**Today’s Date:**

**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:**

**College/Department/Division:**

**Mailing Address:**

**City/State/Zip Code:**

**Telephone Number:**

**Email Address:**

**Web Address:**

**Location:**

**Total Project Budget:** $0

**Amount Spent:** $0

**Balance:** $0

**Legal Citation:** M.L. 2018, Chp. xx, Sec. xx, Subd. xx

**Appropriation Language:**

# I. PROJECT STATEMENT:

# II. OVERALL PROJECT STATUS UPDATES:

**First Update January 31, 2019**

**Second Update June 30, 2019**

**Third Update January 31, 2020**

**Final Update June 30, 2020**

# III. PROJECT ACTIVITIES AND OUTCOMES:

## ACTIVITY 1:

**Description:**

**ENRTF BUDGET: $**

|  |  |
| --- | --- |
| **Outcome** | **Completion Date** |
| 1. |  |
| 2. |  |
| 3. |  |

### First Update January 31, 2019

### Second Update June 30, 2019

### Third Update January 31, 2020

### Final Update June 30, 2020

# IV. DISSEMINATION:

**Description:**

### First Update January 31, 2019

### Second Update June 30, 2019

### Third Update January 31, 2020

### Final Update June 30, 2020

# V. PROJECT BUDGET SUMMARY:

## A. Preliminary ENRTF Budget Overview:

|  |  |
| --- | --- |
| **BUDGET ITEM *(See "***[***Guidance on Allowable Expenses***](http://www.lccmr.leg.mn/pm_info/manager_info_index.html)***")*** | **AMOUNT** |
| Personnel | $ |
| Professional/Technical/Service Contracts | $ |
| Equipment/Tools/Supplies | $ |
| Capital Expenditures Over $5,000 | $ |
| Acquisition (Fee Title or Permanent Easements) | $ |
| Professional Services for Acquisition | $ |
| Printing | $ |
| Travel | $ |
| Additional Budget Items | $ |
| **TOTAL ENVIRONMENT AND NATURAL RESOURCES TRUST FUND $ REQUEST =** | **$** |

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

**Explanation of Use of Classified Staff:**

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

|  |  |
| --- | --- |
| Enter Total Estimated Personnel Hours: | Divide by 2,080 = TOTAL FTE: |

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

|  |  |
| --- | --- |
| Enter Total Estimated Personnel Hours: | Divide by 2,080 = TOTAL FTE: |

## B. Other Funds:

|  |  |  |  |
| --- | --- | --- | --- |
| **SOURCE OF AND USE OF OTHER FUNDS** | **Amount Proposed** | **Amount Spent** | **Status and Timeframe** |
| **Other Non-State $ To Be Applied To Project During Project Period:** | | | |
|  | $ | $ |  |
| **Other State $ To Be Applied To Project During Project Period:** | | | |
|  | $ | $ |  |
| **Past and Current ENRTF Appropriation**: | | | |
|  | $ | $ |  |
| **Other Funding History:** | | | |
|  | $ | $ |  |

# VI. PROJECT PARTNERS:

## A. Partners receiving ENRTF funding

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Affiliation** | **Role** |
|  |  |  |  |

## B. Partners NOT receiving ENRTF funding

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Affiliation** | **Role** |
|  |  |  |  |

# VII. LONG-TERM- IMPLEMENTATION AND FUNDING:

# VIII. REPORTING REQUIREMENTS:

* **The project is for xx years, will begin on month/day/year, and end on month/day/year.**
* **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. SEE ADDITIONAL WORK PLAN COMPONENTS:

**A. Budget Spreadsheet**

**B. Visual Component or Map**

**C. Parcel List Spreadsheet**

**D. Acquisition, Easements, and Restoration Requirements**

**E. Research Addendum**