



LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES

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Susan Thornton, Director

Date: July 27, 2016
To: Project Managers for 2017 ENRTF funding recommendations
From: Susan Thornton
Subject: **Request for 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 a complete 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. LCCMR work plans provide **expanded and more specific and detailed information on project plans, activities, and outcomes than the original proposal.**

Carefully follow the instructions for completing your work plan in order to avoid the need for revisions. 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). 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.

Depending on the nature of your project, your Environment and Natural Resources Trust Fund project work plan will consist of different components, according to the below configurations.

Standard Project LCCMR Work Plan (Most Projects)

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

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

Land Acquisition or Restoration Project LCCMR Work Plan

LCCMR work plans for projects involving land acquisition or restoration activities consist of four separate components:

1. Work Plan main document
2. Project Budget document
3. Map(s) (i.e. visual component)
4. Parcel List document

Research Project LCCMR Work Plan for Peer Review

LCCMR work plans for projects involving a significant research element consist of four separate components:

1. Work Plan main document
2. Visual component
3. Project Budget document
4. Research Addendum for Peer Review*

***Research Projects Only:** Projects with a significant research element are required to submit Research Addendums for peer review. LCCMR staff have contacted project managers of projects identified for which this applies. Research Addendums are the basis for a formal peer review process and therefore provide much more detailed technical information about items such as hypothesis, methodology, deliverables, etc. In

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contrast, the work plan acts as the public representation of your project plans, activities, and outcomes and should be easily understandable to someone unfamiliar with your project or discipline.

Please also be aware that in some cases there are specific LCCMR actions and requests pertaining to the funding recommendation for a project 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. 2017 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 2017 templates for developing your 2017 work plan.**

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

Your complete work plan should be as detailed and specific as needed to adequately represent your project activities and outcomes. LCCMR staff will review your complete work plan and contact you if any additional information or revisions are necessary. **Carefully following the instructions** will help avoid the need for changes and revisions to your initial submission. Work plans will be considered for final approval by the LCCMR in June 2017 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.

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