



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

**Date of Status Update:**

**Date of Next Status Update:** 5/1/2012

**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:** Joe Pavelko

**Affiliation:** Pheasants Forever Inc

**Address:** 7975 Acorn Circle

**City:** Victoria **State:** MN **Zipcode:** 55386

**Telephone Number:** (612) 532-3800

**Email Address:** jpavelko@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)

**Total ENRTF Project Budget:**

**ENRTF Appropriation \$:** 51,000

**Amount Spent \$:** 0

**Balance \$:** 51,000

**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. PROJECT SUMMARY:** The coordination, mapping, and data management work provides for the timely, consistent, and accurate reporting of all Habitat Conservation Partnership accomplishments and expenditures during the project period.

Duties assigned to the project coordinator under this work program and as outlined and approved by the Habitat Conservation Partnership are to:

1. Coordinate partners, projects and cultivate partnerships.
2. Manage project data and contract/coordinate mapping services
3. Solicit & compile partner information & provide reports to LCCMR and partners.
4. Schedule, coordinate, and chair meetings & provide meeting minutes.
5. Coordinate public relations outreach to media.
6. Serve as primary contact for LCCMR.
7. Facilitate executive & full committee meetings & coordinate subcommittee meetings.
8. Manage contract for administration and mapping components of the Partnership.

**III. PROJECT STATUS UPDATES:**

**Project Status as of (November 30, 2011):**

**Project Status as of (May 31, 2012):**

**Project Status as of (November 30, 2012):**

**Project Status as of (May 31, 2013):**

**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: \$ 0**  
**Balance: \$ 26,000**

**Activity Completion Date:**

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

**Activity Status as of (November 30, 2011):**

**Activity Status as of (May 31, 2012):**

**Activity Status as of (November 30, 2012):**

**Activity Status as of (May 31, 2013):**

**Final Report Summary:**

**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.

**Summary Budget Information for Activity 2:**

**ENRTF Budget: \$ 25,000**  
**Amount Spent: \$ 0**  
**Balance: \$ 25,000**

**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):**

**Activity Status as of (May 31, 2012):**

**Activity Status as of (November 30, 2012):**

**Activity Status as of (May 31, 2013):**

**Final Report Summary:**

**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):**

**Status as of (May 31, 2012):**

**Status as of (November 30, 2012):**

Status as of (May 31, 2013):

Final Report Summary:

**VI. PROJECT BUDGET SUMMARY:**

**A. ENRTF Budget:**

Budget Category	\$ Amount	Explanation
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:</b>	<b>\$ 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: Joe Pavelko (\$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:**

<b>Funding Source</b>	<b>M.L. 2005 or FY 2006-07</b>	<b>M.L. 2007 or FY 2008</b>	<b>M.L. 2008 or FY 2009</b>	<b>M.L. 2009 or FY 2010</b>	<b>M.L. 2010 or FY 2011</b>
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.

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:								
Project Manager: Joe Pavelko								
M.L. 2011 (FY 2012-13) ENRTF Appropriation: \$51,000								
Project Length and Completion Date: 2 years, June 30, 2013								
Date of Update: July 7, 2011								
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		25,000				25,000	25,000
Project Coordinator: Joe Pavelko (\$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		25,000	25,000	25,000
<b>Travel expenses in Minnesota</b> Mileage at IRS rate (approximately 2,000 miles)	1,000		1,000				1,000	1,000
<b>COLUMN TOTAL</b>	<b>\$26,000</b>	<b>\$0</b>	<b>26,000</b>	<b>\$25,000</b>	<b>\$0</b>	<b>25,000</b>	<b>51,000</b>	<b>51,000</b>