



## Instructions for Completing/Creating Environment and Natural Resources Trust Fund M.L. 2018 ENRTF Work Plan

### The ENRTF Work Plan

Congratulations on having your project recommended by the Legislative-Citizen Commission on Minnesota Resources (LCCMR)!

It is now time to develop your work plan. The work plan provides 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 (ENRTF).

**Please submit your complete 2018 LCCMR Work Plan and associated documents no later than Friday, December 15, 2017 to LCCMR at [lccmr@lccmr.leg.mn](mailto:lccmr@lccmr.leg.mn)**

The work plan will be used for project status updates and reporting expenditures over the timeframe of your project. LCCMR staff will also use the information contained in your work plan to help respond to any questions that arise during the legislative process and to share general updates on your project with the public via various media efforts. All work plans will be posted on the LCCMR website.

Use your proposal as a starting point and then expand and edit for clarity and completeness to best represent the specific work that you will be undertaking based on the actual dollars recommended for appropriation and your most up-to-date knowledge. In the future, updates are added to the work plan while the original project descriptions and budgets typically do not change. If changes are needed, you will be able to request LCCMR approval through an amendment process.

Depending on the nature of your project, your ENRTF Work Plan will consist of 3-6 different components:

ENRTF Work Plan Components	Links to Instructions and Templates		Standard Project (Most Common)	Land Acquisition, Easement, or Restoration Project	Research Project
Work Plan (Main Document)	<a href="#">Instructions</a>	<a href="#">Template</a>	X	X	X
Budget Spreadsheet	<a href="#">Instructions</a>	<a href="#">Template</a>	X	X	X
Visual Component or Map	See Work Plan Main Document		X	Map required	X
Acquisition/Restoration Parcel List Spreadsheet	<a href="#">Instructions</a>	<a href="#">Template</a>		X	
Additional Work Plan Information for Acquisition, Easements, and Restoration	<a href="#">Template</a>			X	
Research Addendum	Provided By Staff				X

### Templates and Instructions

Templates and instructions for each of these components can be found by clicking the links above or on the LCCMR “Project Manager Info” web page under “M.L. 2018 Project Manager Materials”:

[http://www.lccmr.leg.mn/pm\\_info/manager\\_info\\_index.html](http://www.lccmr.leg.mn/pm_info/manager_info_index.html).

### Format

There is no maximum length for the work plan document, however we ask that you please use single-spacing and 11-point font. The ENRTF work plan should be written for a general public (i.e. non-technical) audience and should expand upon the information provided in your proposal.

Please note: A project may not begin until the appropriation is signed into law and the project's work plan has been approved by the LCCMR. This is estimated to occur by June 2018.

Please feel free to contact LCCMR staff at [lccmr@leg.mn.us](mailto:lccmr@leg.mn.us) or 612-296-2406 with any questions- we're here to help.

*M.L. 2018 Work plan Main Document with instructions shown in italics*



**Environment and Natural Resources Trust Fund (ENRTF)**  
**M.L. 2018 ENRTF Work Plan (Main Document)**

**Today's Date:** *Insert the current date.*

**Date of Next Status Update Report:** *Insert the date of first proposed status update report.*

**Date of Work Plan Approval:** *Leave blank on initial submission. Staff will add after LCCMR approval.*

**Project Completion Date:** *This is June 30, 2020 unless you requested 3 or more years in your proposal.*

**Does this update include an amendment request?** *Leave blank on initial submission or type "No".*

**PROJECT TITLE:** *Use the title from your proposal. Note: your project title may get adjusted to make it more clear or descriptive for the appropriation language that will be signed into law.*

**Project Manager:** *List only one person as the main contact for the project*

**Organization:**

**College/Department/Division:**

**Mailing Address:**

**City/State/Zip Code:**

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

**Email Address:**

**Web Address:** *List any applicable web addresses pertaining to the project or organization*

**Location:** *What area will the project impact? Be as specific as possible in terms of region, county, and city/township—see RFP for a map of MN divided by geographic region. If the anticipated impact involves the entire state, then list "Statewide".*

**Total Project Budget: \$0**

**Amount Spent: \$0**

**Balance: \$0**

*Use the amount recommended for funding by the LCCMR as the "Total Project Budget" amount. The amount listed for "Total Project Budget" and "Balance" will be the same.*

**Legal Citation:** ML 2018, Chp. xx, Sec. xx, Subd. xx.

*Staff will update the legal citation upon work plan approval by the LCCMR following the MN Legislative Session.*

**Appropriation Language:** *Staff will update the legal citation upon work plan approval by the LCCMR following the MN Legislative Session.*

**I. PROJECT STATEMENT:**

*Provide a clear, stand-alone description of the project including quantifiable outcomes and their potential impact. In discussing impact, include the ultimate beneficiaries, users, and applications of your project’s outcomes. Provide background information needed for the general public to understand the significance of your project.*

**II. OVERALL PROJECT STATUS UPDATES**

*This section will be used when submitting successive periodic status update reports to the LCCMR.*

*You are required to submit project status update reports approximately every six months, for the duration of the project. Add additional updates for projects longer than two years.*

*Note: You may select different months if January and July are not compatible with your project timeline e.g. restoration or seasonally dependent projects.*

- First Update January 31, 2018**
- Second Update June 30, 2018**
- Third Update January 31, 2019**
- Final Update June 30, 2020**

**III. PROJECT ACTIVITIES AND OUTCOMES:**

*This section details your project’s activities and the specific, measureable outcomes resulting from each.*

*Repeat the below structure for each additional project activity (e.g., Activity 2, Activity 3, etc.), starting at the activity title (i.e. “Activity 1”) through the activity “Final Update” entry.*

**ACTIVITY 1:** *Title (Title should be descriptive of the activity)*

**Description:** *Describe the project activity (suggested 250 word limit). Include the objective of the activity, the tasks involved, how they will be accomplished, and the specific outcomes. Also provide the impact of the outcomes and how they may be used. Explain any plans for evaluating activity outcomes.*

**ENRTF BUDGET: \$**

*Provide a budgeted amount for each activity as a portion of the total ENRTF dollars.*

<b>Outcome</b>	<b>Completion Date</b>
<b>1. Specific, measureable outcome</b>	
<b>2. Specific, measureable outcome</b>	
<b>3. Specific, measureable outcome</b>	

*In the outcome table, summarize the specific, measureable outcomes to be achieved through the activity and the anticipated completion date. Add or delete rows as needed. The completion 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 previously decided upon for section II, “Overall Project Status Updates.”*

- First Update January 31, 2018**
- Second Update June 30, 2018**
- Third Update January 31, 2019**
- Final Update June 30, 2020**

**IV. DISSEMINATION:**

**Description:** Describe overall project plans for dissemination, presentation, documentation, or sharing of data, results, 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 II, "Overall Project Status Updates."

**First Update January 31, 2018**

**Second Update June 30, 2018**

**Third Update January 31, 2019**

**Final Update June 30, 2020**

**V. PROJECT BUDGET SUMMARY:**

**A. Preliminary ENRTF Budget Overview:**

This section provides an overview of your beginning project budget. Insert \$ amounts below.

Add or delete rows as needed.

<b>BUDGET ITEM (See "Guidance on Allowable Expenses")</b>	<b>AMOUNT</b>
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	\$
<b>TOTAL ENVIRONMENT AND NATURAL RESOURCES TRUST FUND \$ REQUEST =</b>	<b>\$</b>

**Explanation of Capital Expenditures Greater Than \$5,000:** For 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".

**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".

**Total Number of Full-time Equivalents (FTE) Directly Funded with this ENRTF Appropriation:** *LCCMR is statutorily required to report on the total FTE supported with its appropriations. Provide a best estimate of the total number of FTE within the Personnel budget to be 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). If no personnel will be paid with this appropriation, indicate "N/A".*

*FTE per this project/appropriation*

Enter Total Estimated Personnel Hours for entire duration of project:	Divide by 2,080 hours in 1 yr = TOTAL FTE:
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**Total Number of Full-time Equivalents (FTE) Estimated to Be Funded through Contracts with this ENRTF Appropriation:** *Please approximate the FTEs expected to be funded through the Contracts budget category. It is understood 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".*

*FTE per this project/appropriation*

Enter Total Estimated Contract Personnel Hours for entire duration of project:	Divide by 2,080 hours in 1 yr = TOTAL FTE:
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**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. List each unique source in its own row and add or remove rows as needed. Update the amount spent with each status update report. If there are no other funds indicate "N/A".*

<b>SOURCE OF AND USE OF OTHER FUNDS</b>	<b>Amount Proposed</b>	<b>Amount Spent</b>	<b>Status and Timeframe</b>
<b>Other Non-State \$ To Be Applied To Project During Project Period:</b> <i>Indicate any additional non-state cash dollars secured or applied for to be spent on the project during the funding period. For each individual sum, list out the source of the funds, the amount, and indicate whether the funds are secured or pending approval.</i>	\$	\$	<i>Indicate: Secured or Pending Timeframe during which the funds are/were available to be expended using either start date to end date (e.g., January 1, 2018 – December 31, 2019) or the state fiscal years (e.g., FY 18-19).</i>
<b>Other State \$ To Be Applied To Project During Project Period:</b> <i>Indicate any additional state cash dollars (e.g., bonding, other grants) secured or applied for to be spent on the project during the funding period. For each individual sum, list out the source of the funds, the amount, and indicate whether the funds are secured or pending approval. Include Legal Citation, title, and dollar amount for state funds such as OHF, and CWF.</i>	\$	\$	<i>Indicate: Secured or Pending</i>
<b>In-kind Services To Be Applied To Project During Project Period:</b> <i>Indicate any additional in-kind service(s) secured or applied for to be spent on the project during the funding period. For each type of service, list type of service(s), estimated value, and indicate whether it is secured or pending. In-kind services listed must be specific to the project.</i>	\$	\$	<i>Indicate: Secured or Pending</i>
<b>Past and Current ENRTF Appropriation:</b> <i>Include legal citation, title and dollar amount from any current ENRTF appropriation for any directly related project of the project manager or organization that remains unspent or not yet legally obligated</i>	\$	\$	<i>Indicate: Unspent? Legally Obligated? Other?</i>

<i>at the time of proposal submission. Be as specific as possible. Indicate the status of the funds.</i>			
<b>Other Funding History:</b> <i>Indicate funding secured but to be expended prior to July 1, 2018, for activities directly relevant to this specific funding request. State specific source(s) of funds and dollar amount.</i>	\$	\$	<i>Indicate: Secured or Pending</i>

**VI. 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. Add rows as needed*

**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:**

*Describe how the results will be implemented and how any ongoing effort will be funded. If not already addressed as part of the project, how will findings, results, and products developed be implemented after project completion? If additional work is needed, how will this be funded?*

**VIII. REPORTING REQUIREMENTS:**

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

**IX. SEE ADDITIONAL WORK PLAN COMPONENTS:**

*Please remember to submit any additional work plan components as required.*

**A. Budget Spreadsheet**

**B. Visual Component or Map**

*Projects not involving land acquisition or restoration may attach a map, graphic, table, photo(s), or figure to help illustrate or elaborate on your project. This may be the same or an updated version of what was submitted with your proposal.*

*Projects involving land acquisition (fee title or easement), restoration, or land development (e.g., trail development) are required to attach 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.*

**C. Parcel List Spreadsheet**

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

**E. Research Addendum**