**Today’s Date:**

**Date of Next Status Update Report:**

**Date of Work Plan Approval:**

**Project Completion Date:**

**Does this submission include an amendment request? \_\_**

## PROJECT TITLE:

**Project Manager:**

**Organization:**

**College, Department, or Division:**

**Mailing Address:**

**City, State, Zip Code:**

**Project Manager Direct Telephone Number:**

**Email Address:**

**Web Address:**

**Location:**

**Total Project Budget: $0**

**Amount Spent: $0**

**Balance: $0**

**Legal Citation: M.L. 2020, Chp. xx, Sec. xx, Subd. xx**

**Appropriation Language:**

## PROJECT STATEMENT:

## II. OVERALL PROJECT STATUS UPDATES:

### ****First Update April 1, 2021****

### ****Second Update October 1, 2021****

### ****Third Update April 1, 2022****

### ****Final Report between project end (June 30) and August 15, 2022****

###

## III. PROJECT ACTIVITIES AND OUTCOMES:

### ACTIVITY 1 Title:

### ****Description:****

### ACTIVITY 1 ENRTF BUDGET: $

|  |  |
| --- | --- |
| **Outcome** | **Completion Date** |
| 1.  |  |
| 2.  |  |
| 3.  |  |

### ****First Update April 1, 2021****

### ****Second Update October 1, 2021****

### ****Third Update April 1, 2022****

### ****Final Report between project end (June 30) and August 15, 2022****

## IV. DISSEMINATION:

**Description:**

The Minnesota Environment and Natural Resources Trust Fund (ENRTF) will be acknowledged through use of the trust fund logo or attribution language on project print and electronic media, publications, signage, and other communications per the [ENRTF Acknowledgement Guidelines](https://www.lccmr.leg.mn/pm_info/acknowledgement_guidelines.pdf).

### ****First Update April 1, 2021****

### ****Second Update October 1, 2021****

### ****Third Update April 1, 2022****

### ****Final Report between project end (June 30) and August 15, 2022****

## V. ADDITIONAL BUDGET INFORMATION:

## ****A. Personnel and Capital Expenditures****

**Explanation of Capital Expenditures Greater Than $5,000:**

**Explanation of Use of Classified Staff:**

**Total Number of Full-time Equivalents (FTE) Directly Funded with this ENRTF Appropriation:**

|  |  |
| --- | --- |
| Enter Total Estimated Personnel Hours for entire duration of project:  | Divide total personnel hours by 2,080 hours in 1 yr = TOTAL FTE: |

**Total Number of Full-time Equivalents (FTE) Estimated to Be Funded through Contracts with this ENRTF Appropriation:**

|  |  |
| --- | --- |
| Enter Total Estimated Contract Personnel Hours for entire duration of project:  | Divide total contract hours by 2,080 hours in 1 yr = TOTAL FTE: |

## VI. PROJECT PARTNERS:

1. Partners outside of project manager’s organization receiving ENRTF funding
2. Partners outside of project manager’s organization NOT receiving ENRTF funding

## VII. LONG-TERM- IMPLEMENTATION AND FUNDING:

## VIII. REPORTING REQUIREMENTS:

* Project status update reports will be submitted April 1 and October 1 each year of the project
* A final report and associated products will be submitted between June 30 and August 15, 2022

## IX. SEE ADDITIONAL WORK PLAN COMPONENTS:

**A. Budget Spreadsheet**

**B. Visual Component or Map**

**C. Parcel List Spreadsheet**

**D. Acquisition, Easements, and Restoration Requirements**

**E. Research Addendum**