

**Remediation Fund 2004 Work Plan**  
**Department of Natural Resources**  
Division of Ecological Services  
**July 2003 – June 2005**

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**Goal:** Rehabilitation, restoration, or acquisition of natural resources to remedy injuries or losses to natural resources resulting from the release of hazardous substances from closed landfills in the Minnesota Pollution Control Agency's Closed Landfills Program. Inventory and assessment of these landfills was initiated by legislation enacted in 1992 (Minn. Laws 1992, Ch. 513, Art. 2, Sec. 2, Subd. 3).

**Relevant Legal Citations:**

- A) MS 2003, 115B.17, Subd. 7: "Any damages recovered by the attorney general pursuant to section 115B.04 or any other law for injury to, destruction of, or loss of natural resources resulting from the release of a hazardous substance, or a pollutant or contaminant, shall be deposited in the remediation fund."

- B) MS 2003, 115B.20, Subd. 2: “Money appropriated from the remediation fund under section 116.155, subdivision 2, paragraph (a), clause (1), may be spent only for the following purposes:
- (4) assessment and recovery of natural resource damages by the agency and the commissioners of natural resources and administration, and planning and implementation by the commissioner of natural resources of the rehabilitation, restoration, or acquisition or natural resources to remedy injuries or losses to natural resources resulting from the release of a hazardous substance; before implementing a project to rehabilitate, restore, or acquire natural resources under this clause, the commissioner of natural resources shall provide written notice of the proposed project to the chairs of the senate and house of representatives committees with jurisdiction over environment and natural resources finance;”
- C) MS 2003 116.155 [Remediation Fund], Subd. 2 (b): “the commissioner of finance shall allocate the amounts available in any biennium to the agency, and the commissioners of agriculture and natural resources for the purposes provided in this subdivision based upon work plans submitted by the agency and the commissioners of agriculture and natural resources, and may adjust those allocations upon submittal of revised work plans. Copies of the work plans shall be submitted to the chairs of the environment and environment finance committees of the senate and house of representatives.”

### Key Objectives

- A) **Establish grant process** – Project Consultant (PC), Pat Collins, will lead an effort to work with Division and Department staff to develop a recommended framework for grant implementation. Approval, with or without modification, of the framework will be obtained from the Director of the Division of Ecological Services and the Commissioner’s Office. The PC will write, coordinate review, and have printed the necessary documents to advertise and direct the submission of grant proposals. Input/review will be sought from other natural resources trustees (MPCA and the USFWS). Estimated time required – 4 months for PC (\$24,000) plus printing, travel, and general office costs. Total Cost: \$25,500.
- B) **Project Selection – Round 1** – PC will coordinate work with internal and external partners to establish a review team, develop and release a request for proposals, funding criteria, and application form for an initial, pilot funding round. The review team, coordinated by the PC, will evaluate project proposals, visit potential project sites, and make recommendations to the Commissioner’s Office for projects to receive funding. When projects are selected for funding, notice will be given to the chairs of the House and Senate committees on environment and natural resources finance. Estimated time required – 7 months for PC (\$42,000) plus travel costs for project consultant and review team members, printing, mailing and other general office costs. Total Cost: \$45,500.
- C) **Implementation of projects selected in round 1 by Awarding Grants** – PC and Office Administration Specialist (OAS), working with Division and Department staff will develop grant agreements or other legal contracts with successful applicants to implement projects selected for funding (a total of \$750,000 will be awarded in Round 1). Ongoing oversight and management of grant agreements will continue through the life of the project. Grant agreements are anticipated to continue through the end of FY06. PC and OAS will prepare, print and distribute a report on the projects funded to legislative, Departmental and public contacts. Estimated time required – 2 months for full-time PC FTE and 11 months for .5 PC FTE (total: \$45,000); 11 months at 0.2 FTE for OAS and one month at .4 FTE (total: \$10,075); plus general office expenses, travel to project sites, office supplies and equipment, and printing. Total Cost: \$810,575.
- D) **Process review and revision** – The project consultant and OAS will work with the review team to review the grants process and make any revisions deemed appropriate based on lessons learned during the initial pilot funding round, coordinate with the Commissioner’s Office for approval of any changes and revise grant

program documentation. Estimated time required 2 months for 0.5FTE for PC (\$6,000) and for OAS at .2FTE (\$1550) plus general office expenses, and printing. Total Cost: \$8,850.

- E) **Project Selection – Round 2** – PC and OAS will coordinate with the review team to release a second round request for proposals, funding criteria, and application form. The review team, coordinated by the PC will evaluate project proposals, visit potential project sites, and make recommendations to the Commissioner’s Office for projects to receive funding. When projects are selected for funding, notice will be given to the chairs of the House and Senate committees on environment and natural resources finance. Estimated time required – 7 months at 0.5 FTE for PC (\$21,000) , 0.2 FTE for OAS (\$5,425), travel costs for PC and review team members, printing, mailing and other general office costs. Total Cost: \$29,325.
  
- F) **Implementation of projects selected in round 2 by Awarding Grants** – PC and Office Administration Specialist (OAS), working with Division and Department staff will begin to develop grant agreements or other legal contracts with successful applicants to implement projects selected for funding. Grant agreements are anticipated to continue through the end of FY07 (a total of \$2,000,000 is anticipated to be awarded in Round 2). PC and OAS will prepare, print and distribute a report on the projects funded to legislative, Departmental and public contacts. Estimated time required – 2 months in this Biennium at 0.5 FTE for PC (\$6,000) and .2 FTE OAS (\$1,550), plus general office expenses, travel to project sites, office supplies and equipment, and printing. Total Cost: \$2,011,550.

## Timeline – July 1, 2003 through June 30, 2005

Objectives	Fiscal Year 04												Fiscal Year 05											
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
A. Establish Grant Process																								
B. Project Selection: #1																								
C. Implementation: #1																								
D. Process Review and Review																								
E. Project Selection: #2																								
F. Implementation: #2																								

## Budget

Objectives	Grants	Salary & Fringe		Travel & Training	Supplies, Equipment, & Other	Total
		Project Consultant 1 FTE	OAS Clerical .4 FTE (begins in 7-04)			
Establish Grant Process	0	24,000	0	500	1,000	25,500
Project Selection: #1	0	42,000	0	2,300	1,200	45,500
Implementation: #1	750,000	45,000	10,075	2,100	3,400	810,575
Process review/revision	0	6,000	1,550	0	1,300	8,850
Project Selection: #2	0	21,000	5,425	1,900	1,000	29,325
Implementation: #2	2,000,000	6,000	1,550	1,000	3,000	2,011,550
Totals	2,750,000	144,000	18,600	7,800	10,900	2,931,300

Appropriations: FY04: \$1,110,000

FY05: \$1,989,000

Total: \$3,099,000

Total Available in Fund: \$4,500,635