



## Instructions for M.L. 2013 Work Plan Updates and Amendment Requests

### Important Information about M.L. 2013 Work Plan Status Update Reports:

- Status update reports are due twice per year on the dates you originally selected in Section XI, “Reporting Requirements”, of your work plan. At the beginning of the month in which you have a report due you will receive an email reminder.
- For your status update reports, your LCCMR approved Work Plan and Attachment A documents act as working documents. You provide status update reports by updating and inserting information into the appropriate sections in those documents and the updated versions that are submitted become your current work plan.
- For status update reports, be sure to use the version of your work plan sent to you via email in mid-July 2013 (you likely would have received it the week of July 15).
- When submitting a status update report always include both the updated work plan document and the updated Attachment A, even if there is no change to the Attachment A since your last update.
- For all projects involving acquisitions (fee title and conservation easements) and/or restoration, also submit an updated version of your Acquisition/Restoration List that provides updates on any changes in the status for the listed parcels in the “Status” column.
- Prior to submission please carefully review and proofread your status update reports for clarity and accuracy. This will help reduce the need for revisions.
- Email your status update reports, including Attachment A, to [lccmr@lccmr.leg.mn](mailto:lccmr@lccmr.leg.mn) by the due date you originally selected.
- Follow the instructions below to help you complete your status update reports.
- If you have any questions about the status update reports or these instructions, please contact an LCCMR staff member at 651-296-2406.

### Important Information about M.L. 2013 Work Plan Amendment Requests:

- Work plan amendment requests are allowed when a change of substance to an activity, outcome, or a budget item is deemed necessary.
- Approval of a work plan amendment request is necessary before the change can be enacted.
- Some minor changes in a project may not require an amendment request. To determine if a change is substantial enough to require an amendment, contact LCCMR staff.
- Work plan amendments are obtained by submitting an amendment request to LCCMR for review. This request can be submitted as part of a status update report or at any other time if the need for a change is determined at a time that does not coincide with a status update report.
- Instructions for submitting an amendment request are found after the instructions for the status update report below.



## Instructions for M.L. 2013 Work Plan Updates and Amendment Requests

### Instructions for Work Plan Status Update Report:

#### COVER PAGE (Page 1)

**Date of Status Update Report:** Each time you submit a status update report and/or an amendment request, update this date with the date of submission.

**Date of Next Status Update Report:** Update this date with the due date for your next status update report based on the reporting dates originally selected by you (see Section XI of your work plan).

**Date of Work Plan:** This field indicates the date on which your work plan was approved and will never need to be changed.

**Project Completion Date:** This field indicates the date on which the appropriation for your project expires. This date will only need to be changed if legislative action is taken to extend the availability of funds for your project. If that were to occur an amendment request would be required to document that change.

**Is this an amendment request?** If the submission contains a work plan amendment request, indicate so here. Otherwise leave blank.

**Project Manager:** If there is a change in the designated project manager, contact LCCMR staff to inform them directly and make all relevant changes to contact information for address, telephone, and email address.

**Total ENRTF Project Budget:** Update the "Amount Spent" and "Balance" to reflect **total expenditures** to date (not the amount requested for reimbursement to date) at the time you are submitting the status update report.

#### REMAINDER OF DOCUMENT

**II. Project Statement:** This section will not change when doing status update reports unless you propose a related work plan amendment that would impact the description provided in this section.

**III. Project Status Updates:** A line stating "Project Status as of [date]" is listed for each of your selected project status update reporting dates. For the reporting date pertaining to the relevant update report submission, provide a concise, cumulative description (approximately 250 words or less) that summarizes the progress you have made to date, including any problems encountered. This section is intended to provide a "snapshot" overview of the more detailed updates you will be providing for each of your individual activities in Section IV, "Project Activities and Outcomes". The description should summarize specifics such as total number of acres purchased, total number of acres restored, total number of stewardship plans completed, etc. For subsequent status update reports, **do not delete** the previous updates.

**IV. Project Activities and Outcomes:** In this section you will describe in greater detail the progress you have made to date for each specific activity and related outcomes. If an activity has not yet begun then indicate that as your update.

- **Description:** The description for each activity should not change from what was originally approved in your work plan unless a related amendment that would impact the activity description is proposed at a later date.
- **Summary Budget Information:** For each activity, update the "Amount Spent" and "Balance" to reflect **expenditures** to date (not the amount requested for reimbursement to date) at the time you are submitting the status update report.



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- **Activity Status as of [date]:** A line stating “Activity Status as of [date]” is listed for each of your selected project status update reporting dates. For the reporting date pertaining to the relevant update report submission, provide a detailed description of work completed under the activity and progress pertaining to the activity outcomes, including any delays or problems you may have encountered. These detailed descriptions for each of the activities are what will be summarized for the description provided in Section III, “Project Status Updates”. For subsequent status update reports, **do not delete** previous updates.

**V. Dissemination:** In this section you will provide information on any project efforts related to dissemination, presentation, data sharing, media coverage, etc., that have occurred.

- **Description:** The description for dissemination should not change from what was originally approved in your work plan unless a related amendment that would impact the description is proposed at a later date.
- **Status as of [date]:** A line stating “Status as of [date]” is listed for each of your selected project status update reporting dates. For the reporting date pertaining to the relevant update report submission, provide a description of any relevant efforts. For subsequent status update reports, **do not delete** previous updates.

### VI. Project Budget Summary:

- **ENRTF Budget:** This section should not change from what was originally approved in your work plan unless a related amendment that would impact the budget is proposed at a later date. The numbers in each category should be the same as those in Attachment A.
- **Other Funds:** This section indicates the other funds that will be used towards implementing the project. The funds you originally proposed should not change unless additional other funds for the project are obtained, in which case you would add a row for the funds and indicate the addition with a note underneath the table. For each status update report, update the “\$ Amount Spent” column for each of the funds identified in your table.

**VII. Project Strategy:** None of the subsections in this section should change from what was originally approved in your work plan unless a related amendment that would impact these sections is proposed at a later date.

**VIII. Acquisition/Restoration List:** For projects involving acquisitions (fee title and conservation easements) and/or restoration, also submit an updated version of your Acquisition/Restoration List that provides updates on any changes in the status for the listed parcels in the “Status” column.

**IX. Map(s):** This section should not change.

**X. Research Addendum:** This section should not change.

**XI. Reporting Requirements:** This section should not change from what was originally approved in your work plan unless a related amendment that would impact the budget is proposed at a later date.



## Instructions for M.L. 2013 Work Plan Updates and Amendment Requests

### **ATTACHMENT A: Project Budget**

**Legal Citation:** Confirm that your legal citation is correctly inserted and matches what appears on page 1 of your work plan.

**Project Manager:** If there is a change in the designated project manager, be sure to make the change here in addition to on page 1 of your work plan.

**Date of Update:** Each time you submit a status update report and/or an amendment request, update this date with the date of submission.

### **Budget Columns**

Update all relevant Attachment A budget columns to reflect **expenditures** to date (not the amount requested for reimbursement to date) at the time you are submitting the status update report. For each activity, the "Amount Spent" and "Balance" columns should be updated. Additionally, the "Total Budget" and "Total Balance" columns should be updated. Always submit your updated Attachment A along with your status update reports.



## Instructions for M.L. 2013 Work Plan Updates and Amendment Requests

### Instructions for Work Plan Amendment Requests:

- Work plan amendment requests are allowed when a change of substance to an activity, outcome, or the project budget is deemed necessary.
- Amendment requests must be submitted before a change to an activity, outcome, or budget item is implemented.
- If you have any questions about requesting an amendment – e.g., whether an amendment is necessary for a proposed change or how to make the request – please contact LCCMR staff at 651-296-2406.
- Work plan amendments are obtained by submitting an amendment request to LCCMR for review. This request can be submitted as part of a status update report or at any other time if the need for a change is determined at a time that does not coincide with a status update report.

### Work Plan Document

1. In the “Date of Status Update” field on p. 1 of your work plan, insert the date you are submitting the amendment request.
2. In the “Is this an amendment request?” field, indicate “Yes”
3. In Section III “Project Status Updates”, insert text labeled “Amendment Request” underneath your last completed “Project Status as of [date]” that indicates the date of the request followed underneath by a clear explanation of the reason for the amendment being requested. For example:

#### Amendment Request (mm/dd/yyyy):

[Explanation]

If funds are being proposed to be shifted between activities, outcomes or budget categories, indicate the activity or outcome number and the specific budget categories.

4. Throughout the work plan, apply underline formatting to all new text being inserted into the work plan as a result of the amendment request (including the “Amendment Request” explanation in Section III) and apply ~~strikethrough formatting~~ to text to be deleted as a result of your requested amendment if approved. In MS Word, font formatting can be accessed through Format>Font or Home>Font depending on your version of Word, or by right-clicking and selecting “Font”. Be sure to make the changes in all sections of the document impacted by the amendment request. This may include making changes in sections that you normally make no changes to in your status update reports.

**DO NOT USE “TRACK CHANGES”** function to apply strikethrough and underline formatting. This can result in confusion for LCCMR staff as to what text is intended to be your final text. Work plan amendment requests using the “Track Changes” function to apply strikethrough and underline formatting may be returned for correction.

### Attachment A

If your amendment request involves shifting dollars between activities or budget items, you will also need to make changes to your Attachment A. A mock-up example is included below the instructions.



## Instructions for M.L. 2013 Work Plan Updates and Amendment Requests

1. For each Activity impacted by the amendment request, insert a new column next to the appropriate existing Activity budget column – i.e., “Activity [#] Budget:”. Label the new column “Revised Activity [#] Budget [date of request]”.
2. In the original “Activity [#] Budget” column, apply ~~strikethrough~~ formatting to the numbers being changed.
3. In the new “Revised Activity [#] Budget [date of request]” column, insert the proposed new dollar amount for that budget item.
4. If you are adding new budget line items, insert a new row with the added budget item indicated in addition to the new column. Please date the new budget item.

For example, in the table below:

- The shaded column is what would be inserted for a “Revised Activity [#] Budget” column (it is not necessary to shade the column on your Attachment A).
- The “Personnel” row represents a budget item that is being requested to be reduced in an amendment.
- The “Professional/Technical Contracts” row represents a budget item that is being requested to be increased in an amendment.
- The “Equipment/Tools/Supplies (mm/dd/yyyy)” row represents a budget item that is being requested to be added new in an amendment.

Environment and Natural Resources Trust Fund Budget	Activity 1 Budget:	Revised Activity 1 Budget mm/dd/yyyy	Amount Spent	Balance
	<i>Fill in your activity title here</i>			
<b>BUDGET ITEM</b>				
<b>Personnel</b> John Smith, Project Manager: \$10,000 (75% salary, 25% benefits); .15 FTE	<del>20,000</del>	10,000	0	10,000
<b>Professional/Technical Contracts</b> Data Services Consulting, Inc.: Field data acquisition	<del>20,000</del>	25,000	0	25,000
<b>Equipment/Tools/Supplies (mm/dd/yyyy)</b> [general description of item or item type]	0	10,000	0	10,000

5. Update all relevant “Balance” columns impacted by the amendment request. If you are using any formulas in your spreadsheet to calculate the “Balance” columns, including the “Total Balance” column, be sure to update the formulas to use the new revised budget column in the calculation.

### Amendment Approval

If your amendment request is approved, you will need to make some revisions to your work plan before your next status update report submission:

1. In Section III, where you inserted an explanation of your amendment request (see instruction #3 above), insert the text “**Amendment Approved: [date of LCCMR approval]**” directly underneath the amendment request explanation.
2. Throughout your work plan and Attachment A, remove underline formatting from all new language inserted as a result of the approved amendment and delete all stricken language that is obsolete as a result of the amendment.
3. In Attachment A, delete the old budget column(s). The “Revised” budget column(s) will now become the budget column(s) you use for the affected activity.