Instructions for M.L. 2015 Work Plan
Status Updates and Amendment Requests

Important Information about M.L. 2015 Work Plan Status Update Reports (see pgs. 2-4):

- Status update reports are due twice per year on the dates and reporting schedule you originally selected in Section XI, "Reporting Requirements", of your work plan. Near the beginning of the month in which you have a report due you will receive an email reminder; however, it is ultimately your responsibility to keep track of the due dates you selected and ensure you submit status updates on time. Significant delays in status update reporting can result in your project being put on hold.
- For your status update reports, your LCCMR approved Work Plan and Project Budget 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 start with the version of your work plan sent to you via email in late July or early August 2015 (emails were sent out to most projects on 07/31/15).
- When submitting a status update report always include both the updated work plan document (Word document) and the updated project budget (Excel spreadsheet), even if there is no update to the project budget (Excel spreadsheet) since your last status 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 the current status for each the listed parcels in the "Status" column. If you wish to add new parcels to the list an amendment request is required.
- Prior to submission please carefully review and proofread your status update reports for clarity, accuracy, and completeness. This will help reduce the need for revisions.
- Email your status update reports, your project budget document, and, as applicable, your updated acquisition/restoration list to lccmr@lccmr.leg.mn by the due date you originally selected.
- Follow the instructions below on p. 2-4 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. This will help reduce the need for revisions.

Important Information about M.L. 2014 Work Plan Amendment Requests (see pgs. 5-7):

- Work plan amendment requests are allowed, and required, when a change of substance to an activity, outcome, budget item, or parcel list 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 below on p. 5-7, after the instructions for the status update report.

Instructions for M.L. 2015 Work Plan
Status Updates and Amendment Requests

Instructions for Work Plan Status Update Report:

WORK PLAN DOCUMENT (WORD DOCUMENT)

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 status update submission.
Date of Next Status Update Report: Each time you submit a status update, 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 is set in the session law for your appropriation. This date will only ever be changed if legislative action is taken to extend the availability of funds for your project. For that to occur an amendment request is required and the extension of the completion date must be adopted through the legislative process.
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. This is considered a work plan amendment and must be documented and approved.
Total ENRTF Project Budget: Update the "Amount Spent" and "Balance" to reflect **total expenditures** to date (not the amount requested for reimbursement to date – if that is different) 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 or "executive summary" 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, total number of students participating, 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 or no additional work was completed 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 – if that is different) at the time you are submitting the status update report.

- **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:

- **A. 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.
- **B. 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 the current status for each of the listed parcels in the "Status" column. Any proposed changes, such as adding a parcel, must be submitted as an amendment request.

IX. Visual Element or Map(s): This section should not change, unless the Acquisition/Restoration List is amended.

X. Acquisition/Restoration Requirements Worksheet: This section should not change.

XI. Research Addendum: This section should not change.

XII. 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. Amendments to reporting dates are allowed if needed.

Instructions for M.L. 2015 Work Plan
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PROJECT BUDGET DOCUMENT (Excel Spreadsheet)

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 an approved 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 project budget columns to reflect **expenditures** to date (not the amount requested for reimbursement to date if there is a DNR contract applicable for reimbursement) 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 project budget document along with your status update reports.

ACQUISITION/RESTORATION LIST DOCUMENT (Excel Spreadsheet) – IF APPLICABLE

If your project involves land acquisition or restoration an updated version of this document must be submitted with each status update. Most of the columns will likely remain the same

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 an approved 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.

Columns to Update for Status Updates

Estimated Cost: If the estimated cost for a parcel has changed, update that amount in this column then insert a note in the "NOTES" row explaining that the change was made and why.
# of Acres: If the number of acres for a parcel has changed, update that number in this column then insert a note in the "NOTES" row explaining that the change was made and why.
Status: Review the status column for each parcel listed and, as applicable, update this column to reflect the current status with each parcel. For example, if an acquisition has closed, indicate that; if planned restoration work with this appropriation on a parcel has been completed, indicate that.

Changes Requiring an Amendment

If you wish to add new parcels to the list an amendment request is required. An amendment is not required to remove a parcel – if a parcel is no longer being worked on or pursued indicate something to this effect in the "Status" column.

Instructions for M.L. 2015 Work Plan
Status 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, budget item, or parcel list is deemed necessary.
- **Amendment requests must be submitted and approved before implementation of a change** to an activity, outcome, budget item, or parcel list.
- If an amendment request is affecting the project budget then you will also need to make revisions, as described below, to the project budget document as part of your request.
- If the amendment involves adding parcels to your acquisition/restoration list then you will also need to make revisions, as described below, to the acquisition/restoration list as part of your request.
- 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.
- 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 DOCUMENT (WORD 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 what you are proposing to change with the amendment request and the rationale for why the change is being requested. Use this format:

   Amendment Request (mm/dd/yyyy):
   [Explanation and rationale]

   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. Describe the budget shifts in a manner that allows a reader to clearly track what is being shifted from where to where within the budget. In the event your project is audited an amendment request documents when a change was made and why. If this information is not clear you will be asked to revise your amendment request so that it is clear.

4. Throughout the work plan document, 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, such as the project statement (Section II); activity descriptions, budgets, and outcomes (Section IV); and the project budget summary for the ENRTF budget and other funds budget (Section VI).

   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.

Instructions for M.L. 2015 Work Plan
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PROJECT BUDGET DOCUMENT (Excel Spreadsheet)

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

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]". This new column will ultimately become your working budget column.
2. In the original "Activity [#] Budget" column, apply ~~strikethrough~~ formatting to all numbers being changed within the column.
3. In the new "Revised Activity [#] Budget [date of request]" column, insert the proposed new dollar amount for all budget items that are being changed and for any budget items that are not being changed copy over the current dollar amounts into this "Revised" column.
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 (shading is for illustration and reference only) is what would be inserted for a "Revised Activity [#] Budget" column (it is not necessary to shade the column on your Project Budget document).
- The "Personnel" row represents a budget item that is being requested to be reduced in an amendment.
- The "Professional/Technical/Service Contracts" row represents a budget item that is being requested to be increased in an amendment.
- The shaded "Equipment/Tools/Supplies (mm/dd/yyyy)" row represents a row that is being inserted for a budget item that is being requested to be added new in an amendment (it is not necessary to shade the column on your Project Budget document).
- The "Travel" row represents a budget item that is not being requested to be changed by the amendment.

Environment and Natural Resources Trust Fund Budget	**Activity 1 Budget:**	**Revised Activity 1 Budget mm/dd/yyyy**	**Amount Spent**	**Balance**
	Fill in your activity title here			
BUDGET ITEM				
Personnel John Smith, Project Manager: $10,000 (75% salary, 25% benefits); .15 FTE	~~20,000~~	10,000	0	10,000
Professional/Technical/Service Contracts Data Services Consulting, Inc.: Field data acquisition	~~20,000~~	25,000	0	25,000
Equipment/Tools/Supplies (mm/dd/yyyy) [general description of item or item type]	~~0~~	10,000	0	10,000
Travel Travel - MN: Mileage, lodging, and meals according to U of MN policy allowances	5,000	5,000	0	5,000

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 rather than the original budget column.

Instructions for M.L. 2015 Work Plan
Status Updates and Amendment Requests

ACQUISITION/RESTORATION LIST DOCUMENT (Excel Spreadsheet) – IF APPLICABLE

If your amendment request involves adding any new parcels to your acquisition/restoration list, you will also need to make changes to your Acquisition/Restoration List document:

- For each new parcel to be added, insert a new row for the parcel, fill out the information for the new parcel in each of the columns, and then apply underline formatting to all text within the row.

For example, in the table below:

- Row 1 represents a parcel that was already on the LCCMR-approved list.
- Row 2 (shaded for illustration only) represents a parcel that is being requested to be added to the list.

#	Acquisition or Restoration Parcel Name	Geographic Coordinates Format: [Deg.]° [Min.]' [Sec.]" [Hemis.] Latitude	Longitude	Estimated Cost	Estimated Annual PILT Liabilities	County	Site Significance	Activity Description	# of Acres	# of Shoreline Miles	Type of Landowner	Proposed Fee Title or Easement Holder (if applicable)	Status
1	Smith Lake	46 12 06.0	-93 08 51.6	500,000	$ 3,750	Wood	Rare and endangered species such as the American bald eagle, western foxsnake, shovel sturgeon and small white ladyslipper are documented in this corridor.	Fee Title	120	0	Private	MnDNR	In progress
2	Johnson Wildlife Area	45 10 45.1	-92 33 34.5	$ 100,000	$ 750	Stone	This property is adjacent to the Rutabega Falls and would contribute to resource viability of an adjacent restored area.	Fee Title	45	0	Private	MnDNR	In progress

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. **Is this an amendment request?:** On p.1 remove the indication that this is an amendment request so that there is no confusion in future status update submissions.
2. 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.
3. Throughout your Work Plan and Project Budget documents 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. If applicable, remove any underlining from newly added rows on your Acquisition/Restoration List document.
4. In the project budget document (Excel spreadsheet), delete the old budget column(s). The "Revised" budget column(s) will now become the budget column(s) you use for the affected activity.