



## Project Manager Expectations

The following are duties and expectations of the project manager for requests for and projects receiving funding from the Environment and Natural Resources Trust Fund (ENRTF) through the Legislative-Citizen Commission on Minnesota Resources (LCCMR):

- Is the primary point person for the project with LCCMR (and DNR Grants Unit if the ENRTF recipient is a non-state entity).
- Is authorized to represent the project on behalf of the organization and partners and respond to questions and requests from LCCMR as needed.
- Is authorized to submit the proposal on behalf of the organization as indicated in the authorizing letter or resolution by the organization.
- Is authorized to submit the work plan and make changes as needed to the work plan on behalf of the organization as indicated in the authorizing letter or resolution by the organization.
- Is authorized by the applicant organization to report on progress and spending for the project, and to seek budget and project scope amendments from LCCMR as needed.
- Is responsible, on behalf of the organization, for fulfilling the outcomes of the project as defined in the appropriation language and approved work plan.
- Is responsible for ensuring funds are spent only as allowed per the approved work plan, expense guidelines, the grant agreement (for non-state entities), and law.
- Is responsible for reporting project progress and expenditures to the LCCMR according to the timelines set forth in the approved work plan.
- Is responsible for ensuring all project requirements are met, including ENRTF general project and funding acknowledgement requirements as well as those for (as applicable) acquisition, conservation easement, restoration, and capital projects.
- Is responsible for monitoring project work and maintaining proper project records and adequate documentation of work done.
- Is responsible for communicating and coordinating among project team and partners for successful project implementation and reporting.