Outdoor Heritage Fund

FY 2020/ML 2019 Outdoor Heritage Fund Funding Request

Proposal Submission Instructions

## Log In or Create a New Account

Navigate in a browser to the Outdoor Heritage Fund (OHF) Online Program Management System: http://www.lsohcprojectmgmt.leg.mn/ (Note: Use the latest versions of Mozilla Firefox or Google Chrome for best results. Do not use Internet Explorer)

In the OHF Online Program Management System (hereafter, "Online System") login page, log in to your existing account, or, for new applicants, click *Create Account* and follow the instructions to create a new user account. Each program can have only **one program manager** in the Online System. Programs with multiple partners should share a single username and password. Should program mangers change, contact information should be updated.

Tab by Tab Online System Application Instructions

After logging in or creating a new account, you will be brought to your *Dashboard*. From here, click *New Funding Request* in the upper right of the screen
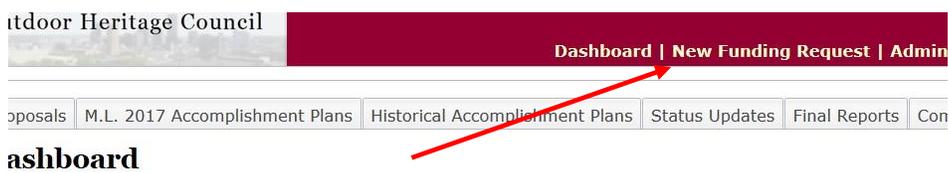
A new request will be created and you will be brought to the *Manage Funding Request* page. The page has nine tabs, each containing information to complete: *General, Narrative, Activity Detail, Timeline, Budget, Federal Funds, Output Tables, Outcomes, Parcels*, and *Attachments*.

Important: After entering information on a tab, be sure to click *Save* at the bottom of the page to save your work before moving on. Save your work at any time to come back and continue working on your proposal at a later time. It is not necessary to complete your request for funding consecutively or all in one session. **All information in all nine tabs must be complete and saved, and the final request submitted by 4 p.m., Thursday, May 31, 2018**.

General Tab

Enter a program title. The title should be descriptive and include the correct program phase, if applicable.

The *Funds Requested* amount cannot be changed. This amount will auto-populate from the budget once the *Budget* tab is complete. The minimum request amount is $400,000. For requests under $400,000 see the MN DNR's Conservation Partners Legacy Grant Program.

Program manager contact information will auto-populate into the manager information on the *General* tab. This information can be changed here if necessary.

Select the appropriate *Regions*, *Activity types* and *Priority resources*. These selections will trigger unique questions throughout the application, including the control fields in the *Output Tables* tab.

Click *Save* at the bottom of the page.

Narrative Tab

Abstract (100 words)

Provide a clear, concise summary of the proposed program's activities and outcomes. This should include the Who, What, When, Where, Why and How. This is the most visible description of your program. The abstract will provide readers with an overview of program objectives and will be publicly visible on the LSOHC website and summary reports.

Design and Scope of Work (500 words)

This section describes the problem to be addressed, the scope of work, how priorities were set, and the urgency and opportunity of the proposed project/program. Be sure that the narrative answers what specific habitat will be affected and how the actions will directly restore, enhance, and/or protect prairies, wetlands, forests, or habitat for fish, game, and wildlife. Your narrative should also address the level of stakeholder involvement and partnership.

Complete the remaining sections. The *LSOHC Selection Priorities* section is filtered based on selections made in the *General* tab.

Click *Save* at the bottom of the page.

Activity Detail Tab

Questions here vary based on the *Activity type* selections made under the *General* tab. If no questions appear, please return to the *General* tab and make selections under *Activity type*.

Click *Save* at the bottom of the page.

Timeline Tab

Click *Add Activity* to create a timeline of your program's **major** activities and estimated completion dates. Additional lines added will be automatically numbered. The order of the activities in the timeline can be changed by changing the number under *Order* heading on the far left. Click on the arrow in the *Order* heading to resort the activities chronologically.

Click *Save* at the bottom of the page.

Budget Tab

Enter budget data in round numbers without commas. Numbers will be rounded to the nearest hundred, commas will be automatically assigned where appropriate and decimal places will not be accepted. Data can be copied into individual fields; copying and pasting multiple line items from a spreadsheet program such as Excel is not supported.

Partnerships

Partnerships are multiple organizations working together on a program for which each organization will receive a portion of a single appropriation. Each organization manages their portion of funding and submits for reimbursement individually. For programs involving multiple partners in collaboration, check the *Partnership* box near the top of the page before entering budget data. Follow the instructions for naming a partner.

A dropdown box will appear after *Partnership,* listing the original manager and additional partner. Add more partners as needed.

To enter budget data for each partner, select the partner from the dropdown. Each partner budget will be totaled and automatically rolled up into the *MAIN* budget. Once a partnership is created and all the partners are added, the *DEFAULT* partner in the dropdown menu can be deleted.

Complete the questions appearing below the budget table.

Click *Save* at the bottom of the page.

Federal Funds
Answer whether federal funds are anticipated as a match for the program. Further questions may appear based on your answer. Note: Federal fund matches MAY affect the end date of appropriation availability.

Click *Save* at the bottom of the page.

Output Tables Tab
Outputs are specific products resulting from activities. Outputs can be described as the volume of work achieved, e.g., the amount of service or product provided.

Enter output data in Tables 1a, 1b, and 2-4. Only those fields corresponding to selections made on the *General* tab for *Regions*, *Activity types* and *Priority resources* will be open for data entry. Note that the *Acre Tables* (1a and 3), and the *Funds Tables* (2 and 4) must contain the same totals of acres and dollars respectively. If the totals do not align, an error message will appear prior to submittal.

If your program has lakes or shoreline miles instead of land acres, convert miles to acres for tables 1a and 3 using the following conversion:

> Lake shore = 6 acres per lake shore mile
> Stream/river shore = 12 acres per linear mile, if work will occur on both sides

Click *Save* at the bottom of the page.

Outcomes
Outcomes are benefits to people and natural resources resulting, directly or indirectly, from outputs. Outcomes typically relate to changes in behavior, attitudes, knowledge, skills, satisfaction, conditions, quantity and quality, e.g., healthy lands and waters, higher angler satisfaction, desirable catch rates and fish sizes.

Indicate the outcomes by ecological section associated with the proposal. Applicants are required to indicate at least one outcome and explain how the outcome(s) will be measured and evaluated.

Click *Save* at the bottom of the page.

Parcels Tab
Enter parcels identified in your program for protection, restoration and/or enhancement. If specific parcels are not identified at the time of the proposal submission, provide an explanation in the first line of the parcel table under *Name*.

It is important to complete this table accurately. This information will be used for the OHF Interactive Map showing program locations located on the LSOHC website. Incomplete data will result in gaps in the representation of your activity locations in your proposal.

Enter only one parcel per row. Make sure to scroll all the way to the right in the table and complete all fields.

Uploading and Downloading Parcel Lists
An *Excel Parcel Template* is provided to assist with uploading parcel data. This template MUST be used to upload data in bulk using a spreadsheet application.

You must reference the dropdown menus for each field in the Online System's parcels table to complete the Excel template fields. Use the exact wording for each column. For example, for *Activity*, those fields must be completed with choices from the dropdown exactly as they appear, *Protect in Fee w/o PILT*, *Protect in Fee*, etc. If the text does not match, those fields will remain blank after uploading.

Once completed, click *Upload Excel Parcel List* to upload your parcel list. If you have previously entered data in your parcel table, and would like to upload new parcel data, you can choose whether to keep the existing data. Select YES when prompted, "Remove All Existing Parcels?" while uploading and all parcels entered for that

request will be deleted and replaced with the new parcels. If you select NO, the new parcels will be added to the existing parcel list.

Entering Parcel Data

There are dropdown menus for most of the fields in the form:

    Township: Numerical range is 026-258. A "0" must be placed in front of single or double digits.

    Range: Numerical range is 01-51 A "0" must be placed in front of single digits.

    Direction: All of Minnesota is 02, except for parts of northeastern Cook County which are 01.

    Section: 01-36. A "0" must be placed in front of single or double digits.

    Description: Add a brief land description of the target property.

    Activity: If completing the spreadsheet template provided for upload, make sure that this field is filled with the choices in the drop down box exactly as they appear. (*Protect in Fee w/o PILT*, *Protect in Fee with PILT*, *Protect in Easement*, *Restore*, *Enhance*, *Other*, *Not Applicable*)

Existing Protection: Check *Yes* if there is already existing permanent protection on this property and *No* if not.

Open to Hunting and Fishing: Options are: *Full*, *Limited*, *No*, *Not Applicable*. Trapping is included in hunting. Regarding fishing, if the parcel does not have water, select *Not Applicable* rather than *No* in this field. *No* means it is NOT open for hunting/fishing.

Status: All proposed parcels should default to *Proposed*.

Buildings/Improvements: For fee acquisition programs, complete the final four columns for buildings or improvements on the property.

Click *Save* at the bottom of the page. You may download your parcel data at any time by clicking the *Download Excel Parcel List* button. This button can be used whether you uploaded information using the template or entered it yourself.

Parcels highlighted in gold after saving have an invalid TRDS or are outside the appropriate LSOHC section. These need to be corrected before the proposal can be submitted

Attachment

New for this funding round is a requirement to provide a *Proposal Illustration* – a one-page (front and back) illustration that helps visually convey the Who, What, Where, When, Why, and How of your proposal. This graphic representation may be in color and will be provided with the proposal for evaluation. Readers should have a strong understanding of your proposal after reviewing this document. Items to consider include photos, graphics, tables, maps, highlights, etc.

Requirements for Non-governmental Organizations
For non-governmental organizations, attaching your most recent financial audit and a list of current board members with their affiliations is required.

Letters of support (combine into one PDF), maps or other documents that clearly support your request may be attached. Maps that are attached should show the neighborhood, aerial photos and adjacent public lands to help show habitat connections. The maximum file size for attachments is 25MB/file.

Click *Save* at the bottom of the page.

Submitting Requests

Print your proposal for review prior to submission. Click the *Dashboard* link near the top of the page, bringing you to your manager dashboard. Click the *Generate Proposal* link to open your draft request as a PDF to save or print.

Important: Once your proposal has been submitted, your request for funding is final. There is no option for further editing.

When you are ready to submit your final request for funding, click on the proposal on the *Dashboard* to get to the *Manage Funding Request* page. Click the *Select Action* button near the top right side of the page. Select *Submit to LSOHC*. If errors exist, a dialogue box will appear listing the errors and how to correct them. *Select Submit to LSOHC* again after addressing the errors.

Read the statement that appears regarding proposal certification (below) and click OK when ready.

Project Officer Proposal Certification: I have read and understand Section 15 of the Constitution of the State of Minnesota, Minnesota Statute 97A.056, and the Call for Funding Request. I certify I am authorized to submit this proposal and to the best of my knowledge the information provided is true and accurate.

| | OK | Cancel |

Read the final message that appears and click OK when ready to submit. **You will receive an email confirmation of your submission. Staff will be in contact by June 4, 2018 with further information about your submission. If you do not receive a confirmation email, contact LSOHC staff.**

Information and Assistance

Council staff is available to assist applicants with general proposal questions or technical issues during the submission process.

To make an appointment, contact Sandy Smith at **(651) 297-7141** or **sandy.smith@lsohc.leg.mn**. Seek assistance early to ensure you receive the help you need to complete your application by the deadline.

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