



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: July 27, 2016
To: Project Managers for 2017 ENRTF funding recommendations - Reconsidered from 2016 recommendations
From: Susan Thornton
Subject: **Request for Updated 2017 Work Plans Due Wednesday, September 14, 2016**

As indicated in our email to you on July 15, 2016, you are now being provided with instructions for submitting your work plan to the LCCMR for your proposal's 2017 funding recommendation. A project work plan must be approved by the LCCMR before a project can begin. Your work plan documents were previously completed in response to the LCCMR's 2016 funding recommendation. However, you will need to review and update those documents to align with the FY 2018 funding timeframe, which starts July 1, 2017. The documents attached to this email are the current, with updated coversheets, versions of your work plan, budget, and other associated documents that LCCMR has on file for your project – the only difference is that the documents have been updated for you in relevant places to reflect the 2017 work plan templates, rather than the 2016 templates.

Please review and revise, as applicable, all project work plan documents to ensure all information contained in the documents is still accurate and up-to-date. **At a minimum, document dates, schedules for status updates, and time frames for activities and outcomes will need to be revised to correspond with the FY2018 funding time frame.** If any more significant changes are needed from what was originally included in your 2016 work plan, please contact LCCMR staff to discuss the changes in advance of submission so that we understand what you are proposing to update/change. Send your updated work plan documents by Wednesday, September 14, 2016.

For your reference, instructions for preparing and submitting your work plan documents are attached to this email (and can be found on the "Project Manager Info" page of the LCCMR website – web address below). LCCMR staff are available for assistance and consultation in person, on the phone, or via email. Please don't hesitate to contact us if you have any questions.

Standard Project LCCMR Work Plan

LCCMR work plans for most projects consist of three separate components:

1. Work Plan main document
2. Visual component
3. Project Budget document

Please submit your complete 2017 LCCMR Work Plan and associated documents no later than Wednesday, September 14, 2016.

LCCMR staff will review your updated work plan and contact you if any additional information or revisions are necessary. **Following the instructions** will help avoid the need for changes and revisions to your submission. Work plans will be considered for final approval by the LCCMR in June in time for projects to begin on July 1, 2017.

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: Jason Tidemann, MN Dept. of Natural Resources
Kamala Upadhyaya, University of Minnesota

Jeff Broberg, Sen. Gary Dahms, Sen. Kari Dziedzic, William Faber, Nancy Gibson, Rep. Tom Hackbarth,
Bonnie Harper-Lore, Sen. John Hoffman, Gary Lamppa, Rep. Denny McNamara, Norman Moody, Rep. John Persell,
Sen. David Tomassoni, Rep. Paul Torkelson, Rep. Jean Wagenius, Sen. Torrey Westrom, Della Young

LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES

Brett Carlson, University of Minnesota
Awards@umn.edu