



Request for Proposals to Prevent and Manage Aquatic Invasive Species in 2022

Contents:

1. General Information
 2. Project Eligibility
 3. Content and Questions
 4. Evaluation and Grant Awards
 - 5 Grant Terms
 6. Grant Agreement
 7. Submission of Proposal
- Reference Materials for Grantees included in the appendix

1. General Information

Purpose: Meeker County is issuing this Request for Proposals (RFP) to disburse funds from the state of Minnesota's Aquatic Invasive Species (AIS) prevention aid of approximately \$ 117,000.

1.1 Eligibility: Those eligible to propose projects and compete for available funds include community organizations, townships, watershed organizations, lake associations, consultants' firms, and county departments. End-of-year reporting is required to remain eligible. Failure to disclose the use of funds from another grantor in a reimbursement request or end-of-year report may result in loss of eligibility.

1.2 Partnerships: A project proposer may want to partner with another; Meeker County accepts and encourages proposals that include more than one entity. Additionally, it is encouraged to seek letters of support from communities impacted by the said project.

1.3 Limits: Total Grant for those requesting more than one grant type remains 12,500. Treatment Grants have a limit of \$12,500, and Inspection Grants have a limit of \$12,500. Educational Grants have a limit of \$4,000.00. The lifetime limit for the funding of machinery is \$36,000.

Deadline: All submissions are due October 22nd, 2021

1.4 Proposers Transparency and experience: If requested by Meeker County, the proposer shall produce current information and data regarding its financial resources and organization within five (5) days and before grant fulfillment. To remain eligible, a proposer needs to provide the requested information. Meeker County reserves the right to reject a proposal if it is not confident in the proposer's ability to carry out the said project or grant agreement terms.

1.5 Amendments: Meeker County reserves the right to amend this RFP at any time.

2. Project Eligibility

2.1 Collaborative proposals strengthen the county AIS program's overall outcomes and are encouraged. However, to remain eligible, a proposer needs to provide any requested information promptly.

2.2 Educational grants must be highly complex projects focusing on training or community-based social marketing to address AIS Clean Drain Dry Dispose (CDDD) behavior change. In-kind eligible would be identification/ monitoring materials.

Passive efforts such as the cost of publications and association meetings are not eligible for reimbursement.

2.3 Inspection projects must include a quote for services if not utilizing the county's contractor. Include additional hours on a lake already staffed by the county's

2.4 Chemical or mechanical treatment projects must show evidence that the selected method is most effective or financially viable. A third-party survey is required for any grantees who have not had one within two years of treatment or for any treatment grants exceeding \$7,000.00. Terms of treatment grants are negotiable to secure improved long-term control and the best use of funds. Depreciation of equipment is not an eligible expense. Additionally, treatment projects utilizing any equipment funded in part with county prevention aid must provide the itemized cost of use.

2.5 End-of-year report forms must be completed and are required to remain eligible for active grantees. Visit the Meeker County's AIS Grants webpage to access the online form; a copy of the report is sent as a receipt once it is submitted. **The deadline for 2021 project reports is October 29th, 2021.**

2.6 In-Kind Hours and Services must be related to the grant type. For example, AIS monitoring of docks and lifts and shoreline or zebra mussel settling plates or meandering surveys inclusion to the treatment of AIS would be appropriate, buying materials to send out information to association members and postage- are not appropriate (unless technical in nature, e.g., Identification guides for MN AIS). The rate for In-Kind is 25\$/hour. Association meetings, time spent on newsletters, and time spent on the grant application and fulfillment requests are not eligible for in-kind.

3. Content and Questions

Projects proposed for funding address the following in completion of an application:

3.1. Profile of service provider: All projects must provide a statement of expertise of the firm, organization, or entity providing services or subcontracting. Provide the name and qualifications of the primary person in charge of fulfilling the obligations of this agreement. If additional information is requested, this is the county's point of contact for your project.

3.2 Description: A clear articulation of the implementation plan and scope of work to be undertaken, including goals and expected completion date.

3.3 Outcome: A clear articulation of the proposed project(s) outcomes and how you will evaluate the project

3.4 Timeline: Include a timeline of planned activities, goals, related meetings, and actions related to the execution of the proposed plan(s)

3.5 Outreach/Collaborations/Letters of Support: Please include any outreach collaboration or partnerships in the proposed project(s). Letters of support from affected entities such as townships, municipalities, and watersheds are especially encouraged for any chemical treatment projects.

3.6 Evidence of approach: Please cite evidence of the efficacy of the proposed method. In chemical or mechanical treatment, declare your treatment method and how large an area you expect to treat.

3.7 Declaration of hardship: To pay for treatment that benefits the prevention or management of AIS in the County, in cases of financial hardship, a direct to provider payment may be approved as an exception. Send proof of hardship to support the request to the Coordinator.

If you have questions, contact the Coordinator at:

Ariana.Richardson@co.meeker.mn.us

4. Proposal Evaluation and Grant Award

4.1 Meeker County awards these grants with priority to those likely to have the most significant impact on the county. The county reviews applications and the AIS advisory committee recommends awards. The budget for a proposal is not the sole determining factor.

4.2 The county considers all proposals meeting the Content Requirements listed in section 3.

4.3 Meeker County reserves the right to request additional information from all proposers and negotiate with successful proposers.

4.4 Notice of Award: After the AIS Coordinator and Advisory Committee reviews the proposals, the Coordinator presents them to the county board. The county sends notice of award within ten business days from the date of final approval by the county board.

5. Terms and Conditions

5.1 The County reserves the right to negotiate the final terms and conditions of the grant to be executed. If the Proposer and the County cannot agree upon the project scope and agreement mutually, we reserve the right to discontinue negotiations, select another proposer or reject a proposal. Upon agreement, the proposal is allocated funds and approved by the AIS Taskforce of Meeker County.

5.2 Grants are fulfilled as a reimbursement once an itemized invoice for services detailed in the approved project proposal, proof of payment, and a written request for fulfillment are received. The deadline for fulfillment requests provided in the grant approval letter applies to all grantees.

5.3 Grant fulfillment under this hardship exception maintains a 1:1 match. The amount requested must be equal to the amount spent and documented by the proposer (up to 50% in-kind hours or services). This fulfillment is a payment made to a service provider, *not* the proposer.

5.4 Meeker county shall not be liable for any expenses incurred by the proposer, including but not limited to the costs associated with the preparation of the proposal, attendance to AIS meetings, costs related to contract negotiations.

Fulfillment Terms

5.5 All AIS Grants have a 1:1 match requirement and are fulfilled as a reimbursement. If an applicant has never received AIS Grant Funds, the first \$2,000.00 of a match is not required. A 1:1 match is required even in cases of declared financial hardship.

5.6 Financial Hardship Exception: If the LSP balance is less than the total grant applied for, the grantee is not entitled to the remaining funds directly but may submit other eligible expenses for standard grant fulfillment as a reimbursement up to the total remaining funds.

5.7 Reallocation of award grants: educational grants are eligible for reallocation to AIS treatment or inspection grants upon the Coordinator's approval.

5.8. Grant funds provided by other agencies such as MN DNR or agencies distributing AIS State Prevention AID are not eligible for reimbursement under the Meeker County Grant Program. Grantees must disclose the use of such funds before seeking county grant fulfillment.

5.9 Fulfillment is contingent upon required proofs, these may differ based on the project type. Standard proofs include: Copy of check paid, itemized invoice for services, ledger of in kind (if awarded), receipts, treatment maps and permits for AIS Treatment.

6. Grant Agreement

This proposal shall affirmatively state that the proposer accepts all the general proposal requirements and Grant Agreement Terms; any alterations must be fully

described and justified. In addition, if applicants seek the assistance of Meeker County for any project, the proposal must clearly explain how their contribution is needed and whether the proposer allocates any funds for said assistance.

7. Submission of Proposal

7.1 Each grant type has a separate application. Online application forms are available by link on the County AIS Grants Web page. Project proposers are encouraged to utilize the online application. In addition, copies of applications are sent as a receipt via email after submission. Grantees acknowledge the general terms and conditions of this RFP in the application. The forms are also available for download to be mailed to the Coordinator.

7.2 If a proposer wishes to include separate information, documents should be emailed or mailed to the Coordinator.

7.3 Proposals become the property of the county upon submission. By submitting a proposal, the proposer agrees that Meeker County may copy the proposal to facilitate evaluation or respond to requests for public data and warrants and is not violating any third party's rights, including copyrights.

7.4 If submitting applications or supporting documents deliver to

Ariana Richardson
AIS Coordinator
325 North Sibley Ave
Litchfield, Mn 55355
320-221-0614

Ariana.richardson@co.meeker.mn.us

Appendix A: Additional resources for AIS Project Proposers

1. The [Behavior-Barrier-Benefit](#) matrix contains insight for proposers of educational or outreach focus projects. For example, Lake Associations may be particularly interested in the Angler or Shoreline owner survey results if they plan to launch a local campaign. Such campaigns would move from an informative approach to an action & commitment approach to promote safe equipment movement or bait disposal on the lake.

Project Focus	Target Audience	Desired Behavior of the Target Audience	Strategy to Achieve Behavior Adoption by the Target Audience
1	Lakeshore Residents	Dry docks, lifts and associated equipment for 21 days	Partner with lake associations to communicate with residents
2	Lakeshore Residents	<ul style="list-style-type: none"> • Dry docks, lifts and associated equipment for 21 days • Remove visible debris from docks, lifts and associated equipment 	Identify and have lake associations promote credible Lake Service Providers
3	Anglers	<ul style="list-style-type: none"> • Dispose of unwanted live bait in the garbage • Clean and drain boats 	Partner with fishing clubs and organizations to communicate with participants and members
4	Anglers	Dispose of unwanted live bait in the garbage	Partner with bait retailers to distribute bait disposal bags
5	Anglers	Dispose of unwanted live bait in the garbage on-site	Designated bait and bait water disposal zones at water accesses

Figure A: Table of Target behaviors from the DNR CBSM AIS Grant Template. These are just a few examples of the type of outreach projects proposing organizations may consider. Please note that Focus #4 is a county-led project in 2022.

2. There is a list of Licensed Applicators on Page 6.
3. [List of Third Party Surveyors](#) – It is NOT required that grantees use a provider from this list; it is only provided as a reference.
4. [For information on Permits or Training](#) the DNRs webpage
5. [AIS detectors training](#)

Commercial Aquatic Pesticide Companies Licensed by the MN Department of Agriculture



Aquatic Solutions of MN
Craig Mueller
 P.O. Box 8
 Buffalo, MN 55313
 Phone: 763-463-0365
 Email: craig@aquaticsolutionsmn.com

Lake Improvement Consulting, Inc.
Paul Kaari
 13787 40th Street North
 Stillwater, MN 55082
 Phone: 952-944-2565
 Email: paul@lakeimprovementconsulting.com

Lakescape Enterprises, LLC
Cory Culbert
 721 River Street
 Waterville, MN 56096
 Phone: 507-271-3727
 Email: cory.culbert@gmail.com

Central Minnesota Aquatics
Ronald Duy Jr.
 26735 Middle Cullen Road
 Nisswa, MN 56468
 Phone: 218-963-7345
 Email: centralmnaquatics@q.com

Lake Management
Mike O'Connell
 10400 185th Street N
 Marine St. Croix, MN 55047
 Phone: 651-433-3283
 Email: mike@lakemanagementinc.com

Limnopro Aquatic Science, Inc.
Daniel McEwen
 4108 200th Street
 South Haven, MN 55382
 Phone: 320-8287685
 Email: dan@limnopro.com

Clarke Environmental Mosquito Management, Inc
Brian Erickson
 20061 Edison Circle E
 Clearwater, MN 55320
 Phone: 320-558-9005
 Email: berickson@clarke.com

Lake Region Aquatic Harvesting
Steve Gordon
 PO Box 972
 Detroit Lakes, MN 56501
 Phone: 218-784-8067
 Email: sgordon2010.sg@gmail.com

Midwest AquaCare, Inc
Kevin Ekstam
 10001 Great Plains Boulevard
 Chaska, MN 55318
 Phone: 952-403-6879
 Email: kevin@midwestaquacare.com

Jacobson Environmental, PLLC
Wayne Jacobson
 5821 Humboldt Avenue N
 Brooklyn Center, MN 55430
 Phone: 612-802-6619
 Email: jacobsonenv@msn.com

Lake Restoration, Inc.
Chad Hadler
 12425 Ironwood Circle
 Rogers, MN 55374
 Phone: 763-428-9777
 Email: chad@lakerestoration.com

PLM Lake & Land
Patrick Selter
 2509 Highway 371
 Brainerd, MN 56401
 Phone: 218-270-3338
 Email: patricks@plmcorp.net

*The companies on this list are included at their own request.
 Inclusion on this list does not constitute an endorsement by the MN DNR.*

Go to <http://www.mda.state.mn.us/licensing/license-lookup.aspx> to search for other licensed pesticide applicators.