

## LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES

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Susan Thornton, Director

Date: October 27, 2015  
To: Project Managers for 2016 ENRTF funding recommendations  
From: Susan Thornton  
Subject: **Request for 2016 Work Plans due Friday, December 4, 2015**

As indicated in our email to you between October 21 - 23, 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" page of the LCCMR website – web address below). If you need assistance or have any questions, please don't hesitate to contact us.

Environment and Natural Resources Trust Fund project work plans consists of 3-4 components, depending upon the nature of your project. All work plans will be made up of:

1. Work Plan main document
2. Project Budget document

Additional components 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 component should have been provided with the original proposal. For the work plan you should provide:
3. Visual component (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. Parcel List document
  4. Map(s)

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.

All necessary templates and related example documents can be downloaded from the "Project Manager Info" page on the LCCMR website under "M.L. 2016 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 involved in past ENRTF funded projects should note that the templates have been updated from previous years and **you must use the 2016 templates for developing your 2016 work plan.**

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

**Please submit your draft 2016 Work Plan and associated documents no later than Friday, December 4, 2015.**

Your draft work plan should be as detailed and complete as possible based on the information you currently have at this time. LCCMR staff will review your submitted draft work plan and contact you if any additional information or revisions are necessary. Following the instructions should help minimize the need for changes and revisions to your initial submission. 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, 2016.

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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