Instructions for Submitting your
M.L. 2014 Environment and Natural Resources Trust Fund Work Plan

It is recommended that you review the blank templates before reading these instructions to familiarize yourself with the overall structure of the various documents. All forms and templates required for work plan submission can be found at: http://www.lccmr.leg.mn/pm_info/manager_info_index.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. **This work plan is intended to provide expanded information and specificity from your proposal**, and it will continue to 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). This will take place after the appropriation for your project is signed into law.</u>

For all appropriations, the M.L. 2014 Environment and Natural Resources Trust Fund Work Plan consists of 3-5 elements (instructions for each element are below) depending on the nature of your project:

1. M.L. 2014 Work Plan document (MS Word template attachment) – See Page 1
2. M.L. 2014 Project Budget document (Excel template attachment) – See Page 9

Additional elements are dependent upon whether a project involves land acquisition or restoration:

A) If a project **does not** involve land acquisition or restoration then a visual element should have been provided with the original proposal. For the work plan you should provide one additional element:
   3. Visual element (e.g., map, graphic, table, photo(s), figure) – See Page 9

B) If a project **does** involve land acquisition (fee title or conservation easement) or restoration you will also provide three additional elements:
   3. Acquisition/Restoration Parcel list(s) (Excel document attachment) – See Page 10
   4. Map(s) – See Page 10
   5. Acquisition or Restoration Requirements Worksheet(s) (MS Word document attachment) – See Page 10

All work plans will be posted on the LCCMR website.

Instructions for Completing the M.L. 2014 Work Plan Template
Required for All Projects

There is no maximum length for the work plan document. It should be single-spaced and 11-point font size is requested. This sentence is written in 11-point font size.

Use the "M.L. 2014 Work Plan" MS Word template available on the LCCMR "Project Manager Info" web page under "M.L. 2014 Project Manager Materials": http://www.lccmr.leg.mn/pm_info/manager_info_index.html. Do not use a work plan template from a previous appropriation year. Also available on the web page is an example of how to fill out the work plan. Please review the "Example Work Plan" for additional guidance and to ensure that you are filling it out correctly.

Use the information from your "2014 Main Proposal" as your starting point for developing your work plan. By inserting text from your proposal into the equivalent sections of the "M.L. 2014 Work Plan" template you will likely have the start of the 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 you submit. *Text in italics in the template 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. 2014 Work Plan

Date of Report: *Put the date the report is submitted. This field will be updated with each status update 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, 2016, if you proposed a three-year project it would be June 30, 2017, et cetera.*
Does this submission include an amendment request? *For future updates to your work plan, indicate "Yes" in this section if you are including 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 2014 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 as the main contact for the project. 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.*
Organization:
Mailing Address:
City/State/Zip Code:
Telephone Number: *(xxx) xxx-xxxx*
Email Address:
Web Address: *List any applicable web address(es) pertaining to the project or organization*

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, then list "Statewide". If the project has land acquisition, restoration, or development (e.g., trail development) activities on the ground, then you will also be including a map showing the location as specifically as possible (e.g., parcel, trail segment, park boundaries, etc.). See section "Instructions for Map(s)"on p. 10 of this document 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 Project Budget sheet to determine this calculation.

Legal Citation: ML 2014, Chap. xx, Sec. xx, Subd. xx.
Chapter, Section, and Subdivision numbers will be determined following the MN Legislative Session in Spring 2014. This will be blank for the initial submission and will be provided to you at a later date.

Appropriation Language: *To be inserted following the MN Legislative Session in Spring 2014. This will be blank for the initial submission and will be provided to you at a later date.*

I. PROJECT TITLE: *For your initial work plan use the title in your proposal.*

II. PROJECT STATEMENT:

<u>A clear, concise, stand-alone overview</u>, expanded from what was in your original proposal, describing the project in terms of its overall 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 and completeness to best summarize and 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, stand-alone 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 statement 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. You may choose 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 2015, September 2015, March 2016, 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 Updates" section is intended to provide an overall concise, <u>cumulative</u> summary of progress to date on all project activities, including any problems encountered. This section is the "abstract" of your status updates for the entire project. 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. <u>Do not delete previous status update reports.</u>

Project Status as of *(Insert date of <u>Second</u> Status Update Report):*
This section will be used later for periodic status update reports. Date each successive status update report. <u>Do not delete previous status update reports.</u>

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, etc., 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 for each additional year.

Overall Project Outcomes and Results:
A final abstract for your project that summarizes your project's overall outcomes and results will be inserted here when you complete your final report.

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 achieved, and any explanation of plans for evaluating activity outcomes. Outcomes should be quantifiable; for example, indicate miles of trail to be acquired and developed, acres to be acquired, datasets to be gathered, students to be reached, etc. This description will not change unless an amendment is proposed at a later date that would impact its content.*

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 listed is for the individual activity budget not the budget as a whole.

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 Updates".

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, etc., 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, 2016, there will be additional Activity Status reporting. If this applies to your project, insert two additional dates for each additional year.

Final Report Summary: *This section will be used to provide a final summary of the activity accomplishments and outcomes after project completion. Instructions for completing the final report will be sent to you in advance of your project completion date and available on the "Project Manager Info" page of the LCCMR website.*

*Repeat the above for each additional project activity (e.g., Activity 2, Activity 3, etc.), 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, etc., 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, 2016, there will be additional dissemination status reporting. If this applies to your project, insert two additional dates for each additional year.

Final Report Summary:
This section will be used to provide a final summary of dissemination activities completed during the project period along with description of any plans for additional dissemination that will occur after project completion. Instructions for completing the final report will be sent to you in advance of your project completion date and available on the "Project Manager Info" page of the LCCMR website.

VI. PROJECT BUDGET SUMMARY:
Provide a budget breakdown for the project period as specified in the appropriation, e.g. July 2014 - June 2016, July 2014 - June 2017, etc.

A. ENRTF Budget:
This section should only include ENRTF dollars recommended. This version of the budget is a summary of the detailed information provided in the Project Budget document. Use your Project Budget document to provide detailed budget information for each activity. The Project Budget document must be included with the initial work plan submission and an updated Project Budget document 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 a single piece of equipment will exceed $5,000, list it under "Capital Expenditures over $5,000" instead.*
Capital Expenditures Over $5,000:	$	*List specific items. Provide additional explanation below.*
Fee Title Acquisition:	$	*Specify number of acres and who will hold the title to the land.*
Easement Acquisition:	$	*Specify number of acres and 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 Fee Title and Easement 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: *If your organization is a state agency and classified staff will be paid for with this appropriation, include an explanation of how the state agency will backfill the part of the classified staff salary paid. If no classified staff will be paid with this appropriation, indicate "N/A".*

Explanation of Capital Expenditures Greater Than $5,000: *For capital expenditures greater than $5,000 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 $5,000 will be made with this appropriation, indicate "N/A".*

Number of Full-time Equivalents (FTE) Directly Funded with this ENRTF Appropriation: *Full-time equivalent means a position, or portion of a position, directly attributed to and paid for with ENRTF funds. The number should be calculated as the total number of hours planned for the position divided by 2,080. For example, one full time employee working 2,080 hours per year (52 weeks x 40 hours/week) for two years would have total hours of 4,160; 4,160 divided by 2,080 equals 2 so the person would equal 2 FTEs over the project period. If no personnel will be paid with this appropriation, indicate "N/A".*

Number of Full-time Equivalents (FTE) Estimated to Be Funded through Contracts with this ENRTF Appropriation: *Full-time equivalent means a position, or portion of a position, directly attributed to and paid for with ENRTF funds. The number should be calculated as the total number of hours planned for the position divided by 2,080. For example, one full time employee working 2,080 hours per year (52 weeks x 40 hours/week) for two years would have total hours of 4,160; 4,160 divided by 2,080 equals 2 so the person would equal 2 FTEs over the project period. Give a best estimate for FTEs funded by contracts. If no contract personnel 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 a project team or organizational partners, list names and agency/entity affiliation along with what their role is in the project. 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 any larger context of past and/or future efforts, particularly directly related efforts or project phases. Describe long-term uses, implications, or consequences resulting from the project. If applicable, describe long-term strategies for sustaining the efforts begun with these funds into the future.*

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, 2014. 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 <u>all</u> 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. 2010 or FY11**	**M.L. 2011 or FY12-13**	**M.L. 2013 or FY14**
Example: ENRTF			
Example: Outdoor Heritage Fund			
Example: NSF grant			

(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" on p.10 of this document for more detailed information about project lists. If this section applies to your project, indicate "See attached Acquisition/Restoration List." Indicate "N/A" if this section does not apply to your appropriation.

IX. VISUAL ELEMENT or MAP(S):
Projects that <u>DO NOT INVOLVE</u> acquisition or restoration will attach a visual element and indicate "See attached [graphic, table, figure, etc.]." See "Instructions for Visual Element" on p.9 of this document for more detailed information.

Projects that <u>DO INVOLVE</u> acquisition or restoration will attach a map(s) of specific project area(s) for acquisition and restoration and indicate "See attached map(s)." See "Instructions for Maps" on p.10 of this document for more detailed information.

X. ACQUISITION/RESTORATION REQUIREMENTS WORKSHEET:
Projects involving acquisition or restoration will fill out and attach a worksheet indicating how specific requirements for acquisition or restoration requirements are to be fulfilled. See "Instructions for Acquisition/Restoration Requirements Worksheet" for more detailed information about the worksheet. If this section applies to your project indicate "See attached Acquisition/Restoration Requirements Worksheet." Indicate "N/A" if this section does not apply to your appropriation.

XI. RESEARCH ADDENDUM:
Specified research projects will attach a Research Addendum. If a research addendum has been requested from you and this section applies to your project indicate "See attached Research Addendum." Indicate "N/A" if this section does not apply to your appropriation.

XII. REPORTING REQUIREMENTS:
Periodic work plan status update reports will be submitted no 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 2015, September 2015, and March 2016)***.** *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 15, 20xx**.

Specify the end year of your appropriation – i.e., two year appropriation = 2016, three year appropriation = 2017, etc.

Instructions for Completing M.L. 2014 Project Budget Template
Required for All Projects

The Project Budget document must be provided in spreadsheet format and updated with each status update report. Use the "M.L. 2014 Project Budget" MS Excel template available on the LCCMR "Project Manager Info" web page under "M.L. 2014 Project Manager Materials": http://www.lccmr.leg.mn/pm_info/manager_info_index.html. Also available there is an example of how to fill out the project budget. Please review the "Example Project Budget" for additional guidance and to ensure that you are filling it out correctly.

Guidelines:

1. The project budget should be consistent with your work plan document, including budget information for activities and section "VI-A. ENRTF Budget". However, whereas budget information contained in the work plan is summary information, in the project budget document you will provide more specific budget detail.
2. See the "Guidance on Allowable Expenses" document available at http://www.lccmr.leg.mn/pm_info/manager_info_index.html. As was indicated in the LCCMR's 2014 Request for Proposal, there are a number of types of expenses for which ENRTF dollars are ineligible to be used unless otherwise authorized by the LCCMR or that are outright prohibited. Generally, all budget items should fall within the categories listed under "Eligible Expenses". If you propose to use funds for anything listed under "Generally Ineligible Expenses – Unless Otherwise Authorized" you need to contact LCCMR staff to discuss. DO NOT include any of the items listed under "Prohibited Expenses" within 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 project budget template has columns for 3 activities. Add or delete columns as necessary based on the number of activities in your project.
5. Many proposals listed expected contracts in the budget information. For the work plan's project budget, more specific information is needed than may have been provided in the proposal (e.g., 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 indicate this within your project budget. 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 an 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/comp-commmissioner, 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 generally not allowed.
8. Fringe benefits should state the rate applied and estimated dollar amount.
9. Delete all text in italics on the template.

Instructions for Visual Element
Required for Projects that DO NOT Involve Land Acquisition or Restoration

Projects **not involving** land acquisition or restoration should have provided a visual element with the original proposal. The visual was a map, graphic, table, photo(s), figure, or other visual element that illustrates or elaborates on information in the main proposal. For your work plan you should provide something similar. The visual provided with the work plan can be the same one used with the proposal if it remains relevant; it can be an updated version, as needed or appropriate based on the parameters of the funding recommendation; or it can be an entirely new visual that assists in illustrating the work and outcomes to be accomplished using the funds.

Note: Projects involving land development (e.g., trail development) should include a map of the trail segments to be developed using the funds.

Instructions for Acquisition/Restoration Lists
Required for All Acquisition and Restoration Projects

For appropriations involving land acquisition (fee title or easement) or restoration, an "Acquisition/Restoration List" must be provided. Use the "M.L. 2014 Acquisition/Restoration List" MS Excel template available on the LCCMR "Project Manager Info" web page under "M.L. 2014 Project Manager Materials": http://www.lccmr.leg.mn/pm_info/manager_info_index.html.

The list should include all targeted parcels that you are currently considering for acquisition or restoration using the appropriation. The list may include more parcels than you will ultimately be able to acquire or restore with the funds, but it should be targeted and specific to what you plan to accomplish with the funds. To be eligible as part of your project a parcel must be included on the list; however, there is a procedure to get approval to add parcels during the project period through an amendment request if situations change or circumstances arise.

The following information is required in the 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:** *Type of ecosystem that exists on a parcel and a description of the ecological significance particular to the parcel.*
7. **Activity Description:** *The activity or activities to occur on the parcel (e.g., fee title acquisition, conservation easement acquisition, site preparation, removal of woody vegetation, etc.). For conservation easements indicate whether the easement would be donated or purchased.*
8. **Estimated # of Acres:** *Size of parcel to be acquired or restored.*
9. **Estimated # of Shoreline Miles (if applicable):** *Shoreline miles impacted.*
10. **Type of Landowner:** *Current landowner, such as private individual/trust, non-profit organization, for-profit entity.*
11. **Proposed Fee Title or Easement Holder (if applicable):** *Organization or entity that will hold title of lands once acquired.*
12. **Status:** *Present status of a parcel (e.g., engaged in landowner negotiations, no longer in consideration, restoration activities underway). Update the status as it changes over the course of the appropriation.*

Use the table to provide periodic status update information and please submit an updated version with each work plan status update report. To discuss any significant issues related to any particular parcel, use the "Activity Status as of [Date]" section under the associated activity within the work plan.

Instructions for Map(s)
Required for All Acquisition and Restoration Projects

For appropriations involving land acquisition (fee title or easement) or restoration, provide a map of 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.

Instructions for Acquisition and Restoration Requirements Worksheets
Required for All Acquisition and Restoration Projects

Acquisition and Restoration Requirements Worksheets are currently still being developed. Projects involving acquisition or restoration will receive additional instructions and related templates once they are completed.