

CONSERVATION PARTNERS LEGACY GRANT PROGRAM

REQUEST FOR PROPOSAL

General Information

Award Type: Grant
Posted Date: Monday, August 2nd, 2010
Due Date for Applications: Applications will be accepted until 5pm CST on September 16, 2010 for the first round of grants. No late submissions or incomplete applications will be considered for funding. A second round of grants will be selected if funds remain from the first round. Applications for a second round will be accepted starting December 15, 2010 for a spring deadline.

Application Method: DNR Online Grant Application System (available on the grant webpage)

Eligible Applicants: Local, regional, state, and national nonprofit organizations, including government entities.

Expected Award Announcement Date: November 15, 2010
Project Completion Date: June 30, 2014
Estimated Funding This Year: \$4,210,560
Maximum Award: \$400,000
Minimum Award: \$5,000
Match Requirement: 10% nonstate funds for grants under \$100,000; 15% nonstate funds for grants over \$100,000. Up to 1/3 may be 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
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CONSERVATION PARTNERS LEGACY GRANT PROGRAM REQUEST FOR PROPOSAL

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I. Grant Opportunity Description

A. Summary

The Minnesota Department of Natural Resources (DNR) manages this program to provide competitive matching grants of up to \$400,000 to local, regional, state, and national non-profit organizations, including government entities. The grants must restore, protect or enhance prairies, wetlands, forests, or habitat for fish, game, or wildlife in Minnesota. A 10% match of non-state funds is required for all grants under \$100,000, with up to one-third allowable from in-kind resources. Grants over \$100,000 require a match of at least 15%, with up to one-third allowable from in-kind resources. The amount and source of match must be identified at the time of application.

This RFP, Program Manual and other associated documents provide as much information as possible about the grant program. It is not possible to anticipate all questions and circumstances; therefore please contact Grant Program Staff at LSCPLgrants.DNR@state.mn.us with any questions.

B. Funding Source

This program was recommended by the Lessard-Sams Outdoor Heritage Council (LSOHC) to, and approved by, the 2010 Minnesota Legislature as [2010 MN Law Chapter 361, Article 1, Section 2, Subd. 5\(i\)](#), as the Outdoor Heritage Conservation Partners Grant Program (also known as the “Conservation Partners Legacy Grant Program” (CPL)).

Funding for the CPL grant program is from the Outdoor Heritage Fund created by the people of Minnesota. This fund 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.

C. Program Priorities

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

Restoration and enhancement projects will only be funded on lands permanently protected by conservation easement or public ownership or in waters designated as public waters as defined in [MN Statutes, Section 103G.005, subdivision 15](#).

Acquisitions will protect wetlands, prairies, forests, and habitat for fish, game, and wildlife by acquiring land through fee title or permanent conservation easement. Lands acquired in fee title must be open to the public for hunting and fishing during open seasons unless otherwise provided by state law. Easements must include stewardship provisions to perpetually monitor and enforce the conditions of the easements.

Every effort will be made to evenly distribute the selected grants by geographic location, activity, and funding level, with an objective of granting 50% of the funds to projects above \$125,000, and 50% of the funds to projects below \$125,000.

D. Eligible Applicants

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

Non-government organizations requesting more than \$25,000 in grant funds will be required to submit financial documentation for review by the Lessard-Sams Outdoor Heritage Council (L-SOHC) staff. See [Financial Review of Nongovernmental Organizations, Section III-F below](#) for more information.

E. Grants and Public Information

Under [MN Statute 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 statute 13.44](#) categorizes estimated or appraised value of real property prior to purchase and sale as confidential data on individuals or protected nonpublic data. See also [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.

F. 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: when the last signature is obtained on the grant agreement. The steps to fully execute are encumber, grantee signature, and FAW Division Director signature. Work may not begin until all signatures are 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.

Initial Development Plan (IDP): required for all acquisitions that will be transferred to the DNR. An IDP may be required by other public agencies as well. This plan discusses the cost, responsibility, and timing of initial work needed to bring new properties up to agency standards. Work may include surveying, posting boundaries, parking lot and access development, habitat development, etc. An IDP must be part of the application for acquisition projects. All costs are eligible to be paid for with grant funds.

Land Manager (LM): person responsible for the long-term management of the land that will be acquired or 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 Project 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 acquisition or 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.). Up to 1/3 of the match may be in-kind resources.

Project (Grant) Manager (PM): person responsible for applying for and managing the grant, making sure the work being done meets all grant program, legal, and other requirements, work is completed in a timely manner, and work is done as proposed. This person coordinates with the Land Manager, and completes all reports according to deadlines. The Project Manager cannot be the same as person as the Land Manager.

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

II. Program Information

A. Grant Funds:

A total of \$4,210,560 is available in state fiscal year 2011 for grants. The maximum grant is \$400,000; the minimum grant is \$5,000.

1. Every effort will be made to evenly distribute the selected grants by geographic location, activity, and funding level, with an objective of granting

- 50% of the funds to projects above \$125,000, and 50% of the funds to projects below \$125,000.
2. The DNR reserves the right to vary the amounts awarded in each of the grant categories.
 3. Any funds not awarded in the first round will be available for a second round of grants.
 4. The DNR reserves the right to award less than the total amount available if suitable projects are not submitted.

B. Match Information

This program requires a match of at least 10% non-state funds for all grants under \$100,000 and at least 15% non-state funds for all grants over \$100,000. Up to one-third of the match may be provided as in-kind resources. The match amount is determined by dividing the total project cost by the match requirement. DNR will use the following formula:

Total Grant Amount Requested (\$) x 0.10 **OR** 0.15= Minimum Match Required

Minimum Match Required ÷ 3 = maximum allowable in-kind match

For example:

\$60,000 x 0.10 = \$6,000 match required
\$6,000 ÷ 3 = \$2,000 allowable in-kind match

\$125,000 x 0.15 = \$22,500 match required
\$22,500 ÷ 3 = \$7,500 allowable in-kind match

Match funds are subject to the same requirements as grant funds, unless specifically listed.

See [Program Manual- Match Information, Section E page 12](#), for more details.

C. Habitat 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 Statute 84C.01](#), or protected by public ownership, or in waters designated as public waters as defined in [MN Statute 103G.005, subdivision 15](#). Any work that is considered long-term or on-going maintenance is not eligible.

Facility development or improvement projects such as parking lots, roads, water access sites, and hunter blinds are generally not considered habitat projects and will only be permitted on a very limited basis if necessary to accomplish a primary wildlife habitat restoration or enhancement project, or as part of the initial development of newly acquired lands (see Section D, Protection Projects, below).

Maintenance work necessary to establish a prairie or tree planting, 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.

Monitoring and evaluation work to determine the impact and effectiveness of a grant project is allowed during the project period, and must be specified in the work program. It must be less than 2.5% of the total grant funds requested and may be paid for with grant or match funds or used as in-kind match. Applicants must describe the proposed monitoring and evaluation process within the application, which will be reviewed by the Technical Review Committee.

See [Program Manual- Restoration and Enhancement Projects, Section B page 3](#), for more details.

D. Protection Projects

Lands acquired in fee title will be open to the public for hunting and fishing during open seasons unless otherwise provided by state law. Easements must be permanent and include stewardship provisions to perpetually monitor and enforce the conditions of the easements. All land acquisitions must follow procedures listed in the [Program Manual- Protection Projects, Section C page 6](#).

Permanent conservation easements in Minnesota must meet the definition given in [MN Statute 84C.01](#):

"Conservation easement" means a nonpossessory interest of a holder in real property imposing limitations or affirmative obligations the purposes of which include retaining or protecting natural, scenic, or open-space values of real property, assuring its availability for agricultural, forest, recreational, or open-space use, protecting natural resources, maintaining or enhancing air or water quality, or preserving the historical, architectural, archaeological, or cultural aspects of real property.

Properties to be conveyed to DNR must be on DNR's approved acquisition priority list.

1. Initial Development Plans (IDP)

An IDP must be completed for all lands being conveyed to the DNR by the DNR's Land Manager. The IDP describes the work necessary to bring these lands up to the agency's minimum operating standards before it is conveyed. For a description of these standards for potential WMA and AMA lands, see [DNR's Development Standards for WMAs/AMAs](#). The costs for this work must be identified in the application and may be paid for with either grant or match funds.

Other public agencies may require similar forms or information. The applicant must check with the appropriate agency and meet all of their requirements. This information will be needed when completing the [Project Review and Approval Form](#) and also the CPL Application.

2. Other acquisition costs

For lands that will be conveyed to DNR for long-term management, DNR Land Acquisition fees must be included in the budget. These fees cover additional costs incurred by DNR acquisition staff to manage and monitor acquisition projects, ensure proper procedures are followed and that all DNR and OHF requirements are met. Currently DNR's cost is estimated at an average of \$3,000 per acquisition. This cost must be included in the grant application (either as grant or match funds). If the acquisition is complex (multiple parcels, multiple landowners, unclear titles, etc.), costs may be higher and additional funds should be budgeted. Check with CPL staff if you have questions. Any funds remaining after DNR costs are paid will be returned to the grantee's budget and will be available for use within the approved work program.

3. Lands in Public Domain

Money appropriated from the OHF shall not be used to purchase any land in fee title or a permanent conservation easement if the land in question is fully or partially owned by the State of MN or a political subdivision of the state, unless:

- a. The purchase creates additional direct benefit to protect, restore, or enhance the state's wetlands, prairies, forests, or habitat for fish, game, and wildlife; and
- b. The purchase is approved by an affirmative vote of at least nine members of the council.

4. Easement Procedures and Monitoring

Applicants intending to acquire permanent conservation easements are encouraged to adopt and implement the practices and procedures described in the Land Trust Alliance's [Trust Standards and Practices](#). Applicants must explain their standards and practices for easement stewardship on lands protected with OHF funds. Funding for easement stewardship may be paid for with grant or match funds. These funds must be deposited in an account dedicated to the CPL project and must be for activities such as easement monitoring and defense.

See [Program Manual- Protection Projects, Section C page 6](#) for more details.

E. Project Period

The project 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. (See Pre-award Costs section for the two exceptions to this.) All grants must be completed by June 30, 2014, at which time all work must be completed and final products delivered.

If a project receives federal funds, the period of grant agreement is extended to equal the length of time that the federal funds are available. The DNR must be notified that the project is receiving federal funds before executing the grant agreement.

F. Award Information

Grants will be awarded using a grant agreement. The grant agreement is the legal document containing the project description, budget, and other requirements. The grant agreement must be signed by the grantee and DNR. **Work may not begin until the grant agreement is executed.**

1. Partnerships

Partnerships are encouraged. DNR will award funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to DNR for the proper expenditure of funds and on-the-ground accomplishments.

2. Subgrants

Grantees may provide subgrants or subcontracts to fund partner work within the overall project. Subgrantees are subject to the same responsibilities and restrictions as the original grantee. A subgrant contract form is available from the CPL staff.

3. Vendors

Vendors are all providers of services and products not specified in the grantee's work program. Vendors must be selected on a competitive basis, except for professional acquisition services provided by the DNR's Lands and Minerals Division for all lands to be transferred to DNR.

4. Bidding Information

- 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, and 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.

5. Application status

DNR will notify all applicants by electronic mail of their status in November, 2010 for the first round of grants and spring of 2011 for the second round of grants, if applicable. This notification is **not** an authorization to begin work.

6. Start date

Additional documentation, work program updates, etc., will be needed before the grant agreement can be executed. Applicants should not plan on starting any work until January 1, 2011, or later.

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 \$400,000;
2. Applications that do not meet the requirements set out in the 2010 MN Law [Chapter 361, Article 1](#); and/or
3. 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, and/or
 - d. Activities that are required by a separate consent decree, court order, statute or regulation.
4. Projects that are currently receiving direct appropriations or that were submitted during FY2012 Call for Funding from the Outdoor Heritage Fund are not eligible. Previously funded, completed projects that are not in active grant status are eligible for CPL funding.
 5. Applications that are not complete at time of application deadline. No late submissions will be accepted and no changes or additions will be applied to applications after this deadline. Applications are considered incomplete if:
 - a. One or all Project Review and Approval forms are missing;
 - b. Any Project Review and Approval form is incomplete or unsigned;
 - c. Any required financial documentation is missing;
 - d. The match amount does not meet requirements.

B. Eligible Expenses

Eligible expenses are those expenses (salary, equipment, supplies and materials, etc.) directly incurred through project activities that are directly related to and necessary for producing the products described in the application. These expenses must be specified in the application and documented as specified in the Payment Manual.

All grant and match expenses must fall within the project period except for pre-award costs, described in [Part D of this Section](#), below. The project 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, 2014 (unless federal funds are involved).

1. Grant Administration

Up to 2.5% of the total grant funds requested may be used for grant administration and must be specified in the application and work program. Grant administration costs may be paid for with grant or match funds (cash or in-kind). This includes staff salary, FICA, and benefits for work and direct costs required to administer the grant.

2. Travel

Transportation and travel expenses, such as lodging, meals, and mileage of personnel directly working on the grant, are eligible expenses (grant or match) in the same manner and in no greater amount than provided for in the current [Commissioner's Plan](#) promulgated by the Commissioner of Minnesota Management and Budget. Travel expenses shall not exceed 1% of total grant funds requested, unless justified and approved by CPL grant staff within the work program. 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.

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. Travel and transportation costs are limited and must be specified in the final application. See the [Eligible and Ineligible Expenses](#) document for further details.

D. Pre-award 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 2 pre-award costs that are eligible as match by grantees:

1. Insurance costs for CPL projects. These costs are eligible only if incurred after the grantee has been informed that they have been awarded a grant.
2. Appraisal fees that were incurred less than 3 months prior to the application deadline. The appraisal must be for the property(ies) specified in the grant application.

All pre-award costs are incurred at the applicant's risk and must be specified as match at time of application.

The appraisal must meet all requirements in the [Land Acquisition Procedures documents](#). Appraisals over 3 months old at application deadline will not qualify as part of the applicant's match. No reimbursements will be made to unsuccessful applicants who choose to complete an appraisal prior to application deadline.

E. Other Requirements

See [Program Manual- General Grant Requirements, Section A page 1](#), for more information.

IV. Application and Submission Information

A. Address for Application Information

Complete application information, including the applicable forms, instructions, and DNR Online Grant Application System can be found at <http://www.dnr.state.mn.us/grants/habitat/CPL/>

B. Application Deadlines

Applications will be accepted until 5pm CST, September 16, 2010, at which time the application system will close until grants have been awarded. It is anticipated that the first round of grants will be selected by mid-November, 2010.

In the event that not all funds are awarded, the remaining amount of funds available for a spring grant cycle will be announced on the website in December, 2010. The applications system will open for a second round of grants on December 15, 2010. Applications will be accepted until 5pm CST, February 25, 2011.

All grants must be executed by June 25, 2011.

C. Content and Form of Application

This program requires an online application that can be found on the grant website at <http://www.dnr.state.mn.us/grants/habitat/cpl/index.html>. All projects must meet the requirements set out by [2010 Law Chapter 361, Article 1](#).

1. Accessing the system

The online application system will require the applicant to create a username and password. This will allow the applicant to save their progress and return to the application many times to complete the application before submitting.

2. Maps

All project sites must be mapped using the online mapping system. No other maps will be accepted.

3. Uploads

Applicants will be required to upload:

- a. letters of support;
- b. letters of commitment from collaborating organizations;
- c. PDF of the Project Review and Approval form, signed by the appropriate Land Manager or Easement Holder (required); and
- d. required financial documentation (see [F. Financial Review of Nongovernmental Organizations](#) below).

4. Project Review and Approval Form:

- a. must be completed by the Land Manager or Easement Holder of the lands where work will take place;
- b. is required for each site of all projects;
- c. each project may require multiple forms; and
- d. must include a Natural Heritage Database Review.

A complete grant application package should be submitted following the guidelines in this document and the Program Manual. Applications that are not complete will be rejected. A list of required and optional upload items for the application is available on the CPL website on the [How to Apply](#) page. More detailed application information is can be found in the [Program Manual- Application Information, Section F page 14](#).

D. Incomplete Applications

Applications that are not complete at time of application deadline will be considered incomplete. No late submissions will be accepted and no changes or additions will be applied to applications after this deadline. Applications will be considered incomplete if:

- a. One or all Project Review and Approval forms are missing;
- b. Any Project Review and Approval form is incomplete or unsigned;
- c. Any required financial documentation is missing; or

- d. The match amount does not meet requirements.

CPL staff will perform an initial review to make sure all information provided is accurate and all uploaded documents meet the requirements. Any application that does not meet the minimums will be excluded from scoring and will be ineligible for grant awards. Contact CPL staff with any application questions or for help with the application system **prior** to the application deadline.

See [Program Manual- Application Information, Section F page 14](#) for more details.

E. Permitting and Environmental Compliance Requirements

Because the CPL program is funded with state dollars, the DNR and grantee must comply with various permitting requirements and environmental laws. Such compliance requires the participation and cooperation of the DNR, CPL grant applicant, appropriate public Land Manager, and/or private landowner and conservation Easement Holder. These requirements apply to all projects.

Applicants for CPL grant funding must include any costs associated with compliance requirements within their 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, but any permits, or other requirements are the responsibility of the grantee to complete or apply for.

See [Program Manual- Permitting and Environmental Compliance, Section D page 11](#). Specific administrative and environmental requirements can also be found on the [Working on Public Lands](#), [Working on DNR Lands](#), and [Working on Private Lands](#) documents.

F. Financial Review of Nongovernmental Organizations

The [State Grant Policy 08-06](#), Financial Review of Nongovernmental Organizations, requires that before awarding a grant of over \$25,000 to a nongovernmental organization, Minnesota state agencies must assess a recent financial statement from that organization. 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.

1. Grant applicants with annual income of under \$25,000 or who have not been in existence long enough to have a completed IRS Form 990 or audit must submit their most recent board-reviewed financial statements.
2. Grant applicants with annual income of over \$25,000 and under \$750,000 must submit their most recent IRS Form 990.
3. Grant applicants with annual income of over \$750,000 must submit their most recent certified financial audit.

For all non-governmental applicants requesting over \$25,000, the L-SOHC is also requiring the following information:

1. Most recent audited financials (unaudited financials if audited are not available);
2. List of current Board of Directors (with all organization affiliations);
3. List of current Key Staff/ Members *; and
4. Conflict of Interest Policy **

*Provide a brief description of the key personnel that will be working to complete this grant project, along with a description of what their roles and responsibilities will be.

** If an organization does not have an official policy, provide a brief description of how the organization would handle any conflicts of interest that may occur.

All of these documents must be uploaded to the application system before the application is submitted.

G. 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.

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

1. a grantee is unable or potentially unable to render impartial assistance or advice to the State due to competing duties or loyalties
2. a grantee's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties
3. 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.

V. Application Review Information

A. Evaluation Criteria and Scoring

The evaluation criteria and a scoring system that will be used to evaluate grant applications have been developed by the MN Legislature, L-SOHC and CPL Grant Program staff. Applications that clearly address the specific ranking criteria in an organized manner will facilitate application review and scoring. The application system will prompt the applicant to provide information regarding all of the criteria. Applicants should review the Criteria and Scoring Table closely to maximize scoring potential.

See [Program Manual- Application Criteria and Scoring Table, Section G page 17](#).

B. Review and Selection Process

The review and selection process will be comprised of four steps: The Initial Review, Technical Review, Division Director Review and Commissioner's Approval.

See [Program Manual- Application Review and Selection, Section H page 19](#), for more details.

VI. Award Administration Information

A. Anticipated Award Dates

It is anticipated that the recipients of the first round of CPL grants will be announced in mid-November, 2010. All first round grants will be encumbered by February 25, 2011.

The recipients of the second round of CPL grants (if necessary) will be announced in late spring, 2011. All second round grants must be executed by June 25, 2011.

B. Annual Project Report, Field Reviews and Financial Audits

An Annual Project Report is required from grantees to document project accomplishments and actual costs. Annual Project reports will be due by September 1st of each grant year the grant is active and a Final Accomplishment Report has not yet been submitted. These annual reports will summarize the work completed in each state fiscal year, running from July 1st- June 30th of the following year and are not cumulative. The Final Accomplishment report will capture all costs and work completed. 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 program. Annual Project Report Forms will be available for grantees on a FY2011 Grantee Information page on the CPL website.

[State Grant Policy 08-10, Grant Monitoring](#), requires state agencies to conduct at least one monitoring visit (field review) per grant period on all state grants of over \$50,000 and to conduct at least annual monitoring visits on grants of over \$250,000. 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.

The DNR or Legislative Auditor may also conduct financial (audits) and field reviews.

VII. Program Contacts

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

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

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VIII. Other Information

A. Insurance

DNR requires that all grantees working on State land carry sufficient insurance to protect themselves and the State should any claims arise. Insurance must meet the current cap on tort claims of \$1.5 million.

The [Insurance Requirements](#) for working on State (DNR) land can be found on the CPL Grant Website, on the [Restoration and Enhancement Projects page](#), under Project Information. Other agencies may have different requirements for insurance. Grantees are responsible for meeting or exceeding all insurance requirements for any work done as part of a CPL Grant.

Insurance costs directly related to the project may be used as match. For example, an organization carries insurance for a fishing tournament, and needs to add a rider to cover grant-funded wetland restoration work. Only the rider for the wetland restoration work may be used as match for the grant—the cost of insurance for the fishing tournament cannot be used as match for the grant.

The cost of insurance is eligible to be used as match as a pre-award cost. Proof of insurance must be provided to CPL staff before the grant will be encumbered.

See [Program Manual- Insurance, Section I page 21](#), for more information.

B. Payment Information

1. Grant Payments

Grantees will be paid on a reimbursement basis unless other arrangements are specified and approved in a grantee's application and work program. Reasonable

amounts may be advanced to projects to accommodate cash flow needs, to match federal share, or for acquisitions. Advances must be requested in the grantee's application and specified in the final grant agreement or work program. Partial payments will be allowed. [State Grant Policy 08-08, Grant Payments](#) has more information on grant payment methods and schedules, and other payment information.

2. Match

Each payment request that claims match has been used must include documentation of the match. All match must be spent and documented before the final payment will be made. Volunteer tracking/ reporting forms and material use forms will be available on the website to document these in-kind resources for payment.

If all match funds/ pledged in-kind resources are not spent 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.

See the [CPL FY2010 Payment Manual](#) for more information; FY2011 Payment Manual will be available before FY2011 grants are executed. Payment requirements will remain very similar between both years.

3. Holdback of Final Payment

Under [2010 MN Law Chapter 361, Article 1, Section 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 the Lessard - Outdoor Heritage Council and all required documentation has been submitted.

While acquisitions are paid differently than enhancement and restoration work, this holdback will apply to acquisitions as well. The 5% will be paid in full to the grantee when all reporting and documentation requirements have been fulfilled for the acquisition. If an acquisition also has enhancement or restoration money associated with it, the 5% will be applied to the final payment, as described above.

4. Payment Manual

Additional information on the payment process and requirements can be found in the Payment Manual. See the [CPL FY2010 Payment Manual](#) for more information; FY2011 Payment Manual will be available before FY2011 grants are executed. Payment requirements will remain very similar between both years.

5. Changes to the application 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. Changes that are significant enough to alter the project beyond scope of the approved application are not allowed.

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.