

LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES

100 REV. DR. MARTIN LUTHER KING JR. BLVD.
ROOM 65 STATE OFFICE BUILDING
ST. PAUL, MINNESOTA 55155-1201

Phone: (651) 296-2406
Email: lccmr@lccmr.leg.mn
Web: www.lccmr.leg.mn
TTY: (651) 296-9896 or 1-800-657-3550

Susan Thornton, Director

Date: August 15, 2014
To: Project Managers for 2015 ENRTF funding recommendations
From: Susan Thornton
Subject: **Request for 2015 Work Plans due October 15, 2014**

As indicated in our email to you on July 11, 2014, you are now being provided with instructions for submitting a draft work plan to the LCCMR for your proposal's funding recommendation. A project work plan must be approved by the LCCMR before a project can begin. Work plans provide **expanded and more specific and detailed information on project activities and outcomes than the original proposal**. Please carefully review the instructions before completing your work plan in order to minimize the need for revisions. LCCMR staff are available for assistance and consultation in person, on the phone, or via email. Instructions for preparing and submitting your work plan are attached to this email (and can be found on the "Project Manager Info" page of the LCCMR website – web address below). If you need assistance or have any questions, please don't hesitate to contact us.

Environment and Natural Resources Trust Fund project work plans consists of 3-4 components, depending upon the nature of your project. All work plans will be made up of:

1. Work Plan main document
2. Project Budget document

Additional components are dependent upon whether a project involves land acquisition or restoration activities.

- A) If a project **does not** involve land acquisition or restoration then a visual component should have been provided with the original proposal. For the work plan you should provide:
3. Visual component (e.g., map, graphic, table, photo(s), figure, etc.): this can be the same item submitted with the proposal, it can be an updated version if necessary or appropriate, or it can be some entirely new visual that assists in illustrating the work and outcomes to be accomplished using the funds.
- B) If a project **does** involve land acquisition or restoration you will also provide:
3. Parcel List document
 4. Map(s)

In some cases, there are specific LCCMR actions and requests pertaining to the funding recommendation that may impact work plan content. Those project managers have been notified and should contact LCCMR staff with any questions on addressing those items in work plans.

All necessary templates and related example documents can be downloaded from the "Project Manager Info" page on the LCCMR website under "M.L. 2015 Project Manager Materials": http://www.lccmr.leg.mn/pm_info/manager_info_index.html. Project managers that have been involved in past ENRTF funded projects should note that the templates have been updated from previous years and **you must use the 2015 templates for developing your 2015 work plan**.

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Research Projects Only: Projects with a significant research component are required to submit research addendums for peer review. LCCMR staff will be in contact with the project managers of projects identified for which this applies.

Please submit your draft 2015 Work Plan and associated documents no later than Wednesday, October 15, 2014.

Your draft work plan should be as detailed and complete as possible based on the information you currently have at this time. LCCMR staff will review your submitted draft work plan and contact you if any additional information or revisions are necessary. Following the instructions should help minimize the need for changes and revisions to your initial submission. These are considered “draft” work plans as there will be an opportunity to make final changes to work plans prior to LCCMR approval. You will be notified of this sometime in late April or early May. Work plans will be considered for final approval by the LCCMR in June in time for projects to begin on July 1, 2015.

Again, LCCMR staff are available to answer any of your questions about work plans. Please contact us at 651-296-2406 or lccmr@lccmr.leg.mn.

cc: Sarah Strommen, MN Water and Soil Resources Board
Amanda Graeber, MN Dept. of Natural Resources
Kirk Koudelka, MN Pollution Control Agency
Kamala Upadhyaya, University of Minnesota
Brett Carlson, University of Minnesota