



LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES

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Becca Nash, Director

Date: October 31, 2017
To: Project Managers for 2018 ENRTF funding recommendations
From: Becca Nash
Subject: **Request for 2018 Work Plans Due Friday, December 15, 2017**

Congratulations on having your project recommended by the Legislative-Citizen Commission on Minnesota Resources (LCCMR)!

It is now time to develop your work plan. The work plan provides 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 (ENRTF).

Please submit your complete 2018 LCCMR Work Plan and associated documents no later than Friday, December 15, 2017 to LCCMR at lccmr@lccmr.leg.mn

The work plan will be used for project status updates and reporting expenditures over the timeframe of your project. LCCMR staff will also use the information contained in your work plan to help respond to any questions that arise during the legislative process and to share general updates on your project with the public via various media efforts. All work plans will be posted on the LCCMR website.

Use your proposal as a starting point and then expand and edit for clarity and completeness to best represent the specific work that you will be undertaking based on the actual dollars recommended for appropriation and your most up-to-date knowledge. In the future, updates are added to the work plan while the original project descriptions and budgets typically do not change. If changes are needed, you will be able to request LCCMR approval through an amendment process.

Depending on the nature of your project, your ENRTF Work Plan will consist of 3-6 different components:

ENRTF Work Plan Components	Links to Instructions and Templates		Standard Project (Most Common)	Land Acquisition, Easement, or Restoration Project	Research Project
Work Plan (Main Document)	Instructions	Template	X	X	X
Budget Spreadsheet	Instructions	Template	X	X	X
Visual Component or Map	See Work Plan Main Document		X	Map required	X
Acquisition/Restoration Parcel List Spreadsheet	Instructions	Template		X	
Additional Work Plan Information for Acquisition, Easements, and Restoration	Template			X	
Research Addendum	Provided By Staff				X



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Templates and Instructions

Templates and instructions for each of these components can be found by clicking the links above or on the LCCMR "Project Manager Info" web page under "M.L. 2018 Project Manager Materials":

http://www.lccmr.leg.mn/pm_info/manager_info_index.html.

Format

There is no maximum length for the work plan document, however we ask that you please use single-spacing and 11-point font. The ENRTF work plan should be written for a general public (i.e. non-technical) audience and should expand upon the information provided in your proposal.

Please note: A project may not begin until the appropriation is signed into law and the project's work plan has been approved by the LCCMR. This is estimated to occur by June 2018.

Please feel free to contact LCCMR staff at lccmr@leg.mn.us or 651-296-2406 with any questions- we're here to help.