

Instructions for Submitting your M.L. 2011 Environment and Natural Resources Trust Fund Work Plan

Beginning with the M.L. 2011 appropriation, Work Plans will be submitted online.

All forms and templates required for Work Plan submission can be found at:
<http://www.lccmr.leg.mn/Project-Manager-Info/ManagerInformation.html>

The Work Plan is a detailed description and statement of agreement regarding all work that will be completed and all outcomes that will be achieved with this Environment and Natural Resources Trust Fund appropriation. **This document is intended to provide expanded information and specificity from your “revised proposal”.**

The M.L. 2011 Environment and Natural Resources Trust Fund Work Plan consists of 3-4 elements (instructions for each element are below):

- M.L. 2011 Work Plan Submission Form (online form);
- M.L. 2011 Work Plan Main Document (MS Word document attachment);
- M.L. 2011 Attachment A: Budget Detail (Excel document attachment); and
- Map(s) or Graphic, if one was provided with original proposal, updated as needed.

Appropriations with land acquisition (fee title or conservation easement) and restoration activities have two additional Work Plan elements:

- Acquisition/Restoration List
- Map(s)

All Work Plans will be posted on the LCCMR website.

1	M.L. 2011 Work Plan Submission Form
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Go to the “Project Manager Info” page of the LCCMR website: <http://www.lccmr.leg.mn/Project-Manager-Info/ManagerInformation.html>. Under “2011 Project Manager Materials”, select the “M.L. 2011 Work Plan Online Submission Form” and provide all requested information.

Please note:

- You will select your “Project Title” from a drop down list on the online submission form.
- “Appropriation Language”, provided to you in an email, should be cut and pasted into the appropriate section.
- The “Legal Citation” (M.L. 2011 Chapter, Section, and Subdivision numbers) will not be available until the appropriations have been signed into law by the Governor and may not be available when you submit your work plan. This information will be provided once it becomes available.

Work Plan elements #2 through #5 (as applicable) are submitted through the online submit form as document attachments.

2	M.L. 2011 Work Plan Main Document (MS Word document) – Required for all Appropriations
3	M.L. 2011 Attachment A: Budget Detail (Excel document) – Required for all Appropriations
4	Acquisition/Restoration List(s) [if applicable] – Required for all acquisition (fee title or conservation easement) and restoration appropriations
5	Map(s) or Graphic [if applicable] – <u>Required</u> for all acquisition (fee title or conservation

easement) and restoration appropriations. Requested for all projects that submitted a map or graphic with original proposal, updated as needed.

Instructions for Using the M.L. 2011 Work Plan Main Document Template
Required for All Appropriations

Use the M.L. 2011 Work Plan Main Document template

Do not use a Work Plan template from a previous appropriation year.

*Use your Environment and Natural Resources Trust Fund “2011-2012 Main Proposal” as your starting point. **By inserting the text from your proposal into the M.L. 2011 Work Plan Main Document template (found on the LCCMR web page under M.L. 2011 Project Manager Materials: <http://www.lccmr.leg.mn/Project-Manager-Info/ManagerInformation.html>) you will have much of the baseline information needed for your Work Plan Main Document. Then you will be elaborating and adding additional explanatory information and specificity as appropriate or necessary.***

*Portions of the template written in **bold** are topic headings and appear in the actual Work Plan text that you submit.*

Comments written in italics provide guidance and clarify what information is being sought. Please delete italic comments from the Work Plan text template before submitting the Work Plan.



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

*(No maximum length; single-spaced, 11-point font size requested.
This sentence is written in 11-point font size.)*

I. PROJECT TITLE:

Use the title in the appropriation language, which may be different from your original proposal title. Project titles must match the appropriation language for your project. Project titles can be found in the drop down list on the online submission form on the “Project Manager Info” page (see the instructions for the M.L. 2011 Work Plan Submission Form).

II. PROJECT STATEMENT:

A concise description of the project in terms of its background/context, location, objectives, methods, quantifiable outcomes, and utility. This section will not change in future progress reports unless you propose a related Work Plan amendment. Start with the “Project Statement” in the main document of your revised proposal and then edit for clarity and conciseness to best represent the specific work that you will now be undertaking based on the actual dollars appropriated and your most up-to-date knowledge.

Below is some additional guidance on writing a Project Statement:

- 1. Think of the Project Statement as a pre-project “abstract.” It should provide a clear, concise overview and summary of the project and its results. Expanded details should go into the Activity descriptions in Section IV.*
- 2. The Project Statement should be written in such a way that a general audience and/or someone unfamiliar with the project or the topic(s) it involves can understand the*

information as it is written: information should be logically presented and organized, appropriate explanation and detail should be included, clear language should be used, and jargon should be avoided.

3. Key points about a project that a reader should be able to take away from reading the project summary include:
 - a. Basic project background or context: Why a project is being undertaken – the identified need for the effort and the issue/problem/challenge the project is addressing.
 - b. Major project objectives: overall project aims or goals – i.e., the project outcomes – what the project is setting out to do in relation to the context. Be specific when possible (e.g., anticipated number of acres acquired or anticipated number of students reached).
 - c. General project activities and methods: how project will be done – this might include some sense of the types of tasks to be undertaken (e.g. invasive species removal), tools to be used, or methods to be employed.
 - d. Overall project significance: possible project implications, importance, relevance, and/or consequences. This would include information on the ultimate beneficiaries, users, and/or applications of your project's outcomes – such as were requested from you in January 2011.

III. PROJECT STATUS UPDATES

You are required to submit work plan status update reports at least twice each year during the project period, or approximately every six months. Provide 3-5 dates, appropriate to your project timeline and anticipated workflow, that you propose to submit a status update report during the course of the appropriation (e.g., January 2012, September 2012, and March 2013).

Project Status as of (insert date of First Status Update Report): suggested 250 word limit. (this will be blank on your initial Work Plan submission)

This section is to be used later for periodic Work Plan status update report submissions. The Project Status Update provides an overall concise, cumulative summary of progress to date on all activities, including any problems encountered. Detailed updates for each activity and outcome will be provided in section “IV. Project Activities and Outcomes”. With each Work Plan status update report you should provide a new entry as of the date of submission; all previous Project Status entries should remain and not be deleted. Be specific, e.g., “4 miles of trail developed from (location) to (location). The remaining 6 miles from ___ to ___ will be completed by ____.” Summarize all of the individual accomplishments from Section IV. Do not delete previous status update reports.

Project Status as of (Insert date of Second Status Update Report):

This section will be used later for periodic status update reports. Date each successive status update report. Do not delete previous status update reports.

Project Status as of (Insert date of Third Status Update Report):

This section will be used later for periodic status update reports. Date each successive status update report. Do not delete previous status update reports.

Project Status as of (Insert date of Fourth Status Update Report) (if needed):

This section will be used later for periodic status update reports. Date each successive status update report. Do not delete previous status update reports.

For projects with appropriation availability beyond June 30, 2013, there will be additional Project Status reporting. If this applies to your project, insert two additional dates per year. For example, if you have a three year project, you will include two dates between July 2013 and June 2014.

IV. PROJECT ACTIVITIES AND OUTCOMES:

Provide a title and description for each project activity required to complete all the specific, measurable outcomes for your project. Use your proposal information as a baseline and then elaborate with expanded information and specificity as appropriate or necessary. Be specific and be complete. For future Work Plan status update reports, use this section to update the progress for each activity and its outcomes and provide expenditures and balances for the activity.

Repeat for as many project activities as needed for your project and number activities sequentially.

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

Description: Describe the project activity, including specific tasks involved, the outcomes to be completed through it, and any explanation of plans for evaluating activity outcomes. Include quantifiable outcomes and estimated timelines and budgets for the outcome. For example, indicate miles of trail to be acquired and developed or acres to be acquired. This description will not change unless an amendment is proposed at a later date.

Summary Budget Information for Activity 1:	ENRTF Budget:	\$
	Amount Spent:	\$ 0
	Balance:	\$

Provide a budgeted amount for each activity from the total dollars appropriated from the ENRTF. For the first submittal, the “ENRTF Budget” and “Balance” will both be the original amount budgeted for each activity. In future Work Plan status update reports, the amount spent and budget balance information will be updated for each activity, reflecting the amount budgeted minus the actual expenditures. The balance is for each activity budget and is not a running total for the full appropriation.

Activity Completion Date: Provide a date by which time it is anticipated the activity will be complete.

Outcome	Completion Date	Budget
1. Specific, measureable outcome #1		
2. Specific, measureable outcome #2		
3. Specific, measureable outcome #3		

(Add table rows as needed. Delete unused rows.)

For each outcome, provide a completion date and the budget allocated to achieve that outcome. Do not just list the end date of the appropriation. At what points in time during the appropriation period will each outcome be completed? Note: This date will be used as a guide for reimbursement of completed outcomes.

In the sections below, insert the dates you previously selected for section “III. Project Status Updates” into each of the “Activity Status as of”. The rest of these sections will be blank on your initial Work Plan and you will use these sections to provide specific detail on each of your activities and outcomes when you do project status updates.

Activity Status as of (Insert Date of First Status Update Report):

This section will be used later for periodic status update reports. It is the place for discussing the progress you have made on the specific deliverables/outcomes for the activity and it should provide more detailed information, specific to the activity, than is provided in Section III, the Project Status Update.

Activity Status as of (Insert Date of Second Status Update Report):

This section will be used later for periodic status update reports. Date each successive progress report. Do not delete previous status update reports.

Activity Status as of (Insert Date of Third Status Update Report):

This section will be used later for periodic status update reports. Date each successive status update report. Do not delete previous status update reports.

Activity Status as of (Insert date of Fourth Status Update Report) (if needed):

This section will be used later for periodic status update reports. Date each successive status update report. Do not delete previous status update reports.

Final Report Summary: *When you prepare your Final Report, the above updates will be removed for the Final Report and a final summary of the activity accomplishments and outcomes will be reported. Instructions for completing the Final Report will be available on the Project Manager Information page of the LCCMR website.*

For projects with appropriation availability beyond June 30, 2013, there will be additional Activity Status reporting. If this applies to your project, insert two additional dates per year.

Repeat the above for each additional project activity (e.g., Activity 2, Activity 3), starting at the activity title.

V. DISSEMINATION:

Description: *Provide plans for dissemination, presentation, documentation, and sharing of data, samples, physical collections, and other products. If a web site will be associated with information dissemination, please provide the address of the web site. With each work plan status update report, provide information on any activities related to dissemination, presentation, data sharing, etc.*

Status as of (Insert Date of First Status Update Report):

This section will be used later for periodic status update reports. Date each successive status update report. Do not delete previous status update reports.

Status as of (Insert Date of Second Status Update Report):

This section will be used later for periodic status update reports. Date each successive status update report. Do not delete previous status update reports.

Status as of (Insert Date of Third Status Update Report):

This section will be used later for periodic status update reports. Date each successive status update report. Do not delete previous status update reports.

Status as of (Insert date of Fourth Status Update Report) (if needed):

This section will be used later for periodic status update reports. Date each successive status update report. Do not delete previous status update reports.

Final Report Summary:

When you prepare your Final Report, the above updates will be removed for the Final Report and a final summary of dissemination activities will be reported. Instructions for completing the Final Report will be available on the Project Manager Information page of the LCCMR website.

For projects with appropriation availability beyond June 30, 2013, there will be additional Dissemination Status reporting. If this applies to your project, insert two additional dates per year.

VI. PROJECT BUDGET SUMMARY:

Provide a budget breakdown for the project period as specified in the appropriation, e.g. July 2011 - June 2013 or July 2011 - June 2014.

A. ENRTF Budget:

This section should only include ENRTF dollars. This is a summary of the detailed information provided in Attachment A. Use "M.L. 2011 Attachment A: Budget Detail" to provide detailed budget information for each activity. Attachment A must be submitted with the initial Work Plan and an updated "Attachment A: Budget Detail" must be submitted with every future status update report to report expenditures.

Budget Category	\$ Amount	Overview Explanation
Personnel:	\$	Summarize types/categories and number of positions getting paid to do what and what is the % of full-time employment for each position. List out by position types/categories.
Professional/Technical Contracts:	\$	Summarize 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. List out by contract types/categories.
Service Contracts		Summarize 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. List out by contract types/categories.
Equipment/Tools/Supplies:	\$	Summarize equipment, tools, and supplies. Provide general descriptions of item(s) or item type(s) and their purpose.
Capital Equipment over \$3,500:	\$	List specific items.
Fee Title Acquisition:	\$	Specify who will hold the title to the land
Easement Acquisition:	\$	Specify who will hold the easement
Professional Services for Acq:	\$	
Printing:	\$	
Travel Expenses in MN:	\$	Specify types of travel expenses, e.g., mileage, lodging, meals. Per diems are not allowed.
Other:	\$	Describe the activity and cost - be specific
TOTAL ENRTF BUDGET:	\$	

(Add table rows as needed. Delete rows of unused categories.)

Explanation of Use of Classified Staff: Include an explanation of how the state agency will backfill that part of the classified staff salary paid for with this appropriation. If no classified staff will be paid with this appropriation, indicate "N/A."

Explanation of Capital Expenditures Greater Than \$3,500: For capital expenditures greater than \$3,500 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 will be made with this appropriation, indicate "N/A."

Number of Full-time Equivalent (FTE) directly funded with this ENRTF appropriation: Full-time equivalent means a position directly attributed to receipt of this appropriation, calculated as the total number of hours planned for the position divided by 2,080. If no staff will be paid with this appropriation, indicate "N/A."

Number of Full-time Equivalent (FTE) estimated to be funded through contracts with this ENRTF appropriation: Full-time equivalent means a position directly attributed to receipt of this appropriation, calculated as the total number of hours planned for the position divided by 2,080. If no staff will be paid with this appropriation, indicate "N/A."

B. Other Funds:

This section should include other funds that will be used towards implementing this project. Specify whether the funds are cash or in-kind. Update the amount spent with each Work Plan status update report. If there are no other funds that will be used toward implementing this project, delete the table and indicate "N/A".

Source of Funds	\$ Amount Proposed	\$ Amount Spent	Use of Other Funds
Non-state			
Identify the specific source (e.g., NSF grant, foundation grant, local government grant) and indicate whether it is cash or in-kind support	\$	\$	Specify use of funds, e.g. personnel, fee title acquisition, travel
State			
Identify the specific source (e.g., Outdoor Heritage Fund, Clean Water Fund, bonding) and indicate whether it is cash or in-kind support	\$	\$	Specify use of funds, e.g. personnel, fee title acquisition, travel
TOTAL OTHER FUNDS:	\$	\$	

(Add table rows as needed and list each source in its own row.)

VII. PROJECT STRATEGY:

A. Project Partners: If the project has partners (project team), list names and agency/entity affiliation. Specifically state the dollar amount each partner will receive from the appropriation.

B. Project Impact and Long-term Strategy: Briefly describe the importance of this project (why it needs to be done) and how it fits into a larger context of past and/or future efforts.

C. Spending History: List the state or non-state money, cash or in-kind, spent or to be spent on this specific project prior to July 1, 2011. The number of years to include will vary with each project. Include enough information to provide a context for efforts that have preceded the current project and are directly or closely related. Long-term natural resource data projects (e.g., County Biological Survey, Soil Survey, County Geologic Atlas, etc.) should include all ENRTF and Minnesota Future Resources Fund appropriations and other funds received during that time period. If dollars spent include ENRTF dollars (e.g., if this is a continuation of a project

previously funded by the ENRTF), please include the appropriation Subdivision number. If there is no spending history specific to this effort, delete the table and indicate "N/A".

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
Example: ENRTF		\$200,000 Subd. 10(b)		\$250,000 Subd. 9(d)	
Example: Outdoor Heritage Fund				\$100,000	
Example: NSF grant			\$300,000		

(Add table rows or columns as needed. List each source in its own row. Delete unused rows or columns.)

VIII. ACQUISITION/RESTORATION LIST:

Projects involving acquisition or restoration will attach a list for proposed acquisitions (fee title and conservation easement) or restorations. See "Instructions for Acquisition/Restoration Lists" for more detailed information about project lists. Indicate "See Acquisition/Restoration List attachment" if this applies to your appropriation. Indicate "N/A" if this does not apply to your appropriation.

IX. MAP(S):

Projects involving acquisition or restoration will attach a map(s) of specific project area(s) for acquisition and restoration. See "Instructions for Maps" for more detailed information about maps. Indicate "See Map attachment" if this applies to your appropriation. Indicate "N/A" if this does not apply to your appropriation.

X. RESEARCH ADDENDUM:

Specified research projects will attach a Research Addendum. Indicate "See Research Addendum" if a research addendum has been requested from you. Indicate "N/A" if this does not apply to your appropriation.

XI. REPORTING REQUIREMENTS:

Periodic work plan status update reports will be submitted not later than _____, _____, and _____. You are required to submit work plan status update reports at least twice each year, or approximately every six months. Provide 3-4 dates, appropriate to your appropriation timeline and anticipated workflow that you propose to submit a status update report during the course of the project (e.g., January 2012, September 2012, and March 2013). Provide 2 additional dates per year for work plan status update reports if the project appropriation is longer than 2 years. **A final report and associated products will be submitted between June 30 and August 1, 2013.** If you have a three year appropriation, change the date to 2014.

**Instructions for Completing M.L. 2011 Attachment A: Budget Detail
*Required for All Appropriations***

"M.L. 2011 Attachment A: Budget Detail" must be provided in spreadsheet format and updated with each status update report. A Microsoft Excel template of the "M.L. 2011 Attachment A: Budget Detail" is available on the LCCMR web page under M.L. 2011 Project Manager Materials: <http://www.lccmr.leg.mn/Project-Manager-Info/ManagerInformation.html>. Also available there is an example of how to fill out Attachment A. See the "Example Attachment A" for additional guidance – please review the "Example Attachment A" to ensure that you are filling it correctly.

Guidelines:

1. The “Attachment A” should be consistent with the M.L. 2011 Work Plan Main Document, including budget information for activities and section “VI-A. ENRTF Budget”. Provide specific budget information on “Attachment A”.
2. See the “Eligible and Ineligible Costs” at <http://www.lccmr.leg.mn/Project-Manager-Info/ManagerInformation.html>. There are a number of items for which ENRTF dollars are ineligible to be used (e.g. ENRTF dollars cannot be used for office space rental fees or compensation for officers or directors). DO NOT include any of these items in your budget. This applies to ALL PROJECTS.
3. Be as specific as possible and use as many lines as needed. If the template does not include a category that you need, add it. Similarly, delete budget rows that you do not need.
4. The Attachment A template has columns for 3 activities. Add or delete columns as necessary based on the number of activities in your project.
5. Many proposals list Contracts in the budget information. For “Attachment A”, more specific information is needed. Type of contract? Contracts with whom? To do what? If this information is not available, you will need to issue a broadly competitive RFP and say so in “Attachment A”. You will need to use the standard LCCMR agreement format for all subcontracts (not vendors) including project partners who will receive ENRTF money but do not have a ENRTF Work Plan.
6. The only allowable legal fees are for land acquisition and clearing title to land. Identify these costs as professional services for acquisition.
7. Travel expenses are subject to the limits in the Commissioners Plan, Chapter 15 at: <http://www.mmb.state.mn.us/doc/comp/contract/CommissionersPlan.pdf> , or the U of M expense policy at: <http://www.fpd.finop.umn.edu/groups/ppd/documents/policy/travel.cfm> if applicable. Out of state travel is not allowed.
8. Fringe benefits should state the rate applied and estimated dollar amount for health insurance and employer retirement contribution.
9. Delete all text in italics on the template.

<p style="text-align: center;">Instructions for Acquisition/Restoration Lists *Required for All Acquisition and Restoration Appropriations</p>
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For appropriations involving acquisitions (fee title or easements) and/or restoration a “Acquisition/Restoration List” must be provided in spreadsheet format and updated with each status update report. For your convenience, a Microsoft Excel template of an “Acquisition/Restoration List” is available on the LCCMR web page under M.L. 2011 Project Manager Materials: <http://www.lccmr.leg.mn/Project-Manager-Info/ManagerInformation.html>. However, if you already have your own spreadsheet used for tracking parcels or restoration efforts and it tracks all of the information below, you may use that instead. The following information is required in a Acquisition/Restoration List:

1. Proposed acquisition or restoration parcel name(s)
2. Geographic location of each parcel in latitude or longitude or UTM-X and UTM-Y
3. County in which parcel is located
3. Ecosystem description
4. Ecological significance of specific parcel
5. Activity(ies) description (e.g. fee title acquisition, site preparation, removal of woody vegetation)
6. Number of acres, including shoreline miles if applicable
7. Proposed fee title or easement holder (if applicable)
8. Status

Use the table to provide periodic status update information and please submit an updated version with each work plan status update report; use the space in “Activity Status” in the work plan text to discuss any significant issues related to the projects.

Instructions for Map(s) or Graphic
Required for All Acquisition and Restoration Appropriations
***Requested for Appropriations if a map or graphic was provided**
with original proposal*

For appropriations involving acquisitions (fee title or easements) and/or restorations, provide a map of the specific proposed parcel area. The map must include north arrow and scale, and illustrate specific site location with 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 work plan status update report.

If a map or graphic was provided with the original proposal, please update it if necessary and submit it with your work plan.