Instructions for Creating Your
M.L. 2016 Environment and Natural Resources Trust Fund Work Plan

NOTE: It is recommended that you briefly review the blank templates and related example documents before reading these instructions to familiarize yourself with the overall structure of the various work plan components. All documents related to developing a work plan can be found at: http://www.lccmr.leg.mn/pm_info/manager_info_index.html

Before a project can begin a work plan must be approved by the Legislative-Citizen Commission on Minnesota Resources (LCCMR). This will take place after the funding appropriation for your project is signed into law.

The work plan components provide a detailed description and statement of agreement regarding all work that will be completed and all outcomes that will be achieved with the Environment and Natural Resources Trust Fund appropriation. **The work plan is intended to provide expanded information and specificity from your proposal**, and it will continue to be expanded and updated over the timeframe of your project as you report your efforts and expenditures. There is NO page limit.

For all projects, the M.L. 2016 Environment and Natural Resources Trust Fund Work Plan consists of 3-4 components (instructions for each component are below) depending on the nature of your project:

1. M.L. 2016 Work Plan main document (MS Word template) – See below (this page)
2. M.L. 2016 Project Budget document (MS Excel template) – See P. 11

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

A) If a project **does not** involve land acquisition or restoration, then a visual component would have been provided with the original proposal. For the work plan you should provide one additional component:
   3. Visual component (e.g., map, graphic, table, photo(s), figure) – See P. 11

B) If a project **does** involve land acquisition (fee title or conservation easement) or restoration you will also provide two additional components:
   3. Parcel List document (MS Excel template) – See P. 12
   4. Map(s) – See P. 12

All work plans will be posted on the LCCMR website.

Instructions for Completing the M.L. 2016 Work Plan Document
Required for All Projects

There is no maximum length for the work plan document. It should be single-spaced and 11-point font size is requested. This sentence is written in 11-point font size.

Use the “M.L. 2016 Work Plan” MS Word template available on the LCCMR “Project Manager Info” web page under “M.L. 2016 Project Manager Materials”: http://www.lccmr.leg.mn/pm_info/manager_info_index.html. Do not use a work plan template from a previous year. Also available there is an example of how to fill out the work plan document. Please review the “Example Work Plan” for additional guidance and to ensure that you are filling it out correctly.

Use the information from your proposal as an initial starting point for developing your work plan. By inserting proposal information into the equivalent sections of the “M.L. 2016 Work Plan” template you will have the start of the information needed for your work plan. Then you will be elaborating and adding additional explanatory information and specificity as appropriate or necessary. **DO NOT** simply transfer the information contained in the proposal format to the work plan format and assume you are done. Now that funding is recommended and there are no space limitations, it is expected that you can provide more detailed descriptions of what is intended to be done with the funding, how you’re going to do it, and what the project outcomes will be. We rely on work plans having adequate information to accurately represent your project and help us respond to questions that arise during the legislative process as we work to secure approval of the funds. Failure to provide adequate information will necessitate revisions.

Portions of the below instructions for the template written in **bold** are topic headings and appear in the actual work plan text you submit. *Text in italics in the template provides guidance and clarify what information is being sought. Please delete any italicized text from the work plan template before submitting it as your work plan.*

Environment and Natural Resources Trust Fund (ENRTF)
M.L. 2016 Work Plan

Date of Report: *Insert the date the report is submitted. This field will be updated with each status update report submission over the course of the project period.*
Date of Next Status Update Report: *Specify date of first proposed status update report. This will be updated with each submission over the course of the project period (see section XI, "Reporting Requirements").*
Date of Work Plan Approval: *Leave blank on initial submission. You will be notified of the date after LCCMR approval.*
Project Completion Date: *This is June 30 (end of the state fiscal year) of the year you proposed for project completion. For example, for a two-year project it would be June 30, 2018, for a three-year project it would be June 30, 2019, etc.*
Does this submission include an amendment request? *Changes to a work plan or budget can be requested through an amendment process (procedure instructions available on the "Project Manager Info" web page). If a future submission includes an amendment request, you will indicate "Yes" here.*

PROJECT TITLE: *For your initial work plan, use the title in your proposal. Your project title may get adjusted to make it more clear or descriptive for the appropriation language that will be signed into law. Ultimately project titles must match the appropriation language for your project. After the 2016 MN Legislative Session, your appropriation language should be reviewed and the title in your work plan should be modified if necessary.*

Project Manager: *List only one person as the main contact for the project. If you wish to list more than one project manager, contact LCCMR staff to discuss. Team members can be listed under "Project Partners" in section VI.*
Organization:
Mailing Address:
City/State/Zip Code:
Telephone Number: *(xxx) xxx-xxxx*
Email Address:
Web Address: *List any applicable web address(es) pertaining to the project or organization*

Location: *List the counties where the work will take place and the counties anticipated to be impacted by the project. If the anticipated impact involves the entire state, then list "Statewide". If the project has land acquisition, restoration, or development (e.g., trail development) activities on the ground, then you will also be including a map showing the location as specifically as possible (e.g., parcel, trail segment, park boundaries, etc.). See section "Instructions for Map(s)"on p. 12 of this document for more information.*

Total ENRTF Project Budget:

ENRTF Appropriation:	**$0**
Amount Spent:	**$0**
Balance:	**$0**

The "ENRTF Appropriation" amount is the amount recommended for funding by the LCCMR. The amount listed for "ENRTF Appropriation" and "Balance" will be the same for the initial work plan submission. With each future status update submission the amount spent and balance will be updated to reflect total expenditures to date.

Legal Citation: ML 2016, Chap. xx, Sec. xx, Subd. xx.
Chapter, Section, and Subdivision numbers will be determined after the MN Legislative Session in Spring 2016. This section will remain as listed here for the initial submission and then updated at a later date.

Appropriation Language: *To be inserted following the MN Legislative Session in Spring 2016. This section will remain blank for the initial submission and then updated at a later date.*

I. PROJECT TITLE: *For your initial work plan submission, use the title in your proposal.*

II. PROJECT STATEMENT:
*A clear, stand-alone overview describing the project in terms of its background/context, location, objectives, methods, quantifiable outcomes, and utility. This section will not change in future status update reports unless you propose a related work plan amendment. Use the information from the "Project Statement" in your proposal as a starting point and then **expand and edit for clarity and completeness** to best summarize and represent the specific work that you will now be undertaking based on the actual dollars recommended for appropriation and your most up-to-date knowledge.*

Below is some additional guidance on writing a project statement:

1. *Think of the project statement as a pre-project "abstract." It should provide a clear, stand-alone overview of the project and its expected outcomes. More extensive details will be provided in the activity descriptions in Section IV.*
2. *The project statement should be written in such a way that a general audience or someone unfamiliar with the project or the topic(s) it involves can understand the information as it is written: information should be logically presented and organized, appropriate explanation and detail should be included, clear language should be used, and jargon should be avoided.*
3. *Key points about a project that a reader should be able to take away from reading the project statement include:*
   a. *Basic project background or context: Why a project is being undertaken – the identified need for the effort and the issue/problem/challenge the project is addressing.*
   b. *Major project objectives: overall project aims or goals – i.e., the project outcomes – what the project is setting out to do in relation to the context. Be specific when possible (e.g., anticipated number of acres acquired, anticipated number of students reached, etc.).*
   c. *General project activities and methods: how project will be done – this might include some sense of the types of tasks to be undertaken (e.g., invasive species removal), tools to be used, or methods to be employed.*
   d. *Overall project significance: possible project implications, importance, relevance, and/or consequences. This would include information on the ultimate beneficiaries, users, or applications of your project's outcomes.*

III. OVERALL PROJECT STATUS UPDATES
This section will be used later when submitting periodic state update reports. You are required to submit status update reports at least twice each year during the project period, or approximately every six months. You may choose a reporting schedule (see section XI, "Reporting Requirements") of dates (e.g., January 2017, July 2017, etc.) appropriate to your anticipated workflow and project timeline (e.g., 2 year project = 3 dates; 3 year project = 5 dates, etc.).

Each successive status update entry below should be dated according to the reporting schedule you decide upon.

Project Status as of *[Insert date of First Status Update Report]***:**
For each status update submission, the entries in this section will be used to provide a concise, cumulative summary (suggested 250 word limit) of overall project efforts for the time period since your last submission. More detailed updates specific to individual activities and outcomes will be provided in entries within section IV, "Project Activities and Outcomes". All previous project status update entries will remain a part of each subsequent status update submission and not be deleted.

Project Status as of *[Insert date of Second Status Update Report]***:**

Project Status as of *[Insert date of Third Status Update Report]***:**

Project Status as of *[Insert date of Fourth Status Update Report, etc., if needed]***:**

For projects with appropriation availability ending June 30, 2018, there will be three total status update report dates plus a final report. For projects with appropriation availability beyond June 30, 2018, there will be additional status update reporting. If this applies to your project, insert two additional dates for each additional year beyond two years.

Overall Project Outcomes and Results:
A final abstract for your project that summarizes your project's overall outcomes and results will be inserted here when you complete your final report. Instructions for completing the final report will be sent to you in advance of your project completion date and available on the "Project Manager Info" page of the LCCMR website.

IV. PROJECT ACTIVITIES AND OUTCOMES:

This section details your project's activities and the specific, measureable outcomes resulting from each. For each individual activity provide a title, description, activity-specific budget, and list of outcomes and their expected completion dates. Use your proposal information as an initial starting point and then ***edit and elaborate with expanded information and specificity*** *as possible, appropriate, or necessary. <u>Be clear and complete.</u> For future status update submissions, you will use the dated entries for each activity in this section to detail the efforts of each individual activity and its outcomes. <u>Repeat the below structure for as many project activities as your project has and number the activities sequentially</u>.*

ACTIVITY 1: *Title (Title should be descriptive of the activity)*
Description: *Describe the project activity. As relevant or appropriate, include explanations of important background/context, specific tasks involved and how they will be carried out, methods to be utilized, objectives identified, outcomes to be achieved, and/or utility of the work to be undertaken. Explain any plans for evaluating activity outcomes. <u>Activity descriptions will not change in future status updates unless a work plan amendment that necessitates altering a description is proposed at a later date.</u>*

Summary Budget Information for Activity 1:

ENRTF Budget:	**$ 0**
Amount Spent:	**$ 0**
Balance:	**$ 0**

Provide a budgeted amount for each activity as a portion of the total ENRTF dollars. For the initial submittal, the "ENRTF Budget" and "Balance" will both be the original amount budgeted for each activity. With each future status update submission the amount spent and balance will be updated based on your updated Project Budget document to reflect expenditures to date for each activity.

Outcome	Completion Date
1. *Specific, measureable outcome #1*	
2. *Specific, measureable outcome #2*	
3. *Specific, measureable outcome #3*	

In the table list all specific, measureable outcomes to be achieved through the activity. <u>Add table rows for as many outcomes as needed and delete unused rows.</u> Outcomes should be clear and quantifiable; for example, describe miles of trail to be acquired and developed, acres to be acquired, datasets to be gathered, students to be reached, etc. For each outcome, provide anticipated dates during the project period for when the outcome will be completed. Do not just list the end date of the appropriation unless that is also the expected completion date for that outcome. This date will be used as a guide for reimbursement on completed outcomes.

Each successive status update entry below should be dated according to the reporting schedule you decided upon for section III, "Overall Project Status Updates" and Section XI, "Reporting Requirements".

Activity Status as of *(Insert Date of <u>First</u> Status Update Report)***:**
For each status update submission, the entries in this section will be used later to detail the efforts of each individual activity and its outcomes for the time period since your last submission. These entries should provide more detailed information, specific to the activity and its outcomes, than is provided in section III, "Overall Project Status Updates". <u>All previous activity status update entries will remain a part of each subsequent status update submission and not be deleted</u>.

Activity Status as of *[Insert Date of <u>Second</u> Status Update Report]***:**

Activity Status as of *[Insert Date of <u>Third</u> Status Update Report]***:**

Activity Status as of *[Insert date of <u>Fourth</u> Status Update Report, etc., if needed]***:**

For projects with appropriation availability ending June 30, 2018, there will be three total status update report dates plus a final report. For projects with appropriation availability beyond June 30, 2018, there will be additional status update reporting. If this applies to your project, insert two additional dates for each additional year beyond two years.

Final Report Summary: *This section will be used to provide a final summary of the activity accomplishments and outcomes completed during the project period.*

*<u>Repeat the above structure for each additional project activity (e.g., Activity 2, Activity 3, etc.), starting at the activity title through the activity "Final Report Summary" entry</u>***.**

V. DISSEMINATION:

Description: *Describe overall project plans for dissemination, presentation, documentation, or sharing of data, samples, physical collections, and other products. If a web site, social media, listserv, or other medium or mechanism will be used for information dissemination, please provide a web address or other instruction for how to find or receive the information.*

Each successive status update entry below should be dated according to the reporting schedule you previously decided upon for section III, "Overall Project Status Updates" and Section XI, "Reporting Requirements".

Status as of *(Insert Date of <u>First</u> Status Update Report)*:
For each status update submission, the entries in this section will be used later to provide information on any efforts related to dissemination, presentation, data sharing, etc., for the time period since your last submission. <u>All previous dissemination status update entries will remain a part of each subsequent status update submission and not be deleted</u>.

Status as of *(Insert Date of <u>Second</u> Status Update Report)***:**

Status as of *(Insert Date of <u>Third</u> Status Update Report)***:**

Status as of *(Insert date of <u>Fourth</u> Status Update Report, etc., if needed):*

For projects with appropriation availability ending June 30, 2017, there will be three total status update report dates plus a final report. For projects with appropriation availability beyond June 30, 2017, there will be additional status update reporting. If this applies to your project, insert two additional dates for each additional year beyond two years.

Final Report Summary:
This section will be used to provide a final summary of dissemination activities completed during the project period along with description of any plans for additional dissemination that will occur after project completion.

VI. PROJECT BUDGET SUMMARY:

A. ENRTF Budget:

*This section provides a project budget overview that aggregates and summarizes the more detailed information you will be providing in the Project Budget document. Only ENRTF dollars should be included here. See the "Project Budget_EXAMPLE.pdf" document for guidance on how to fill out this section. <u>The **Project Budget document** is where you will provide detailed descriptions of specific budget items that show the portions of the total ENRTF dollars allocated to each individual activity, as was done in section IV, "Project Activities and Outcomes".</u> The Project Budget document must be included with the initial work plan submission and an updated Project Budget document must be submitted with <u>every</u> future status update report in order to report expenditures.*

Budget Category	$ Amount	Overview Explanation
Personnel:	$	*Summarize types/categories and number of positions getting paid to do what along with indication of the % of full-time employment for each position for what portion of the project period and what dollar amount of the budget is allocated toward the position. List out by position types/categories.*
Professional/Technical/Service Contracts:	$	*Summarize proposed services and contracts by contractors, contract types, services, or categories . Be clear about whom the contract is to be made with, what services will be provided, and what dollar amount of the budget is allocated toward the individual service or contract. If a specific contractor is not yet determined, specify the type of contractor sought and indicate that the contractor is TBD by competitive bid.*
Equipment/Tools/Supplies:	$	*Summarize equipment, tools, and supplies.* *Provide general descriptions of item(s) or item type(s) and their purpose. Indicate what dollar amount of the budget is allocated towards item(s) or item type(s). If a single piece of equipment will exceed $5,000, list it under "Capital Expenditures over $5,000" instead.*
Capital Expenditures Over $5,000:	$	*List by specific item(s) and what dollar amount of the budget is allocated toward the item(s). Provide additional explanation in the "Explanation of Capital Expenditures Greater Than $5,000" section below.*
Fee Title Acquisition:	$	*Specify expected number of acres and who will hold the title(s) to the land.*
Easement Acquisition:	$	*Specify expected number of acres and who will hold the easement(s).*
Professional Services for Acquisition:	$	*Specify costs associated with fee title and conservation easement acquisition transactions.*
Printing:	$	*Specify types of printing expenses anticipated. If more than one type, indicate what dollar amount of the budget is allocated toward each.*
Travel Expenses in MN:	$	*Specify types of travel expenses, e.g., mileage, lodging, meals. Per diems are not allowed. For multiple travel categories indicate what dollar amount of the budget is allocated toward each category.*
Other:	$	*Describe the item or activity and cost - be specific. If more than one item or activity, indicate what dollar amount of the budget is allocated toward each.*
TOTAL ENRTF BUDGET:	**$**	

Add table rows as needed. Delete rows of unused categories.

Explanation of Use of Classified Staff: *If your organization is a state agency and classified staff will be paid out of this appropriation, include an explanation of how the state agency will backfill the portion of the classified staff salary paid. If no classified staff will be paid with this appropriation, indicate "N/A".*

Explanation of Capital Expenditures Greater Than $5,000: *For capital expenditures greater than $5,000 for facilities, equipment, and other capital assets, explain how equipment purchased with the appropriation will continue to be used for the same program through its useful life, or, if the use changes, provide a commitment to pay back the Environment and Natural Resources Trust Fund an amount equal to either the cash value received or a residual value approved by the*

LCCMR director if it is sold. If no capital expenditures greater than $5,000 will be made with this appropriation, indicate "N/A".

We request the below information pertaining to FTEs because we are statutorily required to report it.
Number of Full-time Equivalents (FTE) Directly Funded with this ENRTF Appropriation: *For this section you need to determine the total number of full-time equivalents to be funded within the Personnel budget category that are directly attributed to and paid for with these ENRTF funds. One full-time equivalent (FTE) is defined as one person working full time for one year (i.e., 2,080 hours = 52 weeks x 40 hours/week). The number should be calculated by compiling the total number of hours planned for each position, or portion of a position, over the entire project period divided by 2,080. For example, one full time employee working 2,080 hours per year for a two year project would have total hours of 4,160; 4,160 divided by 2,080 equals 2 so the person would equal 2 FTEs over the project period. If two additional personnel were to both work 50% time each year over the two year project period, that would be total hours of 4,160 and would also equal 2 FTEs over the project period. Together the three people would total 4 FTEs over the project period. It is realized that this is a best estimate. If no personnel will be paid with this appropriation, indicate "N/A".*

Number of Full-time Equivalents (FTE) Estimated to Be Funded through Contracts with this ENRTF Appropriation: *For this section, you need to approximate the FTEs expected to be funded as personnel through the Contracts budget category and then calculate a total number of FTEs using the same method described in the section directly above. It is realized that this is a best estimate, particularly since some contractors may not yet be selected. If no contract personnel will be paid with this appropriation, indicate "N/A".*

B. Other Funds:
This section should include other funds that will be directly used towards implementing this project. Specify the source of the funds and whether the funds are cash or in-kind. Update the amount spent with each status update report. If there are no other funds that will be used toward implementing this project, delete the table and indicate "N/A".

Source of Funds and Use of Funds	$ Amount Proposed	$ Amount Spent	Use of Other Funds
Non-state			
Identify the specific source (e.g., NSF grant, foundation grant, local government grant) and indicate whether it is cash or in-kind support	$	$	*Specify use of funds, e.g. personnel, fee title acquisition, travel*
State			
Identify the specific source (e.g., Outdoor Heritage Fund, Clean Water Fund, bonding) and indicate whether it is cash or in-kind support	$	$	*Specify use of funds, e.g. personnel, fee title acquisition, travel*
TOTAL OTHER FUNDS:	**$**	**$**	

List each unique source in its own row and add table rows as needed.

VII. PROJECT STRATEGY:

A. Project Partners: *If the project has a project team or organizational partners that will be helping carry out the project activities, list names and affiliation and explain what their role is in the project, including explanations of which partners will be receiving ENRTF funds and which partners will be contributing funds or resources from other sources. <u>If a partner is receiving ENRTF funds, specifically state the dollar amount that partner will receive from the appropriation.</u>*

B. Project Impact and Long-Term Strategy: *Describe the intended impact or utility of this project for Minnesota's environment and natural resources and how it fits into any larger context of past and/or future efforts, particularly directly related efforts or project phases. Describe long-term uses, implications, or consequences resulting from the project. As applicable, describe long-term strategies for sustaining the efforts begun with these funds into the future.*

C. Funding History: *This section should list the state or non-state money, cash or in-kind, spent or to be expended on this specific project or directly related effort in the five years prior to July 1, 2016. Specify funding source, use of funds,* *funding timeframe, and dollar amount. It is possible that a single funding source could be listed more than once for different timeframes and dollar amounts. For example, if your project was a continuation of a previous ENRTF-funded effort that received two separate ENRTF appropriations over the past five years, each of the two appropriations would have its own row because the timeframe for the funds would be different and the dollar amount might be different. If there is no spending history specific to this effort, delete the table and indicate "N/A".*

Funding Source and Use of Funds	Funding Timeframe	$ Amount
Identify the specific source of funds (e.g., ENRTF, NSF grant, foundation grant, Outdoor Heritage Fund, bonding, organization funds) and indicate whether funds are cash or in-kind support. Any listings for MN state appropriated dollars (e.g., ENRTF, OHF, bonding) should include a legal citation for the appropriation.	*Timeframe during which the funds are/were available to be expended using either start date to end date (e.g., January 1, 2017 – December 31, 2018) or the state fiscal years (e.g., FY 17-18). The MN state fiscal year is July 1 to June 30 with the year in which the June 30 end date occurs being the designated year (e.g., FY 17 = July 1, 2016 – June 30, 2017).*	*$ amount of funds pertaining to particular source and specific timeframe.*
		$
		$

List each source for a particular timeframe and dollar amount in its own row. Add table rows as needed. Delete unused rows.

VIII. FEE TITLE ACQUISITION/CONSERVATION EASEMENT ACQUISITION/RESTORATION REQUIREMENTS:

Projects that DO NOT INVOLVE fee title acquisition, conservation easement acquisition, or restoration should indicate "N/A" for both sections A and B below, and then delete all of the text for the three portions of section B.

A. Parcel List:

Projects involving acquisition or restoration must include a list of parcels proposed to be acquired (fee title and conservation easement) or restored. There is a separate "Parcel List" template to do so. See "Instructions for Parcel List" on p. 12 of this document for more detailed information. If this section applies to your project, indicate "See attached Parcel List." Indicate "N/A" if this section does not apply to your project.

B. Acquisition/Restoration Information:

The information to be included in this section is to help fulfill specific requirements pertaining to fee title acquisition, conservation easement acquisition, and restoration efforts completed using Environment and Natural Resources Trust Fund dollars. More detailed information explaining these requirements is available in separate documents that are available on the "Project Manager Info" page of the LCCMR website under "Requirements for ENRTF Land Acquisitions and Restorations": http://www.lccmr.leg.mn/pm_info/manager_info_index.html. If your project involves fee title acquisition, conservation easement acquisition, or restoration, you must fill out the relevant portions below and you should also review the corresponding document explaining the requirements. For any portion that does not apply to your project, all of the text for that portion can be deleted. For example, if your project only involves fee title acquisition, you would respond to the five items listed under fee title acquisition and then delete all of the text for the portions relating to conservation easement acquisition and restoration. Indicate "N/A" if this section does not apply to your project and then delete all of the text for each of the three portions of this section.

Fee Title Acquisition

1. **Describe the selection process for identifying and including proposed parcels on the parcel list, including explanation of the criteria and decision-making process used to rank and prioritize parcels.**

2. **List all adopted state, regional, or local natural resource plans in which the lands included in the parcel list are identified. Include a link to the plan if one is available.**

3. **For any parcels acquired in fee title, a restoration and management must be prepared. Summarize the components and expected outcomes of restoration and management plans for parcels acquired by your organization, how these plans are kept on file by your organization, and overall strategies for long-term plan implementation, including how long-term maintenance and management needs of the parcel will be financed into the future.**

4. **For each parcel to be conveyed to a State of Minnesota entity (e.g., DNR) after purchase, provide a statement confirming that county board approval will be obtained.**

5. **If applicable (see M.S. 116P.17), provide a statement confirming that written approval from the DNR Commissioner will be obtained 10 business days prior to any final acquisition transaction.**

<u>Conservation Easement Acquisition</u>

1. **Describe the selection process for identifying and including proposed parcels on the parcel list, including explanation of the criteria and decision-making process used to rank and prioritize parcels.**

2. **List all adopted state, regional, or local natural resource plans in which the lands included in the parcel list are identified. Include a link to the plan if one is available.**

3. **For any conservation easement acquired, a restoration and management must be prepared. Summarize the components and expected outcomes of restoration and management plans for parcels acquired by your organization, how these plans are kept on file by your organization, and overall strategies for long-term plan implementation, including how long-term maintenance and management needs of the parcel will be financed into the future.**

4. **For each parcel to be conveyed to a State of Minnesota entity (e.g., DNR) after purchase, provide a statement confirming that county board approval will be obtained.**

5. **If applicable (see M.S. 116P.17), provide a statement confirming that written approval from the DNR Commissioner will be obtained 10 business days prior to any final acquisition transaction. A copy of the written approval should be provided to LCCMR.**

6. **Provide a statement addressing how conservation easements will address specific water quality protection activities, such as keeping water on the landscape, reducing nutrient and contaminant loading, protecting groundwater, and not permitting artificial hydrological modifications.**

7. **Describe the long-term monitoring and enforcement program for conservation easements acquired on parcels by your organization, including explanations of the process used for calculating conservation easement monitoring and enforcements costs, the process used for annual inspection and reporting on monitoring and enforcement activities, and the process used to ensure perpetual funding and implementation of monitoring and enforcement activities.**

<u>Restoration</u>

1. **Provide a statement confirming that all restoration activities completed with these funds will occur on land permanently protected by a conservation easement or public ownership.**

2. **Summarize the components and expected outcomes of restoration and management plans for the parcels to be restored by your organization, how these plans are kept on file by your organization, and overall strategies for long-term plan implementation.**

3. **Describe how restoration efforts will utilize and follow the Board of Soil and Water Resources “Native Vegetation Establishment and Enhancement Guidelines” in order to ensure ecological integrity and pollinator enhancement.**

4. **Describe how the long-term maintenance and management needs of the parcel being restored with these funds will be met and financed into the future.**

5. **Describe how consideration will be given to contracting with Conservation Corps of Minnesota for any restoration activities.**

6. **Provide a statement indicating that evaluations will be completed on parcels where activities were implemented both 1) initially after activity completion and 2) three years later as a follow-up. Evaluations should analyze improvements to the parcel and whether goals have been met, identify any problems with the implementation, and identify any findings that can be used to improve implementation of future restoration efforts at the site or elsewhere.**

IX. VISUAL COMPONENT or MAP(S):

Projects that DO NOT INVOLVE acquisition or restoration will attach a visual element and indicate "See attached [graphic, table, figure, etc.]." See "Instructions for Visual Component" on p. 11 of this document for more detailed information.

Projects that DO INVOLVE acquisition or restoration will attach a map(s) of specific project area(s) for acquisition and restoration and indicate "See attached map(s)." See "Instructions for Maps" on p. 12 of this document for more detailed information.

X. RESEARCH ADDENDUM:

Specified research projects will attach a Research Addendum. If a research addendum has been requested from you and this section applies to your project indicate "See attached Research Addendum." Indicate "N/A" if this section does not apply to your project.

XI. REPORTING REQUIREMENTS:

Periodic project status update reports will be submitted no later than [DATE], [DATE], and [DATE]. A final report and associated products will be submitted between June 30 and August 15, 20xx.

You are required to submit project status update reports at least twice each year, or approximately every six months. Provide dates, appropriate to your anticipated workflow and project timeline, that you propose to submit a status update report during the course of the project period (e.g., January 2017, September 2017, March 2018). Provide 2 additional dates per year for project status update reports if the project appropriation is longer than 2 years. At the end of the second sentence, specify the end year of your appropriation – i.e., two year appropriation = 2018, three year appropriation = 2019, etc.

Instructions for Completing M.L. 2016 Project Budget Document
Required for All Projects

The Project Budget document must be provided in spreadsheet format and updated with every status update report. Use the "M.L. 2016 Project Budget" MS Excel template available on the LCCMR "Project Manager Info" web page under "M.L. 2016 Project Manager Materials": http://www.lccmr.leg.mn/pm_info/manager_info_index.html. Please review the "Example Project Budget" for additional guidance and to ensure that you are filling out the document correctly. Please note that the examples are meant only as examples provided as guidance to help you fill out the document. Individual situations and particular items to be included in a budget can vary significantly from project to project. Thus any questions about how to fill out the budget document for a particular item so that it adequately represents and provides transparency for the intention of the expenditures should be directed to LCCMR via phone or email.
The Project Budget document has instructions inserted directly into the template in *italics* – you will delete all *italics* prior to submission. Below are some additional guidelines for completing your Project Budget document.

Guidelines:

1. The project budget should be generally consistent with your original proposal, adjusted accordingly based on the dollars recommended. Significant differences from the proposal budget need to be discussed with LCCMR staff.
2. The project budget document must correspond directly to the information contained in the work plan document, including budget allocations for individual activities and the information provided in section VI-A, "ENRTF Budget". However, whereas budget information contained in the work plan document is summary information, the project budget document is the actual auditable basis for your budget and therefore needs to provide a clearer and more specific level of detail.
3. See the "Guidance on Allowable Expenses" document available on the LCCMR "Project Manager Info" web page. As was indicated in the LCCMR's 2016 Request for Proposal, there are a number of types of expenses for which ENRTF dollars are ineligible to be used unless otherwise authorized by the LCCMR or that are outright prohibited. Generally, all budget items should fall within the categories listed under "Eligible Expenses". If you propose to use funds for anything listed under "Generally Ineligible Expenses – Unless Otherwise Authorized" you need to contact LCCMR staff to discuss. DO NOT include any of the items listed under "Prohibited Expenses" within your budget. This applies to ALL PROJECTS.
4. Be as specific as possible and use as many lines as needed. The template categories are suggested categories. If the template does not include a category that you need, add it or place items under "Other". Delete rows for budget categories that you do not need.
5. The project budget template has columns for 3 activities. If you have fewer than 3 activities, delete the columns you do not need. If you have more than 3 activities, use the same 3 column structure to add columns as necessary based on the number of activities in your project.
6. Many proposals listed expected contracts in the budget information. For the work plan's project budget, more specific information is needed than may have been provided in the proposal (e.g., type of contract? contracts with whom? to do what?). If this information is not available, you will need to issue a broadly competitive RFP and indicate this within your project budget.
7. The only allowable legal fees are for land acquisition and clearing title to land. Identify these costs as professional services for acquisition.
8. Travel expenses are subject to the limits in the Commissioners Plan, Chapter 15 at: http://mn.gov/mmb/employee-relations/labor-relations/Labor/commissioners-plan.jsp, or, if applicable, the U of MN expense policy at: http://www.fpd.finop.umn.edu/groups/ppd/documents/policy/travel.cfm. Out of state travel is generally not allowed. If you propose to have out of state travel, contact LCCMR staff to discuss.
9. It is recommended that you set up formulas to automatically calculate column and row totals.

Instructions for Visual Component
Required for Projects that DO NOT Involve Land Acquisition or Restoration

Projects **not involving** land acquisition or restoration would have provided a visual component with the original proposal. The visual was a map, graphic, table, photo(s), figure, or other visual component that illustrated or elaborated on information in the main proposal. For your work plan you should provide something similar. The visual provided with the work plan can be the same one used with the proposal if it remains relevant; it can be an updated version, as needed or appropriate based on the parameters of the funding recommendation; or it can be an entirely new visual that assists in illustrating the work and outcomes to be accomplished using the funds. Projects involving land development (e.g., trail development) should include a map of the trail segments to be developed using the funds.

Instructions for Completing M.L. 2016 Parcel List Component
Required for All Fee Title Acquisition, Conservation Easement, and Restoration Projects

For projects involving land acquisition (fee title or easement) or restoration, a Parcel List must be provided. Use the "M.L. 2016 Parcel List" MS Excel template available on the LCCMR "Project Manager Info" web page under "M.L. 2016 Project Manager Materials": http://www.lccmr.leg.mn/pm_info/manager_info_index.html.

The list should include all targeted parcels that you are currently considering for acquisition (fee title or easement) or restoration (all phases) using the appropriation. The list may include more parcels than you will ultimately be able to acquire or conduct restoration work on with the funds, but it should be targeted and specific to what you plan to do with the funds. To be eligible as part of your project a parcel must be included on the list; however, there is a procedure to get approval to add parcels during the project period through an amendment request if situations change or circumstances arise.

The following information is required in the acquisition/restoration list:

1. **Acquisition or Restoration Parcel Name(s):** *Working title or name used to identify each parcel/restoration area.*
2. **Geographic Coordinates:** *Latitude and longitude coordinates for the location of a parcel – preferably the center of the parcel (centroid).*
3. **Estimated Cost:** *Estimated cost of the parcel.*
4. **Estimated Annual PILT Liabilities:** *Estimate of any payment-in-lieu-of-taxes (PILT) liabilities for the state to a local government resulting from an acquisition.*
5. **County:** *County in which parcel is located.*
6. **Site Significance:** *Type of ecosystem that exists on a parcel and a summary of the ecological significance, site importance, conservation value, and public benefits particular to the parcel.*
7. **Activity Description:** *The activity or activities to occur on the parcel (e.g., fee title acquisition, conservation easement acquisition, site preparation, removal of woody vegetation, etc.). For conservation easements indicate whether the easement would be donated or purchased.*
8. **# of Acres:** *Size of parcel to be acquired or restored.*
9. **# of Shoreline Miles (if applicable):** *Shoreline miles impacted.*
10. **Type of Landowner:** *Current landowner, such as private individual/trust, non-profit organization, for-profit entity.*
11. **Proposed Fee Title or Easement Holder (if applicable):** *Organization or entity that will hold title of lands once acquired.*
12. **Status:** *Present status of a parcel (e.g., engaged in landowner negotiations, no longer in consideration, restoration activities underway). Update the status as it changes over the course of the appropriation.*

Use the table to provide periodic status update information and please submit an updated version with each status update report. To discuss any significant issues related to any particular parcel, use the "Activity Status as of [Date]" section under the associated activity within the work plan.

Instructions for Completing Map(s) Component
Required for All Acquisition and Restoration Projects

For projects involving land acquisition (fee title or easement), restoration, or land development (e.g., trail development), provide a map of each of the specific proposed parcel areas. The map must include north arrow and scale, and illustrate specific site location within city, county, region, and/or state. Each parcel does not need to be on its own map, but specific site location must be understandable if more than one parcel is included on the same map. Please submit map(s) with each status update report.