational conflicts of interest occur when:

- a. a grantee is unable or potentially unable to render impartial assistance or advice to the State due to competing duties or loyalties;
- b. a grantee's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties; and/or;
- c. a grantee or potential grantee has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

An organization's conflict of Interest policy must be followed when selecting contractors. If no policy exists, the grantee must document that a fair process was used.

III. Eligibility Information

A. Ineligible Applications

The following applications will not be considered eligible under this RFP and will be disqualified:

1. Applications requesting less than \$5,000 or greater than \$50,000
2. Applications to fund activities on private land, public land not open to the public for all seasons of hunting and fishing, or waters that do not meet the definition of public waters
3. Applications that do not meet the requirements set out in [ML2013, Ch. 137, Art. 1, Sec. 2, Subd. 5\(i\)](#) and [MS 97A.056](#)
4. Applications that include:
 - a. Activities that constitute legally required mitigation for the adverse effects of an activity regulated or otherwise governed by local, state or federal law
 - b. Activities that constitute restoration for natural resource damages under federal, state or local law
 - c. Activities that constitute complying with a biological opinion under Section 7 of the Endangered Species Act
 - d. Activities that are required by a separate consent decree, court order, statute, or regulation
5. Projects that are currently receiving direct appropriations from the Outdoor Heritage Fund, or that were submitted during FY2015 Call for Funding by the LSOHC are not eligible; If a project is pulled from consideration of OHF funding by the applicant prior to the deadline for CPL applications, the project may be submitted for CPL funding but the project must meet all CPL requirements and deadlines, and must be submitted using the CPL application system
6. Previously funded, incomplete CPL projects that are in active grant status
7. If an application requests funding for ineligible activities, or uses ineligible activities as match, the ineligible activities will not be considered and may result in the rejection of the entire proposal
8. Applications which are not complete at time of application deadline. No late submissions will be accepted. Applications are considered incomplete if:
 - a. Land Manager Review and Approval forms are missing, incomplete, or unsigned
 - b. Any required financial documentation is missing
 - c. The match amount does not meet requirements

B. Eligible Expenses

Generally, if an expense is eligible as a grant cost, it is eligible as a match cost. Some costs have limits to the amount that will be paid from grant funds; any costs above that amount may be eligible as match.

Eligible expenses are those expenses (salary, equipment, supplies and materials, etc.) directly incurred through project activities that are direct to and necessary for the project described in the application. These expenses must be specified in the application and documented during the grant period as specified in the [Payment Manual](#).

All grant and match expenses must occur within the project period except for pre-award costs described below. The grant period begins when the final signature on the grant

contract is obtained and continues until all work is completed but no later than June 30, 2017 for FY14 funds.

1. Grant Administration

Up to 2.5 percent of the total grant funds requested may be used for grant administration and must be specified in the application and work plan. Grant administration costs may be paid for with grant or match funds (in-kind only). This includes staff salary, FICA, and benefits for work and direct costs required to administer the grant. Grant Administration costs apply to individuals within the organization that are applying for the grant and cover all work in regards to the administration of the grant after grant funds are awarded.

2. Personnel Costs

Up to 5 percent of the total grant funds requested may be used for non-grant administration directly related to and necessary for on-the-ground grant work. Costs over 5 percent may be used to meet in-kind match requirements. Personnel costs apply to individuals within the organization applying for the grant for all work completed outside of grant administration.

3. Travel

Transportation and travel expenses, such as lodging, meals, and mileage of personnel directly working on the grant, are eligible expenses (grant or cash/ in-kind match) in the same manner and in no greater amount than provided for in the current [Commissioner's Plan](#). Travel expenses shall not exceed 1 percent of the total grant funds requested, unless justified and approved by CPL grant staff in the work plan. Travel and subsistence expenses incurred outside Minnesota are not eligible expenses unless the State's prior written approval was received. Minnesota will be considered the home state for determining whether travel is out of state. More information on travel costs can be found in the [Eligible and Ineligible Expenses](#) document.

4. Permitting and Environmental Compliance Expenses

Costs associated with permitting and compliance requirements may be included within the grant budget. These costs should be listed within the Additional Budget Items line of the budget and explained in the details section. Grant or match funds can be used to pay for these costs. The grantee is responsible for meeting all compliance requirements and obtaining any necessary permits.

5. Pre-award Match Costs

Pre-award costs are costs incurred before the grant agreement is executed. No pre-award costs are eligible for repayment using grant funds. There are only two pre-award costs that are eligible as match by grantees:

- a. Insurance: These costs are eligible only if incurred after the grantee has been formally notified that they have been awarded a grant, but before the grant is in place.
- b. Engineering and Design: Costs that were incurred within 18 months of the application deadline are eligible for match. Engineering and design documents must be submitted as uploads to the application, and work must be site and outcome specific for the construction project being submitted for funding.

All pre-award costs are incurred at the applicant's risk and must be specified as match at time of application. No reimbursements will be made to unsuccessful applicants.

C. Ineligible Expenses

Indirect costs (overhead costs for basic operational functions such as lights, office rent, water, phone) costs are not eligible grant or match expenditures. See the [Eligible and Ineligible Expenses](#) document for further details.

Below are some common requests for funding that the CPL program will NOT fund with grant dollars or allow as match, unless otherwise specified. These requests will be removed from any application prior to review and may result in the rejection of the entire application.

1. Work on project sites not identified and approved in the work plan.
2. Engineering and Design Costs. Grant funds may not be used to pay for engineering and design costs for any activity. Engineering and design work must be substantially complete before requesting grant funds for a project. CPL staff may request engineering and design plans from applicants during the review process to validate cost estimates and ensure the project will be completed within the allowed timeline. These costs are eligible to be used as match, as outlined in the Pre-Award Match costs section above.
3. Research
4. Education activities
5. Planning/Plan Development
6. Capital Equipment including but not limited to vehicles, trailers, chainsaws, sprayers, seed drills, mowers, etc.

Application and Grant Award Information

I. Application Information

A. Online Grant Application System

Complete application information, including the required forms, instructions, and the ECP application system access can be found on the [ECP Grant Cycle](#) webpage of the CPL website. All grant applications must be submitted using the online application system.

B. Application Deadline

ECP applications will be accepted continuously from August 1, 2013 to 5pm CST on May 14, 2014, or until all available grant funds have been awarded. Applications will be evaluated once every two months until all funds are all awarded, for a total of up to 5 grant rounds. See the [CPL Grant Funding Schedule](#) for the deadline for each round. Once all funds have been awarded, notice will be posted on the [ECP Grant Cycle](#).

C. Application Status

Complete applications in the ECP grant cycle will be notified of their funding status within 3 weeks of the grant round evaluation date.

D. Start Date

Additional documentation including insurance certificates and work plan updates will be needed before the grant agreement can be executed. The agreement must be executed before work may begin. The start date is largely dependent on how quickly the grantee submits requested materials. If requested materials are not submitted within a reasonable time period, the state reserves the right to cancel the grant award.

E. What NOT to Submit

Do not submit extra or unsolicited material, such as pamphlets, business cards, appraisals, etc. Do not embed these items in any of the required documents that you upload. Such material will be removed from the application and will not be sent to reviewers. Should any of this information be needed, CPL staff will request it from the applicant.

F. Photos

Applicants may upload photos of the project site(s). Photos should be relevant to the project showing past/ current state of the site to demonstrate the need for funding. The application system allows photo uploads only on the Additional Information page of the application.

II. Application System

A. Application System Website

The online application system is available on the CPL Grant Website [ECP Grant Cycle](#) webpage. Applicants must create a Log-in name and password the first time they access the system for any funding cycle through CPL. The system allows applicants to save their application at any point and return to it as many times as needed before submitting. The Traditional O25K/U25K grant cycles use separate application systems, but applicants will be able to see all CPL applications they create on one page.

B. Completing the Application

There are several sections to the application, each focusing on a different aspect of the project. Supporting documents, such as the Land Manager Review and Approval Form, letters of commitment, financial documentation, survey/ design/ engineering plans, etc. will need to be uploaded to the system based on the project and level of funding requested. Each project site must be mapped using the online mapping system. A valid email address for the project manager and fiscal contact is required. Applicants are responsible for the content of their application.

There is no project planning form for the ECP application, as it will be accessible most of the year for applicants to view.

C. Required Attachments

All of the required forms and optional upload items, and additional information are available on the CPL website at the bottom of the [ECP Grant Cycle](#) and [Project Information](#) webpages. It is the applicant's responsibilities to ensure that all forms are completed, signed and uploaded in PDF form. Each application must have a signature by the Land Manager or Easement Holder. These forms must be uploaded to the application and submitted electronically. No late submission of forms will be accepted. Applications

with missing forms will be considered incomplete. Projects within public waters must also submit a Public Waters Project Form.

D. Natural Heritage Database Review

The Natural Heritage Database Review section must be completed on all Land Manager Review and Approval Forms in order for an application to be considered complete. If the Land Manager or Easement Holder cannot access the Natural Heritage Database, they must contact CPL Grant Staff for assistance. CPL staff will complete the review and return the information to the Land Manager as a letter in PDF form. The applicant must upload this letter in addition to the Land Manager Review and Approval Form.

E. Submitting the Application

After all sections are complete, applicants must click the Submit Application button on the Application Submission page to submit the application. Once submitted, no changes can be made to the application, although the complete application can be reviewed and printed. Grant staff has limited ability to make changes to the application (correcting typos, changing contact information, etc.). Replacing large amounts of text or swapping uploaded documents is not possible. CPL staff will be able to unsubmit or delete applications if the applicant needs to make major changes or decides to withdraw the project. Any changes requested after the application deadline will not be accommodated.

III. Application Review Information

A. Evaluation Criteria and Scoring

The evaluation criteria that will be used to evaluate grant applications has been developed by the MN Legislature, LSOHC, Office of Grants Management, and CPL Staff. ECP grant requests will not be scored, but they will be reviewed by a panel and decisions will be based on this evaluation criterion.

Applicants should review the Evaluation Criteria Table found at the end of this document to make sure all the information needed to evaluate their application on each criteria is included to ensure funding.

B. Review and Selection Process

1. Initial Review

An application must pass all Initial Review criteria in order for it to be forwarded for further consideration. Applications that do not pass the initial review are considered ineligible. CPL staff will review applications to ensure that:

- a. The applicant meets the eligibility requirements for the program
- b. The application meets the eligibility requirements of the grant cycle applied for
- c. The application meets the requirements of the RFP, including submission of all required forms
- d. The match requirements are met
- e. The projects are eligible and all work is within the scope of the Conservation Partners Legacy Grant Program
- f. The project can be accomplished within the grant period; the project must also be able to accomplish measurable, on-the-ground improvements annually

2. Financial Review of Nongovernmental Organizations—Requests Over \$25,000

The [State Grant Policy 08-06](#), Financial Review of Nongovernmental Organizations, requires that before awarding an ECP grant of **over \$25,000** to a nongovernmental organization, Minnesota state agencies must assess a recent financial statement from that organization. Organizations submitting multiple applications (from any of the grant cycles) that total over \$25,000 will be asked to submit required financial documentation at that time. Items of significant concern must be discussed with the grant applicant and resolved to the satisfaction of state agency staff before a grant is awarded. Financial documentation required is based on annual income:

- a. Grant applicants with annual income of under \$50,000, or who have not been in existence long enough to have a completed IRS Form 990 or a certified financial audit must submit their most recent board-reviewed financial statements.
- b. Grant applicants with annual income of over \$50,000 and under \$750,000 must submit their most recent IRS Form 990.
- c. Grant applicants with annual income of over \$750,000 must submit their most recent certified financial audit.

Applicants will be prompted to upload these documents to the application system on the Additional Information page before any application over \$25,000 in grant funds requested is submitted. Financial review is completed by CPL Staff during the initial review process.

3. Technical Review

ECP applications will be reviewed by DNR habitat experts using the evaluation criteria as a pass/ fail process. No scores will be given to applications.

4. Final Approval

The Commissioner has granted approval authority for the ECP grants to the DNR's Fish and Wildlife Division Director.

The DNR reserves the right to reject any and all applications which do not meet the requirements of this RFP or are outside the scope of the Conservation Partners Legacy Grant Program. All or part of a grant may be funded. The DNR also reserves the right to award less than the total grant funds available if suitable projects are not submitted.

C. Unfunded Applications

Applicants with ineligible or incomplete applications will be notified of such at the time the awards are announced. All applicants not awarded funding will be given the opportunity to have their applications reactivated, which will make them editable again should funding remain for additional grant rounds. Applications will then need to be resubmitted after editing to be considered during the review process of the upcoming funding round. Applications cannot be transferred between application cycles.

D. Unawarded Funds

Any unawarded funds remaining after the Traditional/Metro O25K/ U25K's Round 2 of funding will be made available to the ECP grant cycle. Any unawarded funding from ECP after the 5th funding round in May 2014 will be rolled into available funds for FY15 CPL grants.

IV. Award Administration Information

A. Anticipated Award Dates

ECP grants will be awarded up to 5 times each fiscal year; see [CPL Grant Funding Schedule](#) for dates.

B. Grant Award Information

All grants will be awarded using a grant agreement. The grant agreement is the legal document containing the project description, budget, and other requirements. This is considered a contract between the award recipient and the State of MN.

C. Executing the Grant Agreement

Each grant agreement requires a minimum of three signatures, signed in this order:

1. State Encumbrance Verification by a DNR staff member who verifies that the grant funds have been encumbered
2. Grantee Signature by the member(s) of the grantees' organization who have the authority to sign legal documents on behalf of the organization
3. State Agency Signature by a DNR Division Director or other staff with delegated authority to approve the grant and expenditure of state funds

The grant agreement is "executed" when all the above signatures have been obtained. Work may not begin until the grant agreement is executed. Do not plan to start work prior to 4 weeks after awards are announced *at the earliest*. The agreement process moves at the speed set by the award recipient (grantee) as all requirements must be submitted by the grantee before execution of the agreement.

D. Grant Period

The grant period starts when the grant agreement is "executed," meaning all required signatures have been obtained. Work that occurs before this date is not eligible for reimbursement with grant funds, and cannot be used as match, with the exception of the Pre-Award Costs outlined in this RFP.

The end date of a grant period is determined by the appropriation language. Projects funded with FY14 funds must be completed by June 30, 2017. All work must be completed and final products delivered by the grant expiration date.

E. Changes to the Application, Work Plan, or Grant Agreement

Any changes to the approved application must be submitted to and approved by CPL Grant Staff before the grant agreement is signed and work begins. The application is called the "work plan" after the project is funded, and is incorporated into the grant agreement. Changes that are significant enough to alter the work plan beyond scope of the originally approved application are not allowed.

Minor changes to the work plan such as dropping or adding project sites or modifying the timeline can be made by requesting the change in writing to CPL Staff prior to the change. Any new project site will need a Land Manager Review and Approval Form completed, including a map and Natural Heritage Review.

Major changes may need a formal amendment. Contact CPL Grant Staff as soon as possible when changes are expected, and prior to doing any work. Any amendment(s)

to the original grant agreement must be in writing and will not be effective until the amendment has been signed and approved by the same parties who executed and approved the original agreement, or their successors in office.

F. Volunteers and Contractors

1. Volunteers

Volunteers are individuals or groups who perform work described in the grant and are not paid for their time by any agency, grant or organization. Volunteers working on DNR lands must [register as DNR volunteers](#) and are then covered by DNR's Worker's Compensation Insurance. Forms are available from the DNR Land Manager or on the [Project Information](#) webpage. Volunteers working on other public lands must follow the volunteer guidelines for the agency that manages the land. Work performed by unregistered volunteers on either DNR or other public lands will not be counted as in-kind match.

Documented volunteer hours may be counted as in-kind match. Forms are provided for this purpose and are available on the [Project Information](#) webpage. Grantees may use their own forms as long as the same information is provided.

2. Contractors

Contractors are individuals, groups or companies paid by a grantee to perform all or portions of the work as outlined in the grant. Contractors are subject to the same restrictions and responsibilities as the grantee.

It is strongly recommended that all contractors meet the same insurance requirements as the grantee. An organization's conflict of Interest policy must be followed when selecting subgrantees, contractors, or vendors. Contractors will be required to certify that they have not been debarred or suspended from participation in federal assistance awards in accordance with 40 CFR Part 32.

Suspended or debarred vendors may not be used for an CPL project, regardless if grant or match funds are being used to pay for contracted services. See the State of MN's [Suspended/ Debarred Vendor Report](#) to check for potential conflicts before hiring contractors, at: <http://www.mmd.admin.state.mn.us/debarredreport.asp>.

3. Selecting Contractors

Contractors must be selected as described below, except for professional acquisition services provided by the DNR's Lands and Minerals Division for lands to be transferred to DNR.

- a. If the value of the services is anticipated to be less than \$5,000 a competitive process is not required.
- b. If the value is anticipated to be more than \$5,000, but less than \$50,000, an informal competitive process must be used unless the grantee prefers to use a more formal process.
 - i. The bid solicitation process must be open and available to all interested parties.
 - ii. The advertisement for bid must allow for fair competition among potentially qualified bidders.
- c. If the anticipated value is greater than \$50,000, a formal RFP and rating process must be used.

- d. In all cases, records of the process must be retained in the grantee's file.
- e. Contracts funded with CPL funds must incorporate all CPL, OHF and other requirements.

4. Prevailing Wages

It is the responsibility of the grant recipient or contractor to pay prevailing wages on construction projects to which state prevailing wage laws apply ([MN Statutes 177.42-177.44](#)). All laborers and mechanics employed by grant recipients and subcontractors funded in whole or in part with state funds included in this RFP shall be paid at least the prevailing wage rate as projects of a similar character in the locality. Examples of applicable projects include construction or maintenance of roads, buildings, bridges, dams, and utilities.

Additional information on prevailing wage requirements is available on the Department of Labor and Industry (DOLI) website at <http://www.dli.mn.gov/LS/PrevWage.asp>. Questions about the application of prevailing wage rates should be directed to DOLI at 651-284-5091. The Grant recipient is solely responsible for payment of all required prevailing wage rates.

G. Grantee Responsibilities

1. Project Manager

- a. There can only be one Project (Grant) Manager at a time for each grant.
- b. The Project Manager cannot be the same as the Land Manager.
- c. The Project Manager receives all correspondence from CPL staff about the application and grant.
- d. The Project Manager serves as the immediate contact point for the grant, and must be actively involved in the application/grant process and available to provide information immediately after the proposal is submitted (for example, if there are questions about match eligibility), within a few weeks after the proposal is submitted (the Project Manager may be asked to respond to comments and questions about the application), after the application is funded (during the awarding of the grant agreement), and during the grant period (submit reports and respond to questions from CPL staff).
- e. The Project Manager must be affiliated with the grant recipient's organization and must be knowledgeable about biological, partnership, and administrative aspects of the proposal.
- f. The Project Manager is responsible for ensuring that all work is done according to grant and program requirements.
- g. The Project Manager coordinates work with the Land Manager, and is responsible for ordering and purchasing supplies, writing and administering contracts, organizing and documenting volunteers, meeting permit requirements, etc. Some of these duties may be shared with the fiscal contact.

2. Fiscal Contact Responsibilities

- a. Fiscal Contacts are optional. There can only be one Fiscal Contact for each grant at a time.
- b. The Fiscal Contact works cooperatively with the Project Manager, but focuses on the fiscal side of the grant. Specific duties are determined by the grantee's organization, but generally include grant and match fund management, bill paying, submitting payment requests, etc.

- c. The Fiscal Contact will frequently be included on emails and other communications between CPL Staff and grantees.

H. Project Reports, Grant Monitoring, and Financial Audits

1. Accomplishment Reports

An Annual Accomplishment Report is required from grantees to document project accomplishments and actual costs. Annual Accomplishment Reports are due by September 1st of each year the grant is active until the Final Accomplishment Report is submitted. These annual reports will summarize the work completed in each state fiscal year, running from July 1- June 30. The Final Accomplishment Report captures all costs and work completed during the grant period.

Payments requested by grantees with outstanding reports will not be processed. It is expected that grantees will meet or exceed the planned accomplishments as outlined in their work plan. Annual and Final Project Report forms are available on the [Grantee Information](#) page on the CPL website.

2. Grant Monitoring

[State Grant Policy 08-10, Grant Monitoring](#), requires state agencies to conduct at least one monitoring visit and financial reconciliation per grant period on all state grants over \$50,000 and to conduct at least annual monitoring visits on grants over \$250,000. Monitoring may be done in person or by telephone, at the discretion of CPL staff. See the policy for more information.

Field reviews are intended to ensure that work was performed as described in the grant contract. Financial audits ensure grant funds and match funds are properly spent and accounted for. Ideas for improving the program are also discussed during both the review and the audit, which may occur while grant work is in progress, or after it is completed.

All CPL grants under \$50,000 may be subject to monitoring, based upon grantee performance, grantee history of grants management and the activity that was funded.

3. Additional Audits

The DNR and/or Legislative Auditors may also conduct financial reconciliation audits. As per [M.S. 97A.056, Subd. 10.](#), a technical evaluation panel will be created to evaluate restoration projects funded by the Outdoor Heritage Fund. Restoration projects funded by any grant cycle of CPL may be subject to an additional review by the Habitat Restoration Evaluation Program. If selected for this evaluation, the grantee will be notified of any needed information and process for this evaluation.

I. Payment Information

1. Method of Payment

Grantees will be paid on a reimbursement basis unless a services rendered basis is specified and approved in a grantee's application and grant agreement.

5. Services rendered basis: proof of work, service, or purchase of goods must be submitted to CPL Staff as an invoice along with a request for payment. Staff will pay the grantee based on the approved invoices. Proof that the

vendor has been paid (receipt from vendor, cancelled check, etc.) is required before any additional payments will be made to the grantee.

6. Reimbursement basis: exactly the same as above, except that proof of payment to vendors is included with the payment request. There is no outstanding documentation with this method of payment.
7. [State Grant Policy 08-08, Grant Payments](#) has more information on grant payment methods and schedules, and other payment information.

2. Requesting Grant Payments

All payment requests must be on the Payment Request Form provided on the [Current Grantee Information](#) webpage of the CPL website. The Payment Request Form includes match expenditure as well. All documentation must be included, and any other requirements met (such as submission of restoration plans or annual reports) and approved before payment will be made. The [Payment Manual](#) provides more detailed information.

3. Match Documentation

All match must be spent and documented before the final grant payment will be made. Each payment request that claims match has been spent must include documentation of the match. Volunteer reporting forms and material use forms are available on the [Project Information](#) to document this work.

The minimum required amount of match must be spent and documented before the final grant payment will be made. If the minimum required match is not met or cannot be accounted for by the end of the grant period, the amount of grant funds paid will be reduced. The amount eligible for reimbursement will be pro-rated, using the total documented match amount as a basis for the reduction.

4. Payment Requests

The [Current Grantee Information](#) page of the CPL website lists payment information and forms. Payment request checklists are available to aid grantees in submitting complete requests. All payment requests must be received by 3:00 pm CST, July 31, 2017. The Final Accomplishment Report and all supporting documentation must also be submitted with the final payment request.

5. Payment Timeline

If all required documentation is submitted with the payment request, CPL Grant Staff can generally review and approve requests for payment within a week of receiving the request. If questions arise or documents are missing, payment approval may take longer. [Checklists](#) that can be used as cover sheets to help grantees submit the correct documents can be found on the CPL website. Once payments are approved, they are sent to the DNR's business office for payment. The payment process will take up to 30 days from receipt of complete payment request.

6. EFT Payments

The fastest way to receive payment is by signing up for Electronic Funds Transfers (EFT) from Minnesota Management and Budget. This can be done online; vendor ID numbers are considered the log-name. Passwords can be created or reset if forgotten. Instructions can be found at the [eSupplier portal](#). Grantees can also

review payment information online. Funds are deposited directly into the grantee's account, typically within 72 hours of payment processing.

7. Holdback of Final Payment

Under [ML 2013, Ch. 137, Art. 1, Sec. 2, Subd. 5\(i\)](#) no less than 5 percent of the total amount of each grant must be held back from final reimbursement until the grant recipient has completed a final grant accomplishment report by the deadline and in the form prescribed by and satisfactory to CPL staff. All required documentation must also have been submitted and accepted.

8. Grantee Information Webpage

The [Payment Manual](#), document checklists, in-kind reporting forms, Annual and Final Accomplishment Reports, and more can be found on the [Current Grantee Information](#) page of the CPL website. This page contains all information, forms, etc. that will be required once a project is funded.

Project Information

I. General Information

A. Permitting and Environmental Compliance Requirements

Because the CPL program is funded with state dollars, and work frequently occurs on public lands, the DNR, grantee, and any contractor must comply with various permitting requirements and environmental laws. Such compliance requires the participation and cooperation of the DNR, CPL grant applicant, and appropriate public Land Manager. The grantee is responsible for understanding and following all these requirements. These requirements apply to all projects.

Each type of land has different legal, agency, and other requirements that must be met based on the ownership or designations. Specific administrative and environmental requirements can be found on the [Working on DNR/Non-DNR Public Lands](#) document on the CPL website.

B. Requirements for Work on Eligible Lands

1. Public Lands

As part of the application approval process for work on public lands, the grant applicant and appropriate public Land Manager will:

- a. Evaluate the proposed project to confirm that it meets guidelines for the public land management unit where the work will be done
- b. Complete or request a Natural Heritage Database Review to check for any federal or state listed threatened or endangered species, or critical habitats
- c. Plan work to mitigate the introduction or spread of invasive species
- d. Discuss other applicable legal requirements, permits or environmental compliance needed
- e. Discuss the cost and timelines to complete this work

2. Working in Public Waters

Applicants planning to work in public waters should review the requirements and information found on the [Requirements for Projects Involving Public Waters Work Permits](#) and [Do I need a Permit?](#) pages of the DNR website prior to applying for funding. You must also work closely with the Land Manager and DNR Area Hydrologist throughout the project.

As provided in [ML 2013, Ch. 137, Art. 1, Sec. 2, Subd. 5\(i\)](#) public waters are eligible for restoration and enhancement work. In order to complete projects within public waters, there must be a Public Waters Project Form and at least one Land Manager Review and Approval form completed per public water project site:

- a. DNR Area Hydrologist must complete the Public Waters Project Form.
- b. DNR Area Fisheries Supervisor/ Assistant Supervisor or DNR Area Wildlife Manager/ Assistant Manager must complete the Land Manager Review and Approval Form:
 - i. This depends on who is managing or has interest in the public water body
 - ii. Both Fisheries and Wildlife may choose to provide input – applicants must contact both
- c. Appropriate grantee organizational approval (county approval if the applicant is a county, etc.), when necessary:
 - i. Required to ensure funding is desired and application is approved by the organization
 - ii. Required when organizations are applying for funding to complete work within their own land (same requirement for non-public waters work)

Example 1: A County applies to work in a public water to complete restorations and enhancements both in the public water and along the shoreline. Required forms are:

- ☐ County: Land Manager Review and Approval Form
- ☐ DNR Area Hydrologist: Public Waters Project Form
- ☐ DNR Area Fisheries Supervisor and/or DNR Area Wildlife Manager: Land Manager Review and Approval Form

Example 2: A Sportsman’s Club applies to stabilize stream banks and re-establish vegetation within the flood plain of a river, all within a WMA. Forms are required from:

- ☐ DNR Area Hydrologist: Public Waters Project Form
- ☐ DNR Area Wildlife Manager and/or DNR Area Fisheries Supervisor: Land Manager Review and Approval Form

Call CPL Grant Staff with any questions and for any clarifications.

3. Budgeting for Permitting and Environmental Compliance

Applicants may include the cost of permits and environmental compliance in their request for grant funding. These are considered project costs and may be paid with either grant or match funds. The amount should be based on the actual expected permitting and/or environmental compliance cost, and a detailed description should be included. Any costs that exceed the amount budgeted are the responsibility of the grantee and may be used for match if approved by CPL Grant Staff. Any costs that come in under budget may be used for other work within the approved project.

During the application review and evaluation process, the application will be examined to determine whether any significant permitting and/or environmental issues are involved in the project, and if the applicant has budgeted appropriately for compliance. Applications will be scored on whether the amount budgeted appears reasonable.

C. Invasive Species Requirements

The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during all activities performed through the CPL grant program. The grantee and/or hired contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by grantee/contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The grantee/contractor shall dispose of material cleaned from equipment and clothing at a location determined by the land manager. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

The grantee/contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

II. Restoration and Enhancement Projects

These projects must restore or enhance habitat for fish, game, or wildlife on lands permanently protected by conservation easement as defined in [MN Statutes 84C.01](#), or protected by public ownership, or in waters designated as public waters as defined in [MN Statutes 103G.005, subdivision 15](#).

A. General Requirements

1. Recipients of CPL grant funds must give consideration to and timely written contact to CCM for consideration of use of their services for restoration and enhancement work. A copy of this written contact must be submitted to CPL Grant staff before the grant agreement is executed. CPL staff will provide information on fulfilling this requirement after awards are announced.
2. All restorations must use current conservation science to achieve the best restoration results possible.
3. An Ecological Restoration and Management Plan must be prepared for all restorations that to the degree practicable, is consistent with the current conservation science and ecological goals for the restoration site. This plan must be completed on the forms provided on the [Current Grantee Information](#) page and will be due with the first payment request.
4. Maintenance work necessary to ensure the project is successful (such as spraying, mowing, etc.), is required for the length of the grant period, and must be included in the application. This work may be paid for with either grant or match funds.

B. Use of Pesticides

DNR [Operational Order 59](#) (Pesticides and Pest Control) and appropriate discipline guidelines must be followed when working on all lands and waters, regardless of ownership.

For pesticide use on all CPL projects:

1. Anyone applying pesticides must have a current MN commercial Applicator's License issued by the MN Department of Agriculture (MDA).
2. All applications of pesticides must be made in compliance with the pesticide label and labeling.
3. Records of pesticide use on all lands must be maintained according to MDA or DNR division guidelines. The Land Manager must be provided a copy of the records within 30 days of the final annual application or before the expiration of the grant agreement, whichever comes first.
4. Pesticide use may require the grantee and any contractors to carry additional Pollution Liability insurance.

C. Vegetation and Seed Requirements

1. All vegetation and seed mixes must be approved by the appropriate Land Manager in writing. Any changes must also be approved by the appropriate Land Manager in writing. Substitutions of individual species are acceptable if they meet the intended goals of a project/program and are approved by the public Land Manager.
2. Seed mixes should be an appropriate match for the specific site conditions.
3. Use seed sources within, or adjacent to, the same ecoregion, to the extent possible. The Minnesota Ecological Sections and Subsections map located at www.bwsr.state.mn.us/wetlands/vegetation/index.html shows areas of the state with ecological similarities and can be used as a guide for selecting seed.
4. All seed shall be supplied as Pure Live Seed (PLS).
5. Provide "yellow tags" to the public Land Manager. If yellow tags are not available, provide written documentation describing where the seed originated from.

D. Construction Projects

Any projects requesting money for construction activities (water control structures, etc.) must have final engineering design and plans completed for the project prior to application submission. These plans are necessary to develop the best methods and cost estimate for completing the project prior to requesting grant funds. All plans must be submitted with the application.

All design, engineering, survey costs, etc. may be used as match if completed within 18 months of application deadline. For more information, see "Pre-Award Costs."

CPL Grant Staff may request additional information from the applicant during the review process to verify project and cost information. All plans must include safety features that meet OSHA standards.

E. Pollinator Habitat Enhancement

DNR practices and guidelines for pollinator habitat enhancement must be used for all habitat enhancement or restoration of lands under the commissioner's control as soon as they become available. Prairie restorations conducted on state lands or with state funds must include an appropriate diversity of native species selected to provide habitat

for pollinators throughout the growing season. Recommendations for appropriate species must be incorporated into projects as soon as they become available.

III. Other Requirements and Information

A. Insurance

Grantees are required to carry insurance that meets or exceeds the requirements of the landowner whose land they will be working on. Insurance requirements for working on State lands are listed below. For all other lands, grantees should discuss insurance with the landowner/ land manager during their project meeting and follow their requirements. Proof of insurance will be required prior to a grant being encumbered. The cost of insurance is eligible to be used as match, and also as a pre-award cost. Grant funds may not be used to pay for insurance. *Applicants should investigate the cost of insurance before submitting an application.*

Insurance costs must be directly related to the project. For example, an organization carries insurance for a fishing tournament and needs to add a rider to cover grant-funded upland enhancement work. Only the rider for the upland enhancement work may be used as match for the grant; the cost of insurance for the fishing tournament does not apply to the upland work.

1. General Insurance Requirements

- a. The grantee must submit a copy of the Certificate of Insurance to the Grant Program Staff before the grant agreement is executed. The industry standard Accord form is the typical Certificate of Insurance provided.
- b. All policies and certificates shall provide that the policies shall remain in force and effect throughout the term of the service being provided.
- c. Policy shall provide the state of Minnesota with thirty (30) days advance written notice of cancellation.
- d. The policy(ies) shall be primary insurance available to the state of Minnesota with respect to any claim arising out of providing service to the State.
- e. The state of Minnesota must be endorsed as an additional insured on the general liability coverage.
- f. It is strongly recommended that all contractors meet the same insurance requirements as the grantee. Contractors must file evidence of insurance with the grantee.
- g. If Grantee is self-insured, a Certificate of Self-Insurance must be attached.
- h. The Insurance Companies must have an "AM Best" rating of A- (minus), Financial Size Category (FSC) VII or better, and be authorized to do business in the state of Minnesota.
- i. The Grantee's insurance company waives its right to assert the immunity of the State as a defense to any claims made under said insurance.

The grantee shall maintain insurance to cover claims, which may arise from operations under this contract, whether such operations are by grantee or contractor or by anyone directly or indirectly employed under the grant.

An Umbrella or Excess Liability insurance policy may be used to supplement the grantee's policy limit to satisfy the full policy limits required by the contract.

2. Workers' Compensation Insurance

- a. Statutory Compensation Coverage
- b. Coverage B – Employer's Liability with limits of not less than:
 - i. \$100,000 Bodily Injury by Disease per Employee
 - ii. \$500,000 Bodily Injury by Disease Aggregate
 - iii. \$100,000 Bodily Injury by Accident

The grantee and subcontractors, if any, must provide Workers' Compensation insurance for all employees in accordance with the statutory requirements of the state of Minnesota, including Coverage B, Employer's Liability.

If [MN Statutes 176.041](#) exempts Grantee from Workers' Compensation insurance or if the Grantee has no employees in the State of Minnesota, Grantee must provide a written statement, signed by the authorized signer of the contract, stating the qualifying exemption that excludes Grantee from MN Workers' Compensation requirements.

The statement must also include the following clause: If during the course of the contract the Grantee becomes eligible for Workers' Compensation, the Grantee will comply with the Workers' Compensation Insurance requirements and provide the State of Minnesota with a certificate of insurance.

3. Automobile Liability Insurance

Minimum Limits of Liability:

- a. Passenger vehicle such as car, van or pickup truck: Minnesota State No-fault
- b. If vehicle is towing anything or is a commercial vehicle, the combined single limit shall be the same as required under the General Liability Insurance, below
- c. Coverage required:
 - i. Any Auto
 - ii. All Owned Auto
 - iii. Scheduled Auto
 - iv. Hired Auto
 - v. Non-owned Auto
- d. The grantee and any contractors shall maintain insurance to cover liability arising out of the operations, use, or maintenance of all owned, non-owned and hired automobiles. Evidence of contractor insurance shall be filed with the grantee.

4. Pollution Insurance

- a. **Required Automobile Insurance when hauling hazardous substances, materials or pollutants:**

The following endorsement to the Vendor's/Contractor's Auto policy is required to cover liabilities, i.e., clean up monitoring, testing, stemming from pollutant discharge, release, spills, while being transported if an accident occurs:

- i. CA 9948 – Pollution Liability – Broadened Coverage Endorsement (or equivalent), and
- ii. MCS 90 Endorsement (based on commodity transported and the type of vehicle transporting it):

- For-hire (in Interstate or foreign commerce) with a gross vehicle weight rating of 10,000 or more pounds – Commodity Transported – Property (nonhazardous)
 - For-hire and private (in Interstate, foreign, or intrastate commerce) with a gross vehicle weight rating of 10,000 or more pounds – Commodity Transported – Hazardous substances, as defined in 49 CFR 171.8, transported in cargo tanks, portable tanks or hopper-type vehicles with capacities in excess of 3,500 water gallons or in bulk.
 - For-hire and private (in Interstate or foreign commerce, in any quantity; or in Intrastate commerce) with a gross vehicle weight rating of 10,000 or more pounds – Commodity Transported – Oil listed in 49 CFR 172.101; hazardous waste, hazardous materials and substances defined in 49 CFR 171.8 and listed in 49 CFR 172.101.
 - For-hire and private (in Interstate or foreign commerce, in any quantity) with a gross vehicle weight rating of less than 10,000 pounds – Commodity Transported – Any quantity of Division 1.1, 1.2, or 1.3 material, any quantity of a Division 2.3, Hazard A, or Division 6.1, Packing Group 1, Hazard A material; or highway route controlled quantities of a Class 7 material as defined in 49 CFR 173.403.
- b. **Full Pollution Insurance required for the following:**
- i. Aerial applications of pesticides - if a vehicle is required to carry pesticides to the airplane, they will need additional automobile endorsement: CA 9948 Endorsement – Pollution Liability – Broadened coverage
 - ii. Old Riverboat at Itasca due to potential risk if vessel were to sink.
- c. **Upon approval from CPL grant staff, \$500,000 Pollution Insurance may be acceptable for the following:**
Broadcast ground spraying of pesticides with the use of a:
- i. skidder
 - ii. tractor
 - iii. dozer
 - iv. ATV
- d. **Upon approval from CPL staff, Pollution Insurance may be waived for the following:**
- i. pesticide cut-stump applications
 - ii. ground spot spraying
 - iii. spraying individual plants
 - iv. backpack spraying
 - v. spraying of animal browse repellents: Animal browse repellents are considered by MN Dept of Agriculture as a pesticide but most use non-chemical means of repelling with application on individual plants.

5. General Liability Insurance

Minimum Limits of Liability:

- a. \$1,500,000 - Per Occurrence
- b. \$1,500,000 - Annual Aggregate

- c. Coverages required:
 - i. Premises and Operations Bodily Injury and Property Damage
 - ii. Personal & Advertising Injury
 - iii. Blanket Contractual
 - iv. Products and Completed Operations
 - v. State of Minnesota and its agencies, officers, and employees (State) endorsed as an Additional Insured
 - vi. Other (Note: please list, i.e., pollution liability, water or aircraft, chemical liability)
 - vii. Aircraft liability limits - \$1,500,000 single limit for each occurrence for bodily injury and property damage combined and \$100,000 single limit for each occurrence for aircraft passenger liability.
- d. Contractor's Pollution Liability (or equivalent) Pollution Liability coverage endorsed on another form of liability coverage, such as general liability or professional errors and omissions policy. Required for any project with herbicide application/chemical treatment
 Pollution Insurance **minimum** amounts are as follows:
 - \$2,000,000 per Claim
 - \$2,000,000 Annual Aggregate
 The following coverage shall be included:
 - Policy will include non-owned disposal site Pollution Liability.
 - Policy will not include a lead exclusion.

It is a requirement of the State that coverage for the period of the Contract will be maintained for a period of no less than three (3) years for claims-made coverage or (1) year for occurrence coverage, after the expiration of the Contract.

Name the State, its officers and employees, and CPV members, their officers and employees, as additional insureds with respect to services provided, except with respect to an equivalent (to Contractor's pollution) pollution liability coverage **endorsed on a professional errors and omissions policy** as approved by the State.

6. Insurance May Be Modified Under the Following Conditions

- a. Government Agencies and Utility Companies:

Insurance may be waived on all contractual services performed by government agencies and utility companies provided the following clause is included on all contracts over \$500. "Each party agrees that it will be responsible for its own acts and omissions and the results thereof to the extent authorized by law and will not be responsible for the acts of the other party and results thereof. The State's liability will be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.736, and other applicable law."
- b. Other Modifications
 - i. Work involving only hand or small power equipment:
 - Insurance Required: Workers' Compensation and minimum state no-fault auto insurance
 - This includes projects that are labor intensive with no equipment involved except transportation of crews or hand equipment

- Possible activities: Site cleanup, seed harvest, hand planting of trees, shrubs or other plants, hand timber stand work, bud capping, hand herbicide application
 - Beaver trapping
- ii. Remote area work:
- Remote area defined: areas where public contact is unlikely, no generally traveled public roads are adjacent to the area, and no recreation area or area where members of the public would be is adjacent to the area; the State Land Manager must confirm that the project site and/or timing of the work qualify it as a remote area
 - Insurance Required: Workers' Compensation and minimum state no-fault auto insurance
 - Possible activities: farming operation work such as mowing, plowing, shearing, disking, and mechanical tree planting

B. Tax Identification Number Required

Upon notification of receiving a grant, all grantees must register or verify correct information for their vendor status with the State. A federal tax identification number is required to do business with the State of Minnesota and grantees must be registered within the state vendor system. Grantees will be required to submit their state Vendor ID# before the grant agreement can be developed. See the Vendor Information page https://supplier.swift.state.mn.us/psp/fmssupap/SUPPLIER/ERP/h/?tab=SUP_GUEST to register or update information. The vendor address on file with the state must match either the project manager or fiscal contact mailing address within the application/ work plan.

C. Purchase of Recycled and Recyclable Materials

Grantees and any subgrantees must use grant funds in compliance with Minnesota Statutes, sections [16B.121](#), regarding purchase of recycled, repairable, and durable materials, and [16B.122](#), regarding purchase and use of paper stock and printing.

D. Accessibility

Structural and nonstructural facilities and programs must meet all state and federal accessibility laws, regulations, and guidelines, including the American with Disabilities Act (ADA). Accessibility guidelines and standards can be found at <http://www.access-board.gov>.

E. Logo and Signage

Recipients must display a sign with the Legacy logo at all project sites near an access or entrance point. The logo shall be incorporated, where practical, into printed and other materials funded with CPL funds.

Signs are provided for by the CPL program, and will be delivered to the grant recipient or land manager for installation.

The Legacy logo may be downloaded from the Minnesota Legacy website's [Legacy Logo](#) page for publications, press releases or other printed documents. Contact CPL Staff for more information on ordering Legacy logo signs for use at project sites. Only these approved logos and signs may be used.

IV. General Definitions

Applicant: An eligible organization or government entity that is applying for grant funds under the CPL program.

Conflict of Interest (COI): May be actual or perceived. COI occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse or favorable to one or both parties. A conflict of interest exists even if no unethical, improper or illegal act results from it.

Encumber: The process in which DNR accounting staff tie up funds in the state accounting system. This happens after the grant has been awarded and the grant agreement has been prepared, but not routed for execution.

Execute: A grant agreement is considered “executed” once the last signature has been obtained. The steps to fully execute a grant are as follows: 1. encumber funds, 2. obtain authorized grantee’s signature, and 3. obtain FAW Division Director’s signature. Work may not begin until all signatures have been obtained.

Fiscal Contact: Person responsible for managing and tracking all grant and match expenses, maintaining files to meet generally accepted accounting standards, submitting requests for payment, paying vendors, etc. This may be the same as the Project Manager.

Grant Funds: All funds originating from State’s Outdoor Heritage Funds and awarded through the CPL Grant program.

Grantee: An applicant who has been awarded grant funds.

Grant Administration: Activities necessary to directly implement the grant, such as compiling and writing required grant reports, documenting expenditures, requesting payment, etc.

Grant Agreement: The legal document containing the project description, budget, and other legal requirements.

Land Manager (LM): Person responsible for the long-term management of the land where work will be done. Every parcel of land has a Land Manager. The Land Manager provides oversight and input for the grant work but does not do the work. Land Managers also complete the Land Manager Review and Approval form (including a Natural Heritage Review) for the project site. For government agencies, this person must be someone authorized to approve the work to be done. If the grant involves work on multiple sites, there may be multiple Land Managers involved with each project. The Land Manager cannot be the same person as the Project Manager.

Match funds: All funds provided by grantee or a partner, as part of the required contributions of non-state origins. This includes in-kind resources that may not be actual cash (supplies, volunteer work, etc.). The match may be cash or in-kind resources.

Project (Grant) Manager: Person responsible for applying for and managing the grant. Grant management includes making sure the work being done meets all grant program requirements, is completed in a timely manner, and is completed as proposed. The Project Manager coordinates with the Land Manager, but cannot be the same person.

Work Plan: The final, approved version of the grantee's application that specifies the work to be done, who will do the work, the budget, timeline, and other details. The work plan must include quantifiable project deliverables (acres, miles, etc.), so that outcomes can be accurately measured. The work plan will be attached to and incorporated into the grant agreement.

V. Budget Definitions

Definitions are listed in the order they appear on the Budget Information page of the CPL application. They should be used when completing a CPL application. Definitions are derived from the "Proposal Definitions" document developed by the LSOHC.

Personnel: Costs for paid staff directly related to and necessary for grant work. The staff must be employees of the grantee's organization. Costs may include salary and fringe. Grant administration costs may not exceed 2.5 percent of grant funds requested. On-the-ground personnel costs may not exceed 5 percent of the grant amount requested.

Contracts: Include all contracted professional or service work associated with projects that are not included in personnel above. Examples include burn crews, tree removal, and seed planting.

Travel: Expenses related to travel in Minnesota directly necessary for the success of the project, including mileage, lodging, parking and per diem expenses.

Professional Services: Costs associated with appraisals, surveys, design, engineering, legal fees, etc that are necessary to support the project. Do not include these costs in other line items.

Equipment/Tools/Supplies: Costs for equipment, tools or supplies directly related to the project. Most equipment should be rented or leased, not purchased. Supplies include fencing, posts, seed, trees, lumber, etc.

VI. Evaluation Criteria Table

The ECP applications will be evaluated on these criteria, but no score will be assigned.

Applicants should be sure their application contains enough information for reviewers to evaluate the application based on the criteria below. Information may be provided on the Project Summary page of the application, or in the narrative section of the application. This table is also available as a stand-alone document on the CPL website.

1	Overall Project Value	
	Amount of habitat	# of acres, miles, etc. restored, protected and/or enhanced
	Consistent with current conservation science	project use of currently accepted science and methods, increased efficiency and life expectancy of work completed
	Sustainability	overall life expectancy of project
	Use of native plants	use of local ecotype, native vegetation in form of seed, seedlings, root stock, etc.
2	Applicant Performance	
	Encouragement of local conservation culture	applicant's past activities with local community in regards to conservation
	Collaboration and local support	applicant's current interaction with other groups or agencies; current application support by multiple entities
	Capacity to successfully complete work	applicant's history of receiving and successfully completing conservation work and grants
3	Project Benefits	
	Multiple benefits	multiple or diverse species benefits; project directly improves intended species, indirect benefit to others
	Habitat benefits	multiple or diverse habitat benefits; project directly improves intended habitat, indirect benefit to others
4	Public Benefits	
	Adjacent to protected lands	project site(s) proximity to current protected land (public or private)
	Public access for hunting and fishing	project site(s) availability for public access during all seasons of hunting and fishing
5	Financial Assessment	
	Full funding of project	all costs are identified and accounted for; all partners have submitted letters committing funds
	Supplements existing funding	project would not be completed without CPL funding; CPL does not replace traditional sources of funding
	Budget and cost effectiveness	project is succinct- no unnecessary costs or work has been added; costs are relative to location of project
6	Urgency	
	Urgency	funding importance at this time: species or opportunity potentially lost

VII. Expedited Conservation Projects (ECP) Activity List

Please see [ECP Project List](#) on the [ECP Grant Cycle webpage](#) for activity definitions, requirements and included/ excluded costs. This list is current as of RFP posting; the website contains the most up to date version and replaces this list during the grant period.

ECP Activity List by habitat

Forest habitat:

- 1 Winter (thermal) cover
- 2 Tree planting
- 3 Promotion of natural regeneration
- 4 Bud capping
- 5 Rx burning within BMP prescription, including aerial support

Prairie habitat:

- 1 Establish new prairie/ grassland
- 2 Seed purchase of native species
- 3 Rx burning within BMP prescription
- 4 Mowing/ herbicide for invasives control in recently established grassland/ prairie
- 5 Tree removal/ woody encroachment management
- 6 Interseeding of monoculture/ low biodiversity sites

Wetland/ water habitat:

- 1 Water level control structures
- 2 Fish Barriers
- 3 Upland vegetation enhancement
- 4 Tile breaks/ ditch blocks

Fish Game and Wildlife habitat:

- 1 Brushland shearing
- 2 Dam removal/ modification
- 3 In-stream habitat modification
- 4 Trout stream restoration/ habitat improvement
- 5 All other approved habitat activities from this list

VIII. ECP Funding Schedule

ECP grant applications will be accepted continuously from August 1, 2013 to May 14, 2014, or until all funds are awarded, whichever comes first. Applications will be pulled for review up to 5 times during this period, according to the schedule below:

Expedited Conservation Projects (ECP) Funding Schedule	
September 11, 2013:	Pull complete ECP applications for 1 st funding round
September 25, 2013:	Announce funded ECP applications
November 13, 2013:	Pull complete ECP applications for 2 nd funding round
November 27, 2013:	Announce funded ECP applications
January 15, 2014:	Pull complete ECP applications for 3 rd funding round
January 29, 2014:	Announce funded ECP applications
March 12, 2014:	Pull complete ECP applications for 4 th funding round
March 26, 2014:	Announce funded ECP applications
May 14, 2014:	Pull complete ECP applications for 5 th funding round
May 28, 2014:	Announce funded ECP applications

IX. Program Contacts

Grant program webpage: <http://www.dnr.state.mn.us/grants/habitat/cpl/index.html>

Grant program email: LSCPLgrants.DNR@state.mn.us

Grant program staff:

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