

**LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES**

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Susan Thornton, Director

Date: November 8, 2013  
To: Project Managers for 2014 ENRTF funding recommendations  
From: Susan Thornton  
Subject: **Request for 2014 Work Plans due January 15, 2014**

As indicated in our email and letter to you dated October 24, 2013, you are now being provided with instructions for submitting a draft work plan to the LCCMR for your proposal's funding recommendation. A project work plan must be approved by the LCCMR before a project can begin. Work plans provide expanded and more specific and detailed information on project activities and outcomes than the original proposal. Please carefully review the instructions before completing your work plan in order to minimize the need for revisions. LCCMR staff are available for assistance and consultation in person, on the phone, or via email. Instructions for preparing and submitting your work plan are attached to this email (and can be found on the "Project Manager Info" section of the LCCMR website – web address below).

Your work plan consists of 3-5 elements, depending upon the nature of your project. All work plans will be made up of:

1. Work Plan main document
2. Project Budget

Additional work plan elements are dependent upon whether a project involves land acquisition or restoration activities.

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:

3. Visual element (e.g., map, graphic, table, photo(s), figure, etc.): this can be the same item submitted with the proposal, it can be an updated version if necessary or appropriate, or it can be some entirely new visual that assists in illustrating the work and outcomes to be accomplished using the funds.

B) If a project **does** involve land acquisition or restoration you will also provide:

3. Acquisition/Restoration Project List
4. Map(s)
5. Acquisition or Restoration Requirements Worksheets\*

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

In some cases, there are specific LCCMR actions and requests pertaining to the funding recommendation that may impact work plan content. Those project managers have been notified and should contact LCCMR staff with any questions on addressing those items in work plans.

The Work Plan main document and Project Budget templates can be downloaded from the "Project Manager Info" page on the LCCMR website under "M.L. 2014 Project Manager Materials":

[http://www.lccmr.leg.mn/pm\\_info/manager\\_info\\_index.html](http://www.lccmr.leg.mn/pm_info/manager_info_index.html). Project managers that have been

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involved in past ENRTF funded projects should note that the templates for the Work Plan main document and Project Budget have been updated from previous years and **you must use the 2014 templates for developing your 2014 work plan.**

Research Projects Only: Projects with a significant research component are required to submit research addendums for peer review. LCCMR staff have contacted the project managers of projects identified for which this applies.

**Please submit your draft 2014 Work Plan and associated documents no later than Wednesday, January 15, 2014.**

LCCMR staff will review your draft work plan and will contact you if any revisions are necessary or additional information requested. These are considered “draft” work plans as there will be an opportunity to make final changes to work plans prior to LCCMR approval. You will be notified of this sometime in late April or early May. Work plans will be considered for final approval by the LCCMR in June in time for projects to begin on July 1, 2014.

Again, LCCMR staff are available to answer any of your questions about work plans. Please contact us at 651-296-2406 or [lccmr@lccmr.leg.mn](mailto:lccmr@lccmr.leg.mn).

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