



Instructions for Completing/Creating Environment and Natural Resources Trust Fund M.L. 2019 ENRTF Work Plan

The ENRTF Work Plan

The Environment and Natural Resources Trust Fund (ENRTF) 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 ENRTF funding.

The work plan will also be used for submitting project status updates and reporting expenditures to LCCMR over the lifetime of your project. LCCMR staff will 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.

Please begin by transferring information from your LCCMR proposal and then provide additional information where requested. Do not alter what you submitted as your proposal unless to adjust activities and outcomes as a result of a recommendation that is less funding than the amount you requested or to address an issue identified in the “proposal notes” column for your proposal, shown on the “2019 ENRTF LCCMR recommendations” spreadsheet

In the future, updates will be added to the work plan while the original project descriptions and budgets typically will not change. If changes are needed, you may 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. This document contains instructions for several components; others are self-explanatory:

ENRTF Work Plan Components	Link to Instructions	Standard Project (Most Common)	Land Acquisition, Easement, or Restoration Project	Research Project
Work Plan (Main Document)	Page 2	X	X	X
Budget Spreadsheet	Page 6	X	X	X
Visual Component or Map	Page 8	X	Map required	X
Acquisition, Easement, and Restoration Parcel List Spreadsheet	See template		X	
Additional Information for Acquisition, Easements, and Restoration	See template		X	
Research Addendum	Provided by staff if applicable			X

Format

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

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



Environment and Natural Resources Trust Fund (ENRTF)
M.L. 2019 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: *Insert proposed end date of your project.*

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

PROJECT TITLE: *Fill in the title from your proposal.*

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 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 of your LCCMR recommendation for "Total Project Budget" and "Balance" on your initial submission.

Legal Citation: M.L. 2019, 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:

COPY AND PASTE YOUR ENTRY FOR THIS SECTION FROM YOUR PROPOSAL. UPDATE ONLY IF NEEDED TO REFLECT A RECOMMENDATION THAT IS LESS FUNDING THAN THE AMOUNT REQUESTED

In this section, provide a summarizing overview statement (1/2 page or less) that is very specific to the project and clearly and succinctly states:

- *Overall goals of the project (e.g., reduce forest fragmentation, improve water quality) and the specific, direct outcomes you aim to achieve (e.g., populations served, geographic areas served, resources impacted, species impacted).*
- *How the project will achieve those goals (i.e., the project itself and types of activities involved).*
- *Why this project needs to be done (i.e., the context or problem to which it is responding; the opportunity, challenge, issue, or need the project would address).*

It is recommended that the main concept of the project be at least previewed in the first sentence of your statement

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.

Note: You may select different months if March and September are not compatible with your project timeline e.g. for restoration or other seasonally dependent projects.

First Update March 1, 2020

Second Update September 1, 2021

Third Update March 1, 2021

Fourth Update September 1, 2022

Fifth Update March 1, 2022

Final Report between project end (June 30) and August 15, 2022

III. PROJECT ACTIVITIES AND OUTCOMES:

COPY AND PASTE YOUR ENTRY FOR THIS SECTION FROM YOUR PROPOSAL. UPDATE ONLY IF NEEDED TO REFLECT A RECOMMENDATION THAT IS LESS FUNDING THAN THE AMOUNT REQUESTED

This section details your project's activities and the specific, measureable outcomes resulting from each. A project will ideally have 1-3 activities.

Copy and paste "Activity 1" through "Final Update" for each Activity your project will have. Then re-label as Activity 1, Activity 2, Activity 3 and fill in the details as requested.

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.*

ACTIVITY 1 ENRTF BUDGET: *\$ Provide a budgeted amount for each activity as a portion of the total ENRTF dollars.*

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

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 March 1, 2020

Second Update September 1, 2021

Third Update March 1, 2021

Fourth Update September 1, 2022

Fifth Update March 1, 2022

Final Report between project end (June 30) and August 15, 2022

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 instruction for how to find or receive the information. Please remember it is a requirement to acknowledge ENRTF support on all project publications, signage, and other public communications and outreach related to work completed using the appropriation. See [ENRTF Acknowledgement Guidelines](#) for more 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 March 1, 2020

Second Update September 1, 2021

Third Update March 1, 2021

Fourth Update September 1, 2022

Fifth Update March 1, 2022

Final Report between project end (June 30) and August 15, 2022

V. ADDITIONAL BUDGET INFORMATION:

A. Personnel and Capital Expenditures

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 total personnel hours 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 total contract hours by 2,080 hours in 1 yr = TOTAL FTE:
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VI. PROJECT PARTNERS:

COPY AND PASTE YOUR ENTRY FOR THIS SECTION FROM YOUR PROPOSAL. UPDATE ONLY IF NEEDED TO REFLECT A RECOMMENDATION THAT IS LESS FUNDING THAN THE AMOUNT REQUESTED

If the project relies on partners outside the project manager's organization to help carry out the project activities, list names and affiliation and explain what their role is in the project, below. Please only include names of partners who have committed to the project.

A. Partners outside of project manager's organization receiving ENRTF funding

B. Partners outside of project manager's organization NOT receiving ENRTF funding

VII. LONG-TERM- IMPLEMENTATION AND FUNDING:

COPY AND PASTE YOUR ENTRY FOR THIS SECTION FROM YOUR PROPOSAL. UPDATE ONLY IF NEEDED TO REFLECT A RECOMMENDATION THAT IS LESS FUNDING THAN THE AMOUNT REQUESTED

Describe how the results will be implemented and how any ongoing effort will be funded after the project is completed. 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: fill in appropriate dates and numbers below

- Project status update reports will be submitted March 1 and September 1 each year of the project
- A final report and associated products will be submitted between June 30 and August 15, 2022

IX. SEE ADDITIONAL WORK PLAN COMPONENTS:

Submit any additional work plan components or mark as N/A.

- A. Budget Spreadsheet**
- B. Visual Component or Map**
- C. Parcel List Spreadsheet**
- D. Acquisition, Easements, and Restoration Requirements**
- E. Research Addendum**

Attachment A: INSTRUCTIONS

Environment and Natural Resources Trust Fund

M.L. 2018 Budget Spreadsheet

Legal Citation: Staff will update the legal citation upon work plan approval by the LCCMR

Project Manager: Fill in your name.

Project Title: Use the title from your proposal.

Organization: Fill in your organization

Project Budget: \$ Fill in your appropriation amount (this is the amount recommended for funding by LCCMR)

Project Length and Completion Date: Fill in the expected date of project completion in the format: # Years, June 30, 201X

Today's Date: Insert the current date.



ENVIRONMENT AND NATURAL RESOURCES TRUST FUND BUDGET	Budget	Spent	Balance
BUDGET ITEM			
Personnel (Wages and Benefits)	\$ -	\$ -	\$ -
List out by position or position type—one row per position/position type. For each, provide details as shown below. Add rows as needed. The Personnel budget is tracked at an overall budget level with initial estimates of allocations for each position/position type listed in the details of this column.			
Position/Position Type 1, \$ Amount (%salary %benefits) %FTE each year for # of years			
Position/Position Type 2, \$ Amount (%salary %benefits) %FTE each year for # of years			
Professional/Technical/Service Contracts			
List out proposed contracts. Be clear about whom the contract is to be made with and what services will be provided. If a specific contractor is not yet determined, specify the type of contractor sought and indicate that a competitive process will be used. List out by contract types/categories—one row per type/category. Add rows as needed.	\$ -	\$ -	\$ -
Equipment/Tools/Supplies			
List out general descriptions of item(s) or item type(s) and their purpose—one row per item(s)/item type(s). Add rows as needed. If a single piece of equipment will exceed \$5,000, list it under "Capital Expenditures over \$5,000" instead.	\$ -	\$ -	\$ -
Capital Expenditures Over \$5,000			
List specific items and approximate cost for each- one row per item. Add rows as needed.	\$ -	\$ -	\$ -
Fee Title Acquisition			
Specify an estimated number of parcels and acreage and who will hold the title to the land(s) acquired.	\$ -	\$ -	\$ -
Easement Acquisition			
Specify an estimated number of parcels and acreage and who will hold the easement acquired.	\$ -	\$ -	\$ -
Professional Services for Acquisition			
List costs associated with fee title and easement acquisition transactions. Indicate expected number of transactions and average costs per transaction.	\$ -	\$ -	\$ -
Printing			
List types of printing costs anticipated.	\$ -	\$ -	\$ -
Travel expenses in Minnesota			
Specify purpose for and types of travel expenses and indicate estimated allocations toward each type of expense, e.g., mileage, lodging, meals. Per diems are not allowed. Specify if using the "Commissioner's Plan" or University of Minnesota policy.	\$ -	\$ -	\$ -
Other			
Describe the expense—one row per type/category. Add rows as needed. Be specific.	\$ -	\$ -	\$ -
COLUMN TOTAL	\$ -	\$ -	\$ -

OTHER FUNDS CONTRIBUTED TO THE PROJECT	Status (secured or pending)	Budget	Spent	Balance
Non-State funds to be used directly toward implementing this project. List by source (1 source/type per row). List specific use (if any).		\$ -	\$ -	\$ -
State funds to be used directly toward implementing this project. List by source and appropriation (1 appropriation per row). List specific use (if any).		\$ -	\$ -	\$ -
In kind services to be used directly toward implementing this project. List by source a (1 source/type per row). List specific use (if any).		\$ -	\$ -	\$ -

PAST AND CURRENT ENRTF APPROPRIATIONS	Amount legally obligated but not yet spent	Budget	Spent	Balance
Legal citation and title for any current appropriations directly related to the project or project manager (1 appropriation per row)		\$ -	\$ -	\$ -
Legal citation and title for any past appropriations that will be spent prior to July 1, 2019 that are directly related to the current funding request (1 appropriation per row)		\$ -	\$ -	\$ -

GUIDANCE ON ALLOWABLE EXPENSES

ELIGIBLE EXPENSES

Eligible expenses are those expenses solely incurred through project activities that are directly related to and necessary for producing the project outcomes described in the proposal. All proposed expenses must be specified in the proposal submitted. Please note that for non-state entities all funds are awarded on a reimbursement basis, unless otherwise authorized, and all eligible expenses will need to be documented. Eligible expenses may include:

- a. Eligible expenditures incurred only after the effective date as approved by LCCMR.
- b. Wages and expenses of salaried Recipient employees if specified, documented, and approved. For State Agencies: use of unclassified staff only OR request approval for the use of classified staff accompanied by an explanation of how the agency will backfill that part of the classified staff salary proposed to be paid for with these funds. This is subject to specific discussion and approval by LCCMR.
- c. Fringe benefit expenses, such as FICA/Medicare, retirement, and health insurance of Recipient's employees, if specified.
- d. Professional and technical services specified in the approved Work Plan that are rendered by individuals or organizations not a part of the Recipient;
- e. Equipment, tools, materials, and supplies specific to the project and incoming freight charges for them.
- f. Capital expenditures for facilities, equipment, and other capital assets as expressly approved. For expenditures greater than \$5,000, the Recipient must provide an explanation as to how all the equipment purchased with the appropriation will continue to be used for the same program through its useful life, or, if the use changes, a commitment to pay back to the Environment and Natural Resources Trust Fund an amount equal to either the cash value received or a residual value approved by the director of the LCCMR if it is not sold.
- g. Publication and printing/copying expenses necessary for contract administration, work products production, and semi-annual reports relating to accomplishments.
- h. In-state transportation and travel expenses such as lodging, meals, and mileage of personnel directly involved in the Project in the same manner and in no greater amount than provided for in the current "[Commissioner's Plan](#)" promulgated by the Commissioner of Management of Budget and as provided by LCCMR or, for University of Minnesota projects, the University of Minnesota plan found at <https://policy.umn.edu/finance/travel> Allowable meal and lodging expenses are for employees only. Purchasing meals or providing lodging for others is not an allowable expense.

GENERALLY INELIGIBLE EXPENSES — UNLESS EXPLICITLY APPROVED

Generally ineligible expenses for reimbursement mean all expenses not defined as eligible expenses, but for which an explicit exception can be sought from LCCMR if the expenses can be clearly justified and individually documented as directly related to and necessary for a project. No broad allocations for costs in either dollars or percentages are allowed. In deciding whether to seek exception for these costs consider that cash and in-kind leverage are criteria considered in proposal evaluation. Generally ineligible expenses include but are not limited to:

- a. General operations, overhead, and other indirect expenses, including office maintenance, office utility expenses, and office materials and supplies.
- b. Office rental fees (including storage space rental).
- c. Communication expenses incurred for telephone calls, web access, postage, and similar services.
- d. Insurance, except title insurance.
- e. Attorney fees, except to acquire and clear title to land.
- f. Purchase of communication devices such as pagers, cell phones, or smart phones.
- g. Purchase of computers, tablets, or audiovisual equipment.
- h. Generally available food and refreshments, except if explicitly approved for certain types of events.
- i. Conference attendance and associated costs and fees, except if to participate in formal presentation of project findings.
- j. Out of state transportation and travel expenses.
- k. Single-source contracts. Justification for an exception must also include the specific entity by name, why the single source is needed, and how the recipient is ensuring a competitive price for the contracted work.

PROHIBITED EXPENSES

Prohibited expenses for reimbursement mean all expenses indicated below, including but not limited to:

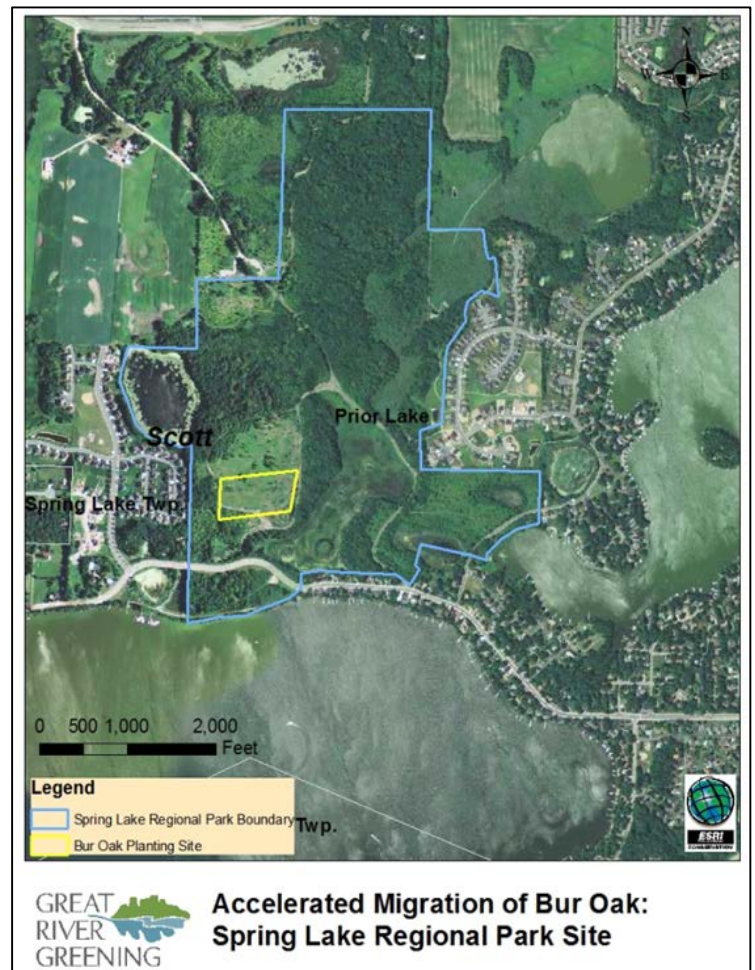
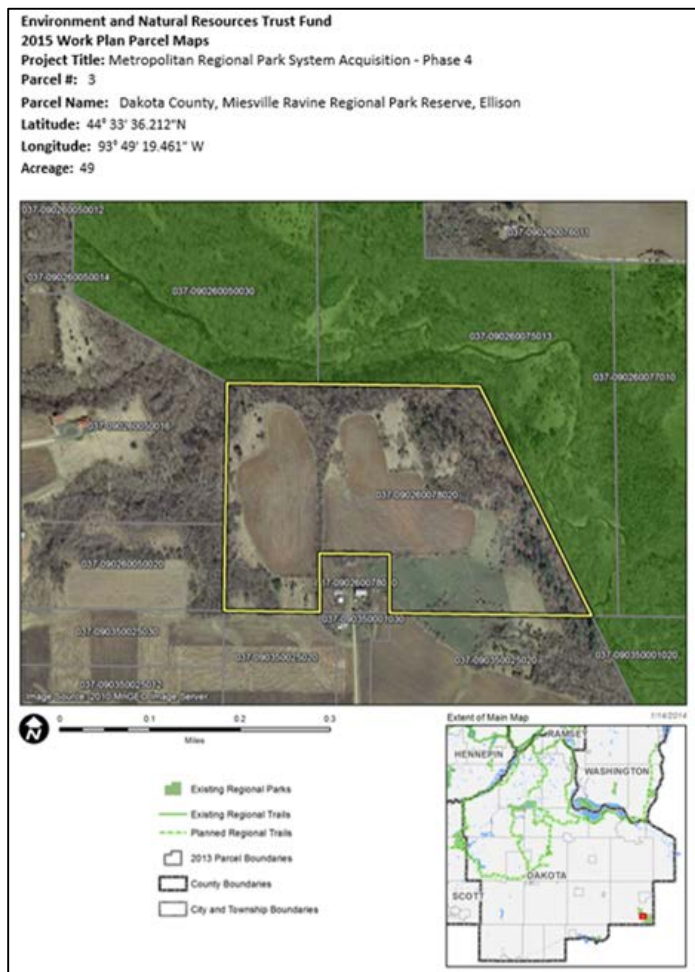
- a. Any expenses incurred before the project is authorized, before July 1, 2019, or before LCCMR work plan approval—whichever is latest.
- b. Fundraising.
- c. Taxes, except sales tax on goods and services.
- d. Lobbyists or political contributions.
- e. Advertising and marketing expenses.
- f. Loans, grants, or subsidies to persons or entities for development.
- g. Bad debts, late payment fees, finance charges, or contingency funds.
- h. Interest or investment management fees.
- i. Directors or officers salary.
- j. Merit awards and bonuses.
- k. Memberships (including subscriptions and dues).
- l. Publications, periodicals, and subscriptions.
- m. Employee workplace parking.
- n. Entertainment, decorations, gifts, and prizes.

Attachment B Visual Component or Map- instructions



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.

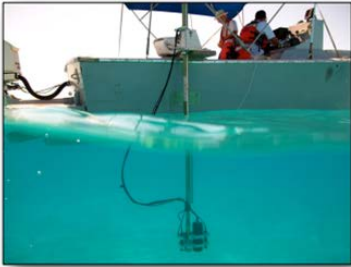
Example Acquisition/Easement/Restoration Maps



Example Visuals and Graphics






Step 1: Rapid sonar data acquisition




↓

Step 2: Interpret sonar data to characterize native mussel habitat useful for resource management, research, and policy makers

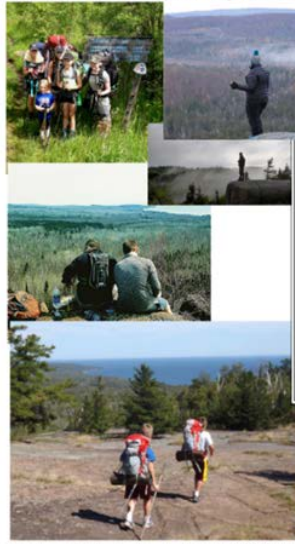




Higgins' Eye Pearlmussel
Lampsilis higginsii


Winged Mapleleaf Mussel
Quadrula fragosa



Environment and Natural Resources Trust Fund (ENRTF)
2018 Main Proposal
Project Title: Superior Hiking Trail Enhancement Plan







Photos above and right courtesy of people posting on April 27-28, 2017 to the SHT Facebook page responding to request for photos for this grant proposal (out of 100+ responses in one day)



Superior Hiking Trail Association revenue breakdown -- \$459k FY16; a fairly typical year.


Category	Percentage
Memberships	34%
Donations	31%
Federal grant	11%
Gift shop gross profits	14%
Interest	0%
Events	5%
News/Letter Misc.	4%




Connecting Students with Watersheds through Hands-on Learning

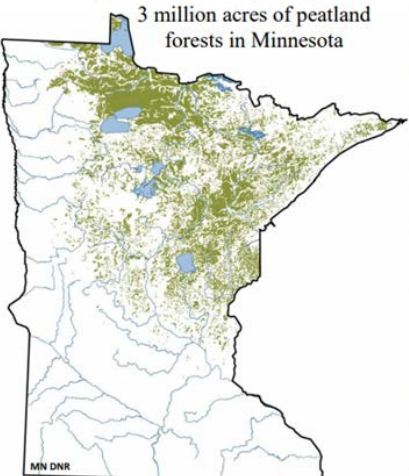







Environment and Natural Resources Trust Fund (ENRTF)
2018 Main Proposal
Project Title: Maximizing wildlife, water, and productivity in peatland forests

Maximizing wildlife, water, and productivity in peatland forests

3 million acres of peatland forests in Minnesota

Provide water, wildlife habitat, timber, and habitat for rare and endangered plants

How can our management maximize these benefits?

1