

**2011 Project Abstract**

For the Period Ending June 30, 2014

**PROJECT TITLE:** HCP VII - Coordination, Mapping & Data Management (1a)

**PROJECT MANAGER:** Eran Sandquist, State Coordinator-MN

**AFFILIATION:** Pheasants Forever, Inc.

**MAILING ADDRESS:** 410 Lincoln Ave. S.

**CITY/STATE/ZIP:** South Haven, MN 55382

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**WEBSITE:** www.pheasantsforever.org

**FUNDING SOURCE:** Environment and Natural Resources Trust Fund

**LEGAL CITATION:** M.L. 2011, First Special Session, Chp. 2, Art.3, Sec. 2, Subd. 04j1a

**APPROPRIATION AMOUNT: \$51,000**

**Overall Project Outcome and Results**

The coordination, mapping, and data management work plan provided for the timely, consistent, and accurate reporting of all Habitat Conservation Partnership accomplishments and expenditures during the project period. Duties the project coordinator included: coordinating partners, projects and cultivating partnerships; managing project data and contracting/coordinating mapping services; soliciting & compiling partner information & providing reports to LCCMR and partners; scheduling, coordinating, and chairing meetings & providing meeting minutes; coordinating public relations outreach to media; serving as primary contact for LCCMR; facilitating executive & full committee meetings & coordinating subcommittee meetings; and managing contract for administration and mapping components of the partnership.

With this being the end of the formal Habitat Conservation Partnership, contracted mapping and website services were completed in November of 2013. This resulted in fewer ENRTF funds being required under this result, expending \$16,503 of the budgeted \$25,000. Additionally, as the partnership was winding down, less personnel time was required to conduct coordination among partners and projects, thus fewer ENRTF funds than anticipated were expended to provide the essential partnership coordination function. This work plan expended \$1,286 of the budgeted \$26,000 to coordinate the partnership. In total, this work plan turns back \$33,211 to the ENRTF as the funds were not necessary for the completion of this work plan.

**Project Results Use and Dissemination**

Please refer to individual partner final work plan reports for the accomplishments.



**Environment and Natural Resources Trust Fund (ENRTF)  
M.L. 2011 Work Plan Final Report**

**Date of Status Update:** 10/13/2014  
**Date of Next Status Update:** Final Report  
**Date of Work Plan Approval:** 8/11/2011  
**Project Completion Date:** 6/30/2014 **Is this an amendment request?** \_\_\_\_\_

**Project Title: HCP VII - Coordination, Mapping & Data Management (1a)**

**Project Manager:** Eran Sandquist  
**Affiliation:** Pheasants Forever Inc  
**Address:** 410 Lincoln Avenue South  
**City:** South Haven **State:** MN **Zipcode:** 55382  
**Telephone Number:** (763) 242-1273  
**Email Address:** esandquist@pheasantsforever.org  
**Web Address:** http://www.mnhabitatcorridors.org

**Location:**

**Counties Impacted:** Statewide

**Ecological Section Impacted:** Lake Agassiz Aspen Parklands (223N), Minnesota and Northeast Iowa Morainal (222M), North Central Glaciated Plains (251B), Northern Minnesota and Ontario Peatlands (212M), Northern Minnesota Drift and lake Plains (212N), Northern Superior Uplands (212L), Paleozoic Plateau (222L), Red River Valley (251A), Southern Superior Uplands (212J), Western Superior Uplands (212K)

<b>Total ENRTF Project Budget:</b>	<b>ENRTF Appropriation \$:</b>	51,000
	<b>Amount Spent \$:</b>	17,789
	<b>Balance \$:</b>	33,211

**Legal Citation:** M.L. 2011, First Special Session, Chp. 2, Art.3, Sec. 2, Subd. 04j1a

**Appropriation Language:**

\$1,737,000 the first year and \$1,738,000 the second year are from the trust fund to the commissioner of natural resources for the acceleration of agency programs and cooperative agreements. Of this appropriation, \$125,000 the first year and \$125,000 the second year are to the commissioner of natural resources for agency programs and \$3,225,000 is for agreements as follows: \$637,000 the first year and \$638,000 the second year with Ducks Unlimited, Inc.; \$38,000 the first year and \$37,000 the second year with Friends of Detroit Lakes Wetland Management District; \$25,000 the first year and \$25,000 the second year with Leech Lake Band of Ojibwe; \$225,000 the first year and \$225,000 the second year with Minnesota Land Trust; \$200,000 the first year and \$200,000 the second year with Minnesota Valley National Wildlife Refuge Trust, Inc.; \$242,000 the first year and \$243,000 the second year with Pheasants Forever, Inc.; and \$245,000 the first year and \$245,000 the second year with The Trust for Public Land to plan, restore, and acquire fragmented landscape corridors that connect areas of quality habitat to sustain fish, wildlife, and plants. The United States Department of Agriculture, Natural Resources Conservation Service, is an authorized cooperating partner in the appropriation. Expenditures are limited to the project corridor areas as defined in the work program. Land acquired with this appropriation must be sufficiently improved to meet at least minimum habitat and facility management standards, as determined by the commissioner of natural resources. This appropriation may not be used for the purchase of habitable residential structures, unless expressly approved in the work program. All conservation easements must be perpetual and have a natural resource management plan. Any land acquired in fee title by the commissioner of natural resources with money from this appropriation must be designated as an outdoor recreation unit under Minnesota Statutes, section 86A.07. The commissioner may similarly designate any lands acquired in less than fee title. A list of proposed restorations and fee title and easement acquisitions must be provided as part of the required work program. An entity who acquires a conservation easement with appropriations from the trust fund must have a long-term stewardship plan for the easement and a fund established for monitoring and enforcing the agreement. Money appropriated from the trust fund for easement acquisition may be used to establish a monitoring, management, and enforcement fund as approved in the work program. An annual financial report is required for any monitoring, management, and enforcement fund established,

including expenditures from the fund. This appropriation is available until June 30, 2014, by which time the project must be completed and final products delivered.

## **I. PROJECT TITLE: HCP VII – 1a – Coordination, Mapping, & Data Management**

### **II. FINAL PROJECT STATEMENT:**

The coordination, mapping, and data management work plan provided for the timely, consistent, and accurate reporting of all Habitat Conservation Partnership accomplishments and expenditures during the project period. Duties the project coordinator included: coordinating partners, projects and cultivating partnerships; managing project data and contracting/coordinating mapping services; soliciting & compiling partner information & providing reports to LCCMR and partners; scheduling, coordinating, and chairing meetings & providing meeting minutes; coordinating public relations outreach to media; serving as primary contact for LCCMR; facilitating executive & full committee meetings & coordinating subcommittee meetings; and managing contract for administration and mapping components of the partnership.

With this being the end of the formal Habitat Conservation Partnership, contracted mapping and website services were completed in November of 2013. This resulted in fewer ENRTF funds being required under this result, expending \$16,503 of the budgeted \$25,000. Additionally, as the partnership was winding down, less personnel time was required to conduct coordination among partners and projects, thus fewer ENRTF funds than anticipated were expended to provide the essential partnership coordination function. This work plan expended \$1,286 of the budgeted \$26,000 to coordinate the partnership. In total, this work plan turns back \$33,211 to the ENRTF as the funds were not necessary for the completion of this work plan.

### **III. PROJECT STATUS UPDATES:**

**Project Status as of (November 30, 2011):** Partners have slowly begun work on the Phase VII appropriation. The partnership is now using the standard LCCMR work program reports which has increased efficiencies related to reporting. PF fully expects that coordination costs will be minimal and probably significantly under budget due to the reporting change. The partnership sees this transition as an improvement. Very little coordination activities were needed except for helping with clarification issues with reporting. We still continue to strive to improve the mapping component of the HCP system.

**Project Status as of (May 31, 2012):** Once again, due to the change in reporting requirements very little coordination activities were required by the partners. The HCP online mapping and data management system requires occasional updates and fixes. With the reporting transition, we believe this is an opportune time to critically review the effectiveness and efficiency of the HCP online system. We will be working with Community GIS to discuss the future of the online system.

**Project Status as of (November 30, 2012):** After further review, the partnership will be transitioning away from the HCP online reporting system. The change makes sense in a lot of ways including two major reasons. Number one, as understood today the formation of the LCC website will provide the needed tools to adequately report HCP accomplishments. Paying for a duplicative system doesn't make sense. Secondly, the website is rather dated and needs improvements to bring the system to today's standards. An update would require significant investment which cannot be justified at this time.

We do acknowledge that there have been significant accomplishments throughout HCP's history. With those accomplishments comes a considerable amount of reporting and data. As the website is transitioned out, all data will be compiled and made available in a usable format.

**Project Status as of (May 31, 2013):** We continue to work with Community GIS to review the online reporting system. We believe by the end of 2013 the HCP website will no longer be in service.

**Project Status as of (November 30, 2013):** After further critical review, Pheasants Forever and the HCP have terminated Community GIS's services for data management, reporting, and web hosting. As the HCP partnership was formed in the early 2000's, public funding investments were made, and it became apparent that a streamlined and effective reporting system was needed to report the accomplishments of the partners in a consistent manner. The partners worked with Community GIS to develop that geodatabase and online reporting system which met the needs of the HCP partnership for many years and 6 rounds of ENRTF appropriations. However, to update the online reporting system to today's standards would require significant investment which cannot be justified. The HCP website is no longer in service and no longer hosted by Community GIS. Pheasants Forever is looking into hosting the website and at a minimum posting relevant HCP information and reports for dissemination on the national Pheasants Forever website. The historical data from the HCP partnership has been compiled and provided to Pheasants Forever.

**Project Status as of (May 31, 2014):** As the completion date for the appropriations near, partners are finishing their work and will be submitting final reports on accomplishments. We believe this will be the last year of the HCP as it is known formally. However, partners will continue to work together in the future to make a lasting impact on Minnesota's great natural resources.

**IV. PROJECT ACTIVITIES AND OUTCOMES:**

**ACTIVITY 1: Project Coordination**

**Description:** Duties for the HCP project coordinator under this proposal include: coordination of partners, projects and cultivation of partnerships; managing project data and contracting/coordinating mapping services; soliciting, compiling partner information and providing periodic reports to LCCMR and partners using the online reporting system; scheduling, coordinating, assisting with and chairing meetings; providing meeting minutes; coordinating public relations outreach to media; serve as primary contact for LCCMR; facilitating executive committee and full committee meetings and coordinating subcommittee meetings, manage administration and contract mapping for the Habitat Conservation Partnership. Additional duties for the Phase 7 project would include working to improve the online project tracking/reporting system.

**Summary Budget Information for Activity 1:**

**ENRTF Budget: \$ 26,000**  
**Amount Spent: \$ 1,286**  
**Balance: \$ 24,714**

**Activity Completion Date:**

Outcome	Completion Date	Budget
1. Project Coordination	June 30, 2013	\$ 26,000

**Activity Status as of (November 30, 2011):** No activity has taken place under this work plan. We are currently working under the Phase V and VI coordination and mapping work plan to provide the necessary coordination activities for the partnership. Work will begin on or before July 1, 2012 for this portion of the work plan.

**Activity Status as of (May 31, 2012):** No activity has taken place under this work plan. We are currently working under the Phase V and VI coordination and mapping work plan to provide the necessary coordination activities for the partnership. Work will begin on or before July 1, 2012 for this portion of the work plan.

**Activity Status as of (November 30, 2012):** As reflected in the above budget, very little coordination activities were required by the partners. Partners have become proficient in using the standard LCCMR reporting forms. We continue to work with Community GIS to review the online reporting system.

**Activity Status as of (May 31, 2013):** We continue to work with Community GIS to transition away from HCP online reporting system. We have been discussing how best to efficiently close down the site and have all data and information in a format that can be usable / readable by other database software programs.

**Activity Status as of (November 30, 2013):** The HCP website is no longer in service and no longer hosted by Community GIS. Partners will be reporting accomplishments via the standard work plan forms provided as required by LCCMR. All HCP historical data has been compiled and provided to Pheasants Forever.

**Activity Status as of (May 31, 2014):** As reflected in the above budget, very little coordination activities were required by the partners. Partners will be working on completing their final reports via the standard LCCMR forms and PF will compile the data for the Partnership.

**Final Report Summary:** With this being the Habitat Conservation Partnership's last funded proposal, we expended less funds than anticipated on partnership coordination, thus the reason we did not fully expend the appropriated funds under Activity 1.

**ACTIVITY 2: Project Mapping and Data Management**

**Description:** PF staff will sub-contract mapping/data management services for the partnership as described above. We plan to contract the mapping/data management piece with Community GIS Services of Duluth, Minnesota. This company has been with the partnership since inception and has worked with the partnership to develop an online reporting system to produce accomplishment reports that include expenditures, accomplishments and mapping products that provide accurate and concise work plan reporting. For the Phase 7 projects, the partnership will be using the standard work program reports which will be supplemented with HCP's online project reports. Community GIS's role and responsibility has been reduced by the Partnership now using the standard work program reports, but will still be heavily relied on for the data analysis, mapping, and reporting.

<b>Summary Budget Information for Activity 2:</b>	<b>ENRTF Budget:</b> \$ 25,000
	<b>Amount Spent:</b> \$ 16,503
	<b>Balance:</b> \$ 8,498

**Activity Completion Date:**

<b>Outcome</b>	<b>Completion Date</b>	<b>Budget</b>
1. Manage and map HCP accomplishments utilizing HCP online reporting system.	June 30, 2013	\$ 25,000

**Activity Status as of (November 30, 2011):** Community GIS completed many tasks for the partnership. Community GIS worked with partners to update online database map, digitize data for mapping, and digitize partner shapefiles. Community GIS worked with partners to complete update and final reports for previous phases. They also completed some troubleshooting relating to newer excel file formats and PDF creation.

**Activity Status as of (May 31, 2012):** Community GIS worked with partners to complete update and final reports for previous phases. They also completed some troubleshooting relating to incorrect calculations in online tables.

**Activity Status as of (November 30, 2012):** Community GIS completed many tasks for the partnership. Community GIS worked with partners to update online database map, digitize data for mapping, and digitize partner shapefiles. Community GIS worked with partners to complete update and final reports. Community GIS also worked on HCP GIS datasets from inception to current, and worked to consolidate all versions of datasets and create metadata files. The partnership will be transitioning away from the online reporting system with the new LCC reporting website being created. All data will be compiled and available in a form that will be usable in other database systems.

**Activity Status as of (May 31, 2013):** We continue to work with Community GIS to review the online reporting system. We believe by the end of 2013 the HCP website will no longer be in service.

**Activity Status as of (November 30, 2013):** After further critical review, Pheasants Forever and the HCP have terminated Community GIS's services for data management, reporting, and web hosting. The HCP website is no longer in service and no longer hosted by Community GIS. The historical data from the HCP partnership has been compiled and provided to Pheasants Forever.

**Activity Status as of (May 31, 2014):** Community GIS services are no longer used and therefore no work has been completed under this activity.

**Final Report Summary:** Pheasants Forever and the HCP terminated services contracted for data management, reporting, and web hosting in November of 2013. The HCP website is no longer in service and no longer hosted by the contractor. The historical data from the HCP partnership has been compiled and provided to Pheasants Forever.

**V. DISSEMINATION:**

**Description:** All update and final reports will be available at [www.mnhabitatcorridors.org](http://www.mnhabitatcorridors.org) . In addition, PF will work with LCCMR staff to promote accomplishments and projects completed through this partnership in the media. We will forward any media coverage to LCCMR staff for distribution.

**Status as of (November 30, 2011):** To date no accomplishments have made for dissemination.

**Status as of (May 31, 2012):** To date no accomplishments have made for dissemination.

**Status as of (November 30, 2012):** Please refer to accomplishment plan updates specific to each partner.

**Status as of (May 31, 2013):** Please refer to accomplishment plan updates specific to each partner.

**Status as of (November 30, 2013):** Please refer to accomplishment plan updates specific to each partner.

**Status as of (May 31, 2014):** Please refer to accomplishment plan updates specific to each partner.

**Final Report Summary:** Each partner has accomplishments to share with the state of Minnesota and its constituency. This will be done through the LCCMR work program format. The [www.mnhabitatcorridors.org](http://www.mnhabitatcorridors.org) website is no longer operational as the formal partnership has come to completion.

**VI. PROJECT BUDGET SUMMARY:**

**A. ENRTF Budget:**

Budget Category	\$ Amount	Explanation
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Personnel:	\$ 25,000	Staff expenses including salaries and benefits (.15 FTE Total (2 yrs) - 72% salary, 28% benefits)
Service Contracts	\$ 25,000	Contract with Community GIS Services of Duluth, Minnesota to provide mapping, online reporting, and data management for the partnership over the proposed 2-year time frame of this proposal. The partnership will be returning to using the LCCMR work program format that will be supplemented with HCP's project and data reports.
Travel Expenses in MN:	\$ 1,000	Mileage at IRS rate (approximately 2,000 miles)
<b>TOTAL ENRTF BUDGET: \$ 51,000</b>		

**Explanation of Use of Classified Staff:** N/A

**Explanation of Capital Expenditures Greater Than \$3,500:** N/A

**Number of Full-time Equivalent (FTE) funded with this ENRTF appropriation:**

Project Coordinator: State Coordinator (\$25,000) .15 FTE

**B. Other Funds:**

Source of Funds	\$ Amount Proposed	\$ Amount Spent	Use of Other Funds
<b>Non-state</b>			
	\$ 0	\$ 0	
<b>State</b>			
	\$ 0	\$ 0	
<b>TOTAL OTHER FUNDS:</b>	<b>\$ 0</b>	<b>\$ 0</b>	

**VII. PROJECT STRATEGY:**

**A. Project Partners:** Project partners include: Pheasants Forever, Leech Lake Band of Ojibwe, Minnesota Department of Natural Resources, Friends of the Detroit Lake Wetland Management District, Minnesota Land Trust, Ducks Unlimited, The Trust for Public Land, and Minnesota Valley National Wildlife Refuge Trust, Inc. We plan to continue working/contracting with partner Community GIS Services of Duluth, Minnesota who have been with the project since inception. Community GIS Services delivers mapping and data management for the partnership.

**B. Project Impact and Long-term Strategy:** This unique Partnership exists as a result of the desire of LCCMR to encourage conservation partners to work together as a statewide collaboration to focus resources and bring additional funds to Minnesota's wildlife habitat resources. We are 18 formal partner agencies and organizations recognized for an ability to achieve the mission of restoring, enhancing and conserving habitat for the purpose of sustaining fish, wildlife and native plant communities for all generations. The coordination, reporting and long term data management for this partnership documents the long term impact of a sustained effort to connect fragmented habitats, build upon existing investments in habitat, and demonstrate how the efforts of many can change habitat for the better on a landscape scale.

**C. Spending History:**

Funding Source	M.L. 2005 or FY 2006-07	M.L. 2007 or FY 2008	M.L. 2008 or FY 2009	M.L. 2009 or FY 2010	M.L. 2010 or FY 2011
ENRTF	\$175,000 Subd. 5(a)	\$92,683 Subd. 4(b)	\$70,000 Subd. 3(c)	\$100,000 Subd. 4(e)	\$0

**VIII. ACQUISITION/RESTORATION LIST: N/A**

**IX. MAP(S): N/A**

**X. RESEARCH ADDENDUM: N/A**

**XI. REPORTING REQUIREMENTS:**

**Periodic work plan status update reports will be submitted not later than November 30<sup>th</sup> 2011, May 31<sup>st</sup> 2012, and November 30<sup>th</sup>, 2012. A final report and associated products will be submitted between June 30 and August 1, 2013 as requested by the LCCMR.**



FINAL Attachment A: Budget Detail for M.L. 2011 (FY 2012-13) Environment and Natural Resources Trust Fund Projects								
Project Title: HCP VII – 1a – Coordination, Mapping, & Data Management								
Legal Citation: M.L. 2011, First Special Session, Chp. 2, Art.3, Sec. 2, Subd. 04j1a								
Project Manager: Eran Sandquist								
M.L. 2011 (FY 2012-13) ENRTF Appropriation: \$51,000								
Project Length and Completion Date: 3 years, June 30, 2014								
Date of Update: FINAL REPORT								
ENVIRONMENT AND NATURAL RESOURCES TRUST FUND BUDGET	Activity 1 Budget	Amount Spent	Balance	Activity 2 Budget	Amount Spent	Balance	TOTAL BUDGET	TOTAL BALANCE
BUDGET ITEM	<i>Project Coordination</i>			<i>Project Mapping &amp; Data Management</i>				
<b>Personnel (Wages and Benefits)</b> (72% salary, 28% benefits)	25,000	1,286	23,714				25,000	23,714
Project Coordinator: State Coordinator (\$25,000) .15FTE								
<b>Service contracts</b> Contract with Community GIS Services of Duluth, Minnesota to provide mapping, online reporting, and data management for the partnership over the proposed 2-year time frame of this proposal.				25,000	16,503	8,498	25,000	8,498
<b>Travel expenses in Minnesota</b> Mileage at IRS rate (approximately 2,000 miles)	1,000	0	1,000				1,000	1,000
<b>COLUMN TOTAL</b>	<b>\$26,000</b>	<b>\$1,286</b>	<b>24,714</b>	<b>\$25,000</b>	<b>\$16,503</b>	<b>8,498</b>	<b>51,000</b>	<b>33,212</b>