



Request for Proposals Funding Guidance

FY 2012-13 Environmental Assistance Grant Program

May 14, 2012 to June 14, 2012

I. Introduction

The Environmental Assistance (EA) Grant Program was established under Minn. Stat. § 115A.0716 and is administered by the Minnesota Pollution Control Agency (MPCA) under Minn. R. 9210.0800 to 9210.0845. The purpose of the EA Grant Program is to provide financial assistance for the development of environmentally sustainable practices in Minnesota through voluntary partnerships and goal-oriented, economically-driven approaches to pollution prevention and resource conservation.

The Fiscal Years (FY) 2012-13 EA Grant Program theme is “Minnesota Living and Working Green.” The MPCA has approximately \$640,000 available for grant awards. Funding for this grant round comes from the Environmental Fund and the Clean Water Fund. The EA grant round is a competitive application process. The MPCA will select those proposals that best meet the environmental outcomes defined in this Request for Proposals (RFP) within funding limitations. Focus areas and preferred proposals are discussed in greater detail in Part II. The MPCA invites eligible applicants to submit grant proposals in the following categories and focus areas:

FY 2012-13 Categories and Focus Areas

- Category 1: Communities
 - Focus Areas: A) Green Building, B) Local Government Assistance - Sustainability Measures, C) Polycyclic Aromatic Hydrocarbons (PAHs) Contaminated Stormwater Pond Sediment, D) Source-Separated Compost, and E) Environmental Volunteering and Service Learning.
- Category 2: Businesses
 - Focus Areas: A) Green Chemistry, B) Reduce/Reuse/Recycle, C) Environmental Business Development, D) Electronic Waste (e-Waste) Collection, and E) Statewide Compost Organization.
- Category 3: Schools
 - Focus Areas: A) Schools Reduce/Reuse/Recycle, and B) Secondary and Post-Secondary Education Curriculum.

II. Eligibility, Funding Levels, and Preferred Categories

Eligible applicants

For the FY2012-13 EA Grant Program, eligible applicants include Minnesota residents, organizations, businesses, institutions, and political subdivisions of the state, but not the MPCA (Minn. R. 9210.0810, Subpart 2.B). Eligibility may be further defined by focus area and/or preferred proposal (see Eligible proposals).

Funding levels

The maximum grant award and matching funds requirement vary and are specified for each preferred proposal. In most cases, the applicant must provide a funding percentage match of the Total Project Cost. The match may be in the form of in-kind services or cash. In all cases, the match cannot be services or funds derived from other grant sources administered by the MPCA or from other Minnesota State agencies or departments.

Eligible proposals

Eligible proposals are those that will best address the need identified for the specified category and its corresponding focus areas and preferred proposals. Applications that reflect a preferred proposal will receive priority consideration during the application review process. Applicants must select the most appropriate category and focus area for their proposals. Submittal of the same proposal by an applicant to multiple focus areas will be cause for rejection of all such submittals from that applicant.

The MPCA may also consider proposals other than the identified preferred proposals if the MPCA deems the proposal “time sensitive” and furthering the Agency’s mission of working with Minnesotans to protect, conserve, and improve our environment and enhance our quality of life. Potential applicants may request consideration of their proposals as time-sensitive if: 1) the grant request is less than \$10,000; 2) the applicant can demonstrate why it cannot reasonably abide by the FY 2012-13 EA Grant process and timelines; and 3) the time-sensitive application/request is electronically submitted to grants-loans.pca@state.mn.us by the 2:00 p.m., June 14, 2012, deadline.

Please be advised that some proposals (i.e., construction, excavation, etc.) will be subject to the hours of employment and wage rate provisions of Minnesota Statutes §§177.41-177.44 and Minnesota Rules parts 5200.1000-5200.1120. To obtain specific wage rates, you must contact the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road North, St. Paul, MN 55155, DLI.PrevWage@state.mn.us or (651) 284-5091.

Category 1: Communities

Focus Area 1A. Green Building: Lack of public information about the environmental performance of buildings is a key barrier to greater adoption of practices and improvements that will reduce the air emissions, water quality impacts, and waste generation of the built environment. The compiling and dissemination of such information will further the adoption of green building practices. Applicants are encouraged to involve major stakeholders as partners in the proposal.

- **Preferred proposals:**

- 1) Implement disclosure or labeling of energy efficiency and/or other green practices and certifications for existing Minnesota buildings. Use one or more approaches including: residential multiple listing services, commercial real estate market, truth-in-housing, municipal policies/ordinances. (Maximum grant amount of \$45,000; minimum 25 percent match required)
- 2) Compile actual performance data for Minnesota buildings designed, constructed and/or operated using green building guidelines, standards, rating systems, or codes. At a minimum, include energy usage, greenhouse gas (GHG) emissions, water usage, and waste generation. Compare with recognized benchmarks. (Maximum grant amount of \$20,000; minimum 25 percent match required)

Focus Area 1B. Local Government Assistance - Sustainability Measures: Transparency and accountability to community members about city sustainability fits well with educating and engaging community members as partners in envisioning and building a more sustainable city. What's measured matters. Or put another way: if it matters, measure and report it. The MPCA seeks proposals that refine/implement a measurement tool for cities that documents sustainability metrics/indicators that reflect accomplishment of multiple city goals, programs and projects, including GreenStep best practices and comprehensive plan goals.

- **Preferred proposals:**

- Work with several Minnesota cities to apply a measurement tool/process for a suite of sustainability metrics/indicators that reflect progress on implementation of multiple GreenStep City best practices. Proposals must include: collecting at least two years of data for each participating city; developing and using a web display template; training city participants in continued data gathering/reporting for continuing use by cities at minimal or no cost; showing how data can support subsequent analyses, planning and policy decisions at the local level; and indicating how other cities can adopt and benefit from the tool. (Maximum grant amount of \$45,000; minimum 25 percent match required)

Focus Area 1C. Polycyclic Aromatic Hydrocarbons (PAHs) Contaminated Stormwater Pond Sediment: the Legislature appropriated funding for grants to municipalities for implementation of best management practices in treating or cleaning up contaminated sediments in stormwater ponds or other waters of the state (Minnesota Session Laws 2009, Chapter 172, Article 2, Section 4, and Minnesota Session Laws 2010, Chapter 361, Article 2, Section 4).

PAHs can be harmful to human health and are classified as carcinogenic by the United States Environmental Protection Agency (EPA). These chemicals are known to accumulate in the sediments of stormwater ponds. To protect human health and the environment, assistance is being provided to Minnesota municipalities implementing best practices in the treating or cleaning up PAH contaminated sediments in stormwater ponds or other waters of the state (Minnesota Session Laws 2009, Chapter 172, Article 2, Section 4, and Minnesota Session Laws 2010, Chapter 361, Article 2, Section 4).

- **Preferred proposals:**

- 1) Removal and management of stormwater pond sediments contaminated with PAHs. (Maximum grant amount of \$100,000; minimum 50 percent match from non-state funding sources required)

Approximately \$187,000 is available for grant awards. **Eligible applicants are limited to municipalities that have adopted ordinances for the restricted use of undiluted coal tar sealants. Grant funds are specifically designated for eligible transportation and disposal costs.** Please be advised that Focus Area 1C proposals are subject to the hours of

employment and wage rate provisions of Minnesota Statutes §§177.41-177.44 and Minnesota Rules parts 5200.1000-5200.1120. To obtain specific wage rates, you must contact the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road North, St. Paul, MN 55155, DLI.PrevWage@state.mn.us or (651) 284-5091.

Focus Area 1D. Source-Separated Compost: The evolution of compost technology and the co-composting of materials (i.e., food, yard waste, and non-recyclable paper) have resulted in currently unanswered questions such as:

- Is there a need for a pad in the curing area or will a drivable surface over certain soil types and depth to water table be enough to protect the water table below a facility?
- What is the chemical composition of the contact water from the various areas (i.e. the mixing, active (both under the windrows and in between the windrows), curing area) of the compost facility?
- Is there infiltration into the soils in the areas that have a pad vs. those that don't have a pad? Is there a difference in the infiltration rates?

To scientifically answer these questions, two research areas have been identified: 1) the chemical composition of the contact water and stormwater generated at compost facilities during different composting stages (i.e. tipping/mixing, active, curing), and 2) whether there is any infiltration of contact water to the soils below the mixing, active process to further reduce pathogens (PFRP) and curing areas (post PFRP) of a compost facility. Approximately \$80,000 is available for grant awards.

○ **Preferred proposals:**

- 1) Proposals should address the above two research needs and, at a minimum include a literature review related to the two research topics and a proposed method of study that will evaluate the chemical and biological components of stormwater runoff from compost facilities. At a minimum, testing should include: nitrogen, phosphorus, potassium (NPK) panel; measure of the acidity or basicity of an aqueous solution (pH); metals panels; possible organic chemicals perfluorocarbons (PFC's), bisphenol A (BPA), other compounds such as phenols and pesticides; pathogens; biological oxygen demand (BOD) and chemical oxygen demand (COD).

The general parameters of the study should, at a minimum, include:

- Feedstock: food & yard waste and non-recyclable paper and untreated wood waste.
- Feedstock Specifications: approximate composition of food waste/non-recyclable paper/compostable plastics to yard waste/wood waste for the proper carbon to nitrogen carbon to nitrogen (C:N) ratio. Compostable Plastics should be Biodegradable Products Institute (BPI) certified.
- A rain simulator would be used to mitigate any possible drought situations.
- Rain simulation events might be 1", 2" and 4". Possibly a 6"/24hrs as it is a 100-year storm event.
- Baseline soils testing in the mixing, active and curing areas of the compost facility, then soil testing on an MPCA agreed on schedule.
- Each analysis should include samples from lysimeters that will best characterize the separate stages of compost process and contact and surface run-off (sheet flow) from each stage. The number of sampling event would be agreed upon in the final MPCA approved work plan.
- Analysis of the compost material that the water is sampled from.

(Maximum grant amount of \$80,000.00; minimum 25 percent match required)

Focus Area 1E. Environmental Volunteering and Service Learning: Volunteering and Service Learning enterprises that partner with similar organizations (i.e., education districts, local governmental units, state agencies, and non-profit organizations) create strategic partnerships to collaboratively meet a defined environmental outcome. Applicants should identify one lead entity to manage and coordinate the proposal. Applications should include development of replicable models to catalyze and support residents and/or students to volunteer their time within their communities and/or take voluntary action on a personal level, to protect and improve environmental quality.

○ **Preferred proposals:**

- 1) Development of volunteer and service learning programs related to:
 - a. Protecting and improving water quality through low impact development (LID) stormwater best practices;
 - b. Improving ambient air quality through non-motorized transportation and recreational fire education and outreach; or
 - c. Conserving energy and water resources.

(Maximum grant amount of \$40,000; minimum 25 percent match required)

Category 2: Businesses

Focus Area 2A. Green Chemistry: Green chemistry and design is formulating or designing a new product (or reformulating or redesigning an existing one) to reduce environmental, workplace, and human health impacts over the product's entire life-cycle. Product life cycle includes design, production of material and energy inputs, production, end use, end-of-life recovery, and all packaging and transportation between these steps. Green Chemistry focuses on implementing proposals that demonstrate how green chemistry and engineering practices in design and manufacture of products can reduce reliance on toxic chemicals such as those identified as Priority Chemicals by the Minnesota Department of Health. Preliminary research is often needed to identify how Priority Chemicals are used by businesses or suppliers so that alternative options can be identified and then demonstrated. Proposals may focus on a particular business' products, on a sector of businesses, and/or in partnership with businesses focusing on their suppliers.

- **Preferred proposals** (may include one or more of the following):
 - 1) Research for selected Priority Chemicals or Chemicals of High Concern (list developed by MN Dept of Health <http://www.health.state.mn.us/divs/eh/hazardous/topics/toxfreekids/index.html>) to identify uses by business sectors and companies, and alternatives to using listed chemicals. (Maximum grant amount of \$15,000; minimum 25 percent match required)
 - 2) Demonstration of the use of green chemistry and engineering practices in design and manufacture of products. (Maximum grant amount of \$30,000; minimum 25 percent match required)
 - 3) Proposals enabling manufacturers to promote green chemistry and engineering product design with their suppliers. (Maximum grant amount of \$15,000; minimum 25 percent match required)

Focus Area 2B. Reduce/Reuse/Recycle: Source reduction and reusing materials significantly reduces the need for new materials to be extracted, processed, designed, manufactured, transported, used and disposed of at end of life. By reducing these needs a considerable amount of valuable resources are saved. This grant area focuses on three areas - reuse, repair and rentals that replace the need for a new item to be purchased. The objectives are to increase the purchase of repair services and reused items in place of new, to facilitate direct transactions of reusable materials and rentals, and to create new opportunities for materials to be donated and reused in Minnesota. The outcomes will include pounds of reused/rented/repared materials sold or exchanged, number of reuse/rental/repair transactions as a result of new partnerships, and pounds of increased donations of reused materials.

- **Preferred proposals:**
 - 1) Proposals that will increase the beneficial economic and environmental outcomes of reuse in Minnesota. Proposals could include facilitating more reuse transactions between reuse organizations and/or citizens, documenting the environmental impact of reuse, and/or developing business-to-business or public/private partnerships between reuse/repair/rental organizations. (Maximum grant amount of \$50,000; minimum 25 percent match required)

Focus Area 2C. Environmental Business Development: Eco-Industrial Parks are industrial developments which simultaneously meets high economic, environmental, and social goals (sustainable economic development). This concept involves the principles of industrial ecology - designing businesses and groups of businesses as if they were a series of interlocking ecosystems which interface benignly with the local ecosystem. Industrial ecology takes the pattern of the natural environment as a model for solving environmental problems and creating the most efficient industrial processes. Proposals should create sustainable systems and processes to encourage conservation of resources and a healthy environment.

- **Preferred proposals:**
 - 1) Plan and/or demonstrate industrial ecology that involves eco-industrial parks, industrial symbiosis and other types of eco-industrial developments by local governmental units or development organizations. For more information on eco-industrial parks, (maximum grant amount of \$50,000; minimum 25 percent match required), visit the [NextStep website](#).

Focus Area 2D. Electronic Waste (e-Waste) Collection: Residents often purchase electronics at retail locations and would like to recycle their used e-waste at the same time. In order to expand convenient/low-no cost collection opportunities for Minnesota residents in the underserved areas, proposals should provide/increase e-Waste collection opportunities outside of the 11-county metro area (areas outside of Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Washington, and Wright counties). E-Waste includes, but is not limited to: televisions, computers, computer monitors, or other covered electronic devices as described in the Minnesota Electronic Waste Recycling Act (Minn. Stat. §§ 115A.1310 to 115A.1330). **Eligible applicants are retailers with locations in the non-metro area. Eligible capital costs (i.e., structures and equipment) are limited to not more than ten percent (10%) of the project costs without prior MPCA approval.** Approximately \$135,000 is available for grant award(s). Please be advised that "construction" projects are subject to the hours of employment and wage rate provisions of Minnesota Statutes §§177.41-177.44 and Minnesota Rules parts

5200.1000-5200.1120. To obtain specific wage rates, you must contact the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road North, St. Paul, MN 55155, DLI.PrevWage@state.mn.us or (651) 284-5091.

- **Preferred proposals:**

- 1) Implementation of e-Waste collection program by retailers with locations in the non-metro area, which could include a consortium of retailers, who are currently not registered with the MN e-waste program. The retailer(s) would create a contract with recyclers registered with the MN e-waste program: <http://www.pca.state.mn.us/bkzq753>, and then the retailers would register as collectors before beginning collection. Preference would be for at least 12 retail locations that are spread throughout the non-metro area. (Maximum grant amount of \$135,000; minimum 25 percent match required)

Focus Area 2E: Statewide Compost Organizations: Minnesota's composting industry currently does not have a trade organization focused on advancing and supporting the industry. This focus area will provide funds for the establishment of such an organization to better position the industry to: share best practices, develop education and outreach programs, conduct research, advocate for industry concerns, provide training, and meet other industry needs.

- **Preferred proposals:**

- 1) Proposals to establish or expand a statewide trade organization that supports the composting industry. Eligible expenses could include, but are not limited to: staff time, legal services, start up costs, short term (1-2 years) operating expenses. (Maximum grant amount of \$15,000; minimum 25 percent match required)

Category 3: Schools

Focus Area 3A. Schools Reduce/Reuse/Recycle: Minnesota's public Kindergarten -12 (K-12) schools generate an estimated 483,520 pounds of waste every school day. Analysis of school waste composition suggests that much of that waste could be reduced, and over 75% of it could be recycled or composted. Proposals should implement practices that reduce waste and improve recycling and composting, conserves resources, saves energy and reduces greenhouse gas emissions.

- **Preferred proposals:**

- 1) Proposals which implement sustainable best practices for waste prevention, recycling and food waste diversion at multiple K-12 schools. Proposals must be designed to produce measurable outcomes that are implemented and replicated at multiple facilities throughout a school district or through multiple districts. Outcomes should result in decreases in overall waste generated or in increased recycling or food waste recovery rates. Grant funded activities may include, but are not limited to:
 - a. Providing technical assistance to schools resulting in implementation of best practices.
 - b. Developing and implementing curriculum and class lesson plans explaining waste prevention and recycling concepts that meet state standards.
 - c. Purchasing and installing bins and signage.
 - d. Incorporating new responsibilities into a position description and training district staff to act as a recycling coordinator.
 - e. Implementing a food waste recycling program.
 - f. Implementing new practices designed to decrease waste generation such as: using reusable dishware, implementing food waste reduction practices, reducing junk mail and/or office paper waste.
 - g. Conducting a cost and benefits analysis of recycling and/or food waste diversion programs.

(Maximum grant amount of \$60,000; no minimum match required)

Focus Area 3B. Secondary and Post-Secondary Education Curriculum: Leaders across Minnesota government, academia, and business are pursuing reformulation of existing products and design of new products using the principles of green chemistry and green engineering. Equally important are strategies to raise awareness among the product designers of the future - today's secondary and post-secondary students of the toxicological and life-cycle impacts of chemical use choices on humans and the environment. Proposals should support the development of green chemistry and design curricula at secondary and post-secondary institutions in Minnesota and strengthen the Minnesota and national green chemistry and design teaching network through dissemination of new curricula.

- **Preferred proposals:**

- 1) Green Chemistry curriculum development and implementation at secondary and post-secondary education institutions. (Maximum grant amount of \$15,000; no minimum match required)

Ineligible proposals (unless specified otherwise per focus area and/or preferred proposal)

- Proposals seeking funding for general operating expenses.
- Proposals for environmental compliance remediation.
- Proposals limited to individual benefit, a non-innovative local benefit, or do not have a broad community impact.

- Proposals that do not meet the eligible specifications identified in the FY 2012-13 EA Grant RFP.

Ineligible costs (unless specified otherwise per focus area and/or preferred proposal). Ineligible costs may not count toward the required matching funds percentage **unless** stated otherwise below.

- The cost of preparing the grant application.
- The cost of activities initiated and costs incurred prior to execution of the grant agreement.
- The cost of general operating support such as routine overhead expenses not related to the grant proposal.
- The cost of environmental compliance remediation.
- The purchase of real property (land, real estate, and buildings), easements, and/or vehicles. However, if not incurred prior to execution of a grant agreement, such costs may count toward the required percentage match.
- The cost of equipment, except as determined on a case-by-case basis. However, if not incurred prior to execution of a grant agreement, such costs may count toward the required percentage match.
- The cost of obtaining any required permits from the MPCA. However, if not incurred prior to execution of a grant agreement, such costs may count toward the required percentage match.
- The cost of interim and final reporting. However, if incurred within the grant agreement budget period, such costs may count toward the required percentage match.
- The cost of any of the following: fund raising; lobbying, lobbyists, and political contributions; entertainment/gifts; and bad debt, late payment fees and finance charges.

III. Application Timeline and Process

During the application process, applicants must follow the identified submittal formats and meet the specified deadlines. Applicants are to select the most appropriate focus area for their proposal. Submittal by an applicant to multiple focus areas for the same proposal will be cause for rejection of all such submittals from that applicant. Applications must be submitted by 2:00 p.m. Central Time on June 14, 2012. Applications must be electronically submitted to grants-loans.pca@state.mn.us. Applications that are late, faxed, submitted in non-Word format, or sent directly to MPCA staff will not be accepted for consideration. The only documents accepted as faxes or in portable document file (PDF) format are supporting and signature documents, such as board resolutions, letters of support, and letters of secured matching funds.

FY 2012-13 application timelines

- June 14, 2012:** Application Deadline - applications are due by 2:00 p.m. Central Time.
- July 13, 2012:** estimated dated that applicants will be notified whether they are selected for a grant award offer (this date subject to change). Award offers are contingent on MPCA approval of applicant's final work plan and execution of a grant agreement.

Awarded applicants will be required to provide their tax identification information (federal and state, or if applicable, social security number), attain MPCA approval of their proposed work plan, and execute a grant agreement with the MPCA by August 31, 2012. If a Grant Agreement is not completed by August 31, 2012, the MPCA reserves the right to withdraw the award offer. No grant disbursements will occur prior to MPCA execution of the necessary grant agreements.

Nonpublic data

The intent of publicly-funded proposals is to make information developed through the grants available to the public. All information submitted to the MPCA, as part of this application process, will be public at the completion of the evaluation and award process. Applicants may request that certain information from the applications be designated nonpublic or private. For more information on the process to have certain information designated as nonpublic or private, please contact Chris Malec prior to application submittal at chris.malec@state.mn.us or 651-757-2548 or 800-657-3864.

Grant award offer

Grant award offers will be made based on MPCA's review of the applications for eligibility and measurable outcomes and on the availability of funding. Award offers will also be contingent on the applicant's attainment of an MPCA approved work plan and completion of the execution of a grant agreement within the specified timeframes. If an agreement is not executed within the specified timeframe, the award offer is subject to withdrawal.

In addition to its authority to offer reduced grant awards, the MPCA reserves the right to refrain from awarding any grants in the event that no program funding is made available. If the MPCA concludes that no proposal has sufficient potential to implement the desired focus area environmental assistance in Minnesota, the MPCA shall not award any grants and may then reinstate the process for awarding grants.

Grant agreement

The recipients of grant award offers must formally enter into grant agreements with the MPCA. The grant agreement is a legal, binding document requiring several signatures for execution. Prior to execution of a grant agreement, the applicant must provide tax identification information, documentation of secured matching funds, and, if governed by a Board, a resolution committing to the proposal and authorizing signature for the grant agreement.

The grant agreement addresses the terms and conditions of the grant award, including project budget period and implementation, disbursement of grant funds, and reporting requirements. The approved project work plan and budget will be incorporated into and made part of the grant agreement. The maximum length of the project budget period will vary based on focus areas. If the project extends beyond one year, an Interim and Final report will be required. If the project budget period is one year or less, only a Final report will be required. As part of the reporting process that will be outlined in the grant agreement, grantee expenditure information and measurable outcomes from implementation of grants awarded under this RFP will be posted on the MPCA's Web site in accordance with Minnesota Session Laws 2009, chap. 37, sec. 3.

IV. Review and Evaluation Process

Eligible applications will be evaluated to determine the proposals that best meet the stated outcomes in each focus area and preferred proposal. Proposals that are reflective of the "Preferred Proposals" identified under each focus area will receive priority consideration during the application review process.

Applicants are to select the most appropriate focus area for their proposal and to use the corresponding application form provided. Submittal by an applicant to multiple focus areas for the same proposal will be cause for rejection of all such submittals from that applicant.

In completing the appropriate application, please ensure that all items are addressed. There is no page limit restricting the amount of information that you may wish to provide, however, unless requested to submit actual supporting documentation, the preference is that reference be made that such documentation is available by request. If in doubt about submitting certain documents, please contact Mary Baker (mary.baker@state.mn.us or 651/757-2208 or 1-800-657-3864).

Evaluation criteria for applications

Eligible applications will be evaluated by MPCA staff review team(s), and if necessary, outside sources for technical review. Evaluation criteria will vary per focus area. However, the evaluation of all eligible applications will include the following criteria as well as any additional criteria reflected in the individual focus area application forms. Ultimate selection of proposals for grant award is the MPCA's determination of proposals having measurable outcomes relative to the identified FY 2012-13 focus areas.

1. Preferred Proposal for identified Focus Area	20%
2. Anticipated and measurable outcomes; likelihood of achieving anticipated outcomes	20%
3. Assets and resources available to the applicant to implement the proposal	15%
4. Cost effectiveness of proposal	10%
5. Applicability of the proposal and future dissemination of results to other persons or organizations in Minnesota; use of innovative technologies, methods, or techniques	10%
6. Qualifications and, if applicable, past performance of the applicant and/or individuals who will perform the work described in the proposal	10%
7. Other criteria specific to the selected Focus Area and/or preferred proposal as noted on applicable application form)	15%
Total	100%

V. Instructions for Completing the Application

Except for Focus Area 1C. PAHs Contaminated Stormwater Pond Sediment proposals, Applicants are to complete the Environmental Assistance Standard Grant Application form for their proposal. Instructions for completion of the application are provided on each application form. Focus Area 1C Applicants are to use the PAH Contaminated Stormwater Pond Sediment Application form.

Important reminders

- Submittal by an applicant to multiple focus areas for the same proposal will be cause for rejection of all such submittals from that applicant.
- Proposals that reflect the “Preferred Proposals” identified under each Focus Area will receive priority consideration during the application review process.
- Although there is no page limit restricting the amount of information that can be provided, please do not submit unsolicited, extensive, or excessive supporting documentation (i.e., audit/financial reports, bond ratings, more than three letters of support) unless requested. The preference is that such information be provided in a summary/list format with reference being made to the availability of the actual documents/documentation by request.
- For those documents requiring signature (resolutions, letters of support, letters of secured funds), preference is that they be scanned and submitted electronically. However, “signature documents” may also be faxed or mailed through the postal system. For those signature documents that must be faxed (651-215-0246) or mailed, please send to the attention of: Mary Baker, MPCA, 520 Lafayette Road North, St. Paul, MN 55155.
- If the applicant is governed by a Board, a Board Resolution is required - authorizing application submittal, committing project funding, and authorizing signature for the execution of a grant agreement (sample Resolution provided on website).
- Matching funds may not be those secured from other MPCA administered programs or other Minnesota state agencies or departments.
- For additional assistance or more information about the FY 2012-13 EA Grant Program, RFP, or application process, please refer to the “[Frequently Asked Questions](#).”
- Applications are due by 2:00 p.m. Central Time on June 14, 2012. Applications must be electronically submitted to grants-loans.pca@state.mn.us . If you need additional assistance or experience difficulties in electronically submitting the application, contact Mary Baker (mary.baker@state.mn.us or 651-757-2208 or 1-800-657-3864) **before the specified deadline.**