**Date of Submission:**

**Date of Next Status Update Report:**

**Date of Work Plan Approval:**

**Project Completion Date:**

**Does this submission include an amendment request? \_\_**

**PROJECT TITLE:**

**Project Manager:**

**Organization:**

**Mailing Address:**

**City/State/Zip Code:**

**Telephone Number:** (xxx) xxx-xxxx

**Email Address:**

**Web Address:**

**Location:**

|  |  |  |
| --- | --- | --- |
| **Total ENRTF Project Budget:** | **ENRTF Appropriation:** | **$0** |
|  | **Amount Spent:** | **$0** |
|  | **Balance:** | **$0** |

**Legal Citation:** M.L. 2017, Chp. xx, Sec. xx, Subd. xx

**Appropriation Language:**

*[To be inserted following the MN Legislative Session in Spring 2017. This will be blank for the initial submission and will be provided to you at a later date.]*

**I. PROJECT TITLE:**

**II. PROJECT STATEMENT:**

**III. OVERALL PROJECT STATUS UPDATES:**

**Project Status as of** *[Insert Date of First Status Update Report]***:**

**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]***:**

**Overall Project Outcomes and Results:**

**IV. PROJECT ACTIVITIES AND OUTCOMES:**

**ACTIVITY 1:**

**Description:**

|  |  |  |
| --- | --- | --- |
| **Summary Budget Information for Activity 1:** | **ENRTF Budget:** | **$ 0** |
|  | **Amount Spent:** | **$ 0** |
|  | **Balance:** | **$ 0** |

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

**Activity 1 Status as of** *[Insert Date of First Update Report]***:**

**Activity 1 Status as of** *[Insert Date of Second Update Report]***:**

**Activity 1 Status as of** *[Insert Date of Third Update Report]***:**

**Activity 1 Status as of** *[Insert Date of Fourth Update Report, etc., if needed]***:**

**Final Report Summary:**

Copy and paste 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.

**V. DISSEMINATION:**

**Description:**

**Status as of** *[Insert Date of First Update Report]***:**

**Status as of** *[Insert Date of Second Update Report]***:**

**Status as of** *[Insert Date of Third Update Report]***:**

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

**Final Report Summary:**

**VI. Project Budget SUMMARY:**

**A. Preliminary ENRTF Budget Overview:**

**\*This section represents an overview of the preliminary budget at the start of the project. It will be reconciled with actual expenditures at the time of the final report.**

|  |  |  |
| --- | --- | --- |
| **Budget Category** | **$ Amount** | **Overview Explanation** |
| Personnel: | $  |  |
| Professional/Technical/Service Contracts: | $ |  |
| Equipment/Tools/Supplies: | $ |  |
| Capital Expenditures over $5,000: | $ |  |
| Fee Title Acquisition: | $ |  |
| Easement Acquisition: | $ |  |
| Professional Services for Acquisition: | $ |  |
| Printing: | $ |  |
| Travel Expenses in MN: | $ |  |
| Other: | $ |  |
| **TOTAL ENRTF BUDGET:** | **$** |  |

**Explanation of Use of Classified Staff:**

**Explanation of Capital Expenditures Greater Than $5,000:**

**Total Number of Full-time Equivalents (FTE) Directly Funded with this ENRTF Appropriation:**

**Total Number of Full-time Equivalents (FTE) Estimated to Be Funded through Contracts with this ENRTF Appropriation:**

**B. Other Funds:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Source of Funds** | **$ Amount****Proposed** | **$ Amount Spent** | **Use of Other Funds** |
| **Non-state**  |  |  |  |
|  | $ | $ |  |
| **State** |  |  |  |
|  | $ | $ |  |
| **TOTAL OTHER FUNDS:** | **$** | **$** |  |

**VII. PROJECT STRATEGY:**

**A. Project Partners:**

**Partners receiving ENRTF funding**

* *Name, Title, Affiliation, $ Amount, Role*

**Partners NOT receiving ENRTF funding**

* *Name, Title, Affiliation, Role*

**B. Project Impact and Long-term Strategy:**

**C. Funding History:**

|  |  |  |
| --- | --- | --- |
| **Funding Source and Use of Funds** | **Funding Timeframe** | **$ Amount** |
|  |  | $ |
|  |  | $ |
|  |  | $ |

**VIII. REPORTING REQUIREMENTS:**

* **The project is for xx years, will begin on xx/xx/xx, and end on xx/xx/xx.**
* **Periodic project status update reports will be submitted** *[month/day]* **and** *[month/day]* **of each year.**
* **A final report and associated products will be submitted between June 30 and August 15, 20xx**.

**IX. VISUAL COMPONENT or MAP(S):**

**X. FEE TITLE ACQUISITION/CONSERVATION EASEMENT/RESTORATION REQUIREMENTS:**

**A. Parcel List:**

**B. Acquisition/Restoration Information:**

**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.**

**Conservation Easement 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 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.**

**Restoration**

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.**