Instructions for Submitting your
M.L. 2013 Environment and Natural Resources Trust Fund Work Plan

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 the Environment and Natural Resources Trust Fund appropriation. <u>This document is intended to provide expanded information and specificity from your proposal.</u> It will be expanded and updated over the timeframe of the work plan to report your progress and expenditures. There is NO page limit.

<u>Before a project can begin a work plan must be approved by the Legislative-Citizen Commission on Minnesota Resources (LCCMR).</u>

For all appropriations, the M.L. 2013 Environment and Natural Resources Trust Fund Work Plan consists of 2-3 elements (instructions for each element are below):

- M.L. 2013 Work Plan template (MS Word document attachment) – See Page 1;
- M.L. 2013 Attachment A: Budget Detail (Excel document attachment) – See Page 9; and
- Map(s) or Graphic, if one was provided with original proposal, update and resubmit – See Page 10.

For appropriations with land acquisition (fee title or conservation easement) and restoration activities there are two additional work plan elements (instructions for these elements are below):

- Acquisition/Restoration List – See Page 9;
- Map(s) – See Page 10.

All work plans will be posted on the LCCMR website.

Instructions for Using the M.L. 2013 Work Plan Template
Required for All Appropriations

Use the M.L. 2013 Work Plan template

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

Use your Environment and Natural Resources Trust Fund "2013 Main Proposal" as your starting point. By inserting the text from your proposal into the "M.L. 2013 Work Plan" template (found on the LCCMR web page under "M.L. 2013 Project Manager Materials": http://www.lccmr.leg.mn/Project-Manager-Info/ManagerInformation.html) you will likely have much of the baseline information needed for your work plan. <u>Then you will be elaborating and adding additional explanatory information and specificity as appropriate or necessary.</u>

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

Text in italics provides guidance and clarifies what information is being sought. <u>Please delete all italicized text from the work plan template before submitting it as your work plan.</u>

Environment and Natural Resources Trust Fund (ENRTF)
M.L. 2013 Work Plan

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

Date of Status Update Report: *Put the date the report is submitted in upper left-hand corner. This field will be updated with each report submission over the course of the project period.*
Date of Next Status Update Report: *Specify date of first proposed status update report, according to your project needs. This field will be updated with each report submission over the course of the project period. (See section "VIII. Reporting Requirements".)*
Date of Work Plan Approval: *Leave blank in your initial submission. You will be notified of the date after the LCCMR approves your work plan.*
Project Completion Date: *This is June 30 (end of the state fiscal year) of the year you proposed for project completion. For example, if you proposed a two-year project it would be June 30, 2015, if you proposed a three-year project it would be June 30, 2016, et cetera.*
Is this an amendment request? *For future updates to your work plan, put an "X" in this section if you are completing an amendment request.*

PROJECT TITLE: *For your initial work plan, use the title in your proposal. Your project title may get adjusted for the appropriation language. Ultimately project titles must match the appropriation language for your project. After the Spring 2013 MN Legislative Session, your appropriation language should be reviewed and the title in your work plan should be modified if necessary.*

Project Manager: *List only one person. However, if you wish to list more than one project manager, please contact LCCMR staff to discuss options. Team members should be listed under "Project Partners" in section VI.*
Affiliation:
Mailing Address:
City/State/Zip Code:
Telephone Number: *(xxx) xxx-xxxx*
Email Address:
Web Address: *If applicable.*

Location: *List the counties where the work will take place and the counties anticipated to be impacted by the project. If the anticipated impact involves the entire state, list "statewide". If the project has development, restoration, or acquisition activities on the ground, you will also be including a map showing the location as specifically as possible (e.g., trail segment, park boundaries, etc.). See section "Instructions for Map(s) or Graphic" for more information.*

Total ENRTF Project Budget:	**ENRTF Appropriation:**	**$ 0**
	Amount Spent:	**$ 0**
	Balance:	**$ 0**

The amount listed for "ENRTF Appropriation" and the "Balance" will be the same for the initial work plan submission. With each future work plan update submission the balance should be updated to reflect the amount appropriated minus the total actual expenditures. Use your Attachment A budget sheet for this calculation.

Legal Citation: ML 2013, Chap. xx, Sec. xx, Subd. xx.
Chapter, Section, and Subdivision numbers will be determined following the MN Legislative Session in Spring 2013. This will be blank for the initial submission.

Appropriation Language: *To be inserted following the MN Legislative Session in Spring 2013. This will be blank for the initial submission.*

I. PROJECT TITLE:

For your initial work plan use the title in your proposal. Your project title may get adjusted for the appropriation language. Ultimately project titles must match the appropriation language for your project. After the Spring 2013 MN Legislative Session, your appropriation language should be reviewed and the title in your work plan should be modified if necessary.

II. PROJECT STATEMENT:

A concise overview, expanded from what was in your original proposal, of the project in terms of its background/context, location, objectives, methods, quantifiable outcomes, and utility. This section will not change in future status update reports unless you propose a related work plan amendment. <u>Start with the "Project Statement" in the main document of your proposal and then edit and elaborate for clarity 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.</u>

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 expected outcomes. <u>More extensive details should be provided in the activity descriptions in Section IV.</u>*
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.*

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 dates, appropriate to your project timeline (e.g., 2 year project = 3 dates; 3 year project = 5 dates, etc.) and anticipated workflow, that you propose to submit a status update report during the course of the appropriation (e.g., January 2013, September 2013, and March 2014, etc.)***.**

Project Status as of *(insert date of <u>First</u> Status Update Report:)***:** Suggested 250 word limit.
<u>This section will be blank on your initial work plan submission.</u> This section is to be used later for periodic work plan status update report submissions. The "Project Status Update" provides an overall concise, <u>cumulative</u> summary of progress to date on all project 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, 2015, there will be additional project status reporting. If this applies to your project, insert two additional dates per year.

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, 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 initial 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 that 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" headings. 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 outcomes for the activity and it should provide more detailed information, specific to the activity, than is provided in section "III. 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 status update 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 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, 2015, 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 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, 2015, 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 2013 - June 2015, July 2013 - June 2016, etc.

A. ENRTF Budget:
This section should only include ENRTF dollars recommended. This is a summary of the detailed information provided in Attachment A. Use "M.L. 2013 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 in order to report expenditures.

Budget Category	$ Amount	Overview Explanation
Personnel:	$	*Summarize types/categories and number of positions getting paid to do what and the % of full-time employment for each position. List out by position types/categories.*
Professional/Technical/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. If single piece of equipment will exceed $3,500, list it under "Capital Expenditures over $3,500" instead.*
Capital Expenditures over $3,500:	$	*List specific items. Provide additional explanation below.*
Fee Title Acquisition:	$	*Specify who will hold the title to the land.*
Easement Acquisition:	$	*Specify who will hold the easement.*
Easement – Long-term Monitoring, Management, and Enforcement	$	*Specify total costs to be directed toward long-term monitoring, management, and enforcement of easements.*
Professional Services for Acquisition:	$	*Specify costs associated with acquisition transactions.*
Printing:	$	*Specify types of printing expenses anticipated.*
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 greater than $3,5000 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 contract 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.* *<u>Specifically state the dollar amount each partner will receive from the appropriation.</u>*

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 any larger context of past and/or future efforts, particularly directly related efforts or project phases.*

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, 2013. 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. 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. 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 the time period. If there is no spending history specific to this effort, delete the table and indicate "N/A".*

Funding Source	M.L. 2007 or FY08	M.L. 2008 or FY09	M.L. 2009 or FY10	M.L. 2010 or FY11	M.L. 2011 or FY12-13
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 of 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 [DATE], [DATE], and [DATE]. *You are required to submit work plan status update reports at least twice each year, or approximately every six months. Provide 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 2014, September 2014, and March 2015)***.** *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, 20xx**. *Specify the end year of your appropriation – i.e., two year appropriation = 2015, three year appropriation = 2016, etc.*

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

"M.L. 2013 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. 2013 Attachment A: Budget Detail" is available on the LCCMR web page under M.L. 2013 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 out correctly.

Guidelines:

1. The "Attachment A" should be consistent with your M.L. 2013 work plan 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. As was indicated in the LCCMR's 2012-2013 Request for Proposal, there are a number of items for which ENRTF dollars are ineligible to be used unless otherwise authorized by the LCCMR (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. <u>If the template does not include a category that you need, add it. Similarly, delete budget rows that you do not need.</u>
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 than may have been provided in the proposal. 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 (if any).
9. Delete all text in italics on the template.

Instructions for Acquisition/Restoration Lists
*Required for All Acquisition and Restoration Appropriations

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. 2013 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. **Acquisition or Restoration Parcel Name(s):** *Working title or name used to identify each parcel/restoration area.*

2. **Geographic Coordinates:** *Latitude and longitude coordinates for the location of a parcel – preferably the center of the parcel (centroid).*
3. **Estimated Cost:** *Estimated cost of the parcel.*
4. **Estimated Annual PILT Liabilities:** *Estimate of any payment-in-lieu-of-taxes (PILT) liabilities for the state to a local government resulting from an acquisition.*
5. **County:** *County in which parcel is located.*
6. **Ecological Significance:** *Description of type of ecosystem that exists on a parcel and any ecological significance particular to a parcel.*
7. **Estimated # of Acres:** *Size of parcel to be acquired or restored.*
8. **Estimated # of Shoreline Miles (if applicable):** *Shoreline miles impacted.*
9. **Type of Landowner:** *Current landowner, such as private individual/trust, non-profit organization, for-profit entity.*
10. **Proposed Fee Title or Easement Holder (if applicable):** *Organization or entity that will hold title of lands once acquired.*
11. **Status:** *Present status of a parcel.*

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 any particular parcel.

Instructions for Map(s) or Graphic
Required for All Acquisition and Restoration Appropriations
Requested for Other 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 showing each of the specific proposed parcel areas. 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.