



LCCMR Instructions for Work Plan Status Updates

UPDATED: December 2, 2019

How should you submit a work plan status update?

- Status updates are due on the dates and reporting schedule as stated in your approved work plan.
- Email your Work Plan Status Update to lccmr@lccmr.leg.mn.
- Please include the legal citation in the subject line (e.g. M.L. 2017, Chp. 96, Sec. 2, Subd. 06a).
- Significant delays in status update reporting can result in your project being put on hold.
- Status Update Report must include your:
 - Main Work Plan (Word document)
 - Project budget (Excel spreadsheet)
 - Acquisition/Restoration List for projects involving these activities

What should be in your status update?

- Provide updates in your most recently approved work plan for each area highlighted in green below. In this way, your work plan grows over time as you add additional updates.
- Changes to elements in blue sections may require an amendment. Please contact LCCMR staff to discuss.
- Any spending over an individual total budget line needs to be approved by LCCMR in advance through an amendment request. Please contact LCCMR staff to discuss.
- Please write for a non-scientific audience. An 8th grade level ensures readability by the general public.
- Prior to submission, please carefully proofread your status update reports for clarity, accuracy, and completeness. This will help reduce the need for revisions.
- If you have any questions, please contact an LCCMR staff member at 651-296-2406.

Reference for updating your WORK PLAN (Word document):

Today's Date:	<i>Update for each submission</i>
Date of Next Status Update Report:	<i>Update for each submission</i>
Date of Work Plan Approval:	<i>Changing may require an amendment; please call LCCMR staff to discuss.</i>
Project Completion Date:	<i>Update for each submission</i>
Does this submission include an amendment request? ___	<i>Update for each submission</i>
PROJECT TITLE:	
Project Manager:	
Organization:	
College/Department/Division:	<i>Changing may require an amendment; please call LCCMR staff to discuss.</i>
Mailing Address:	
City/State/Zip Code:	
Telephone Number:	
Email Address:	
Web Address:	
Location:	
Total Project Budget:	

Amount Spent:

Update for each submission

Balance:

Legal Citation: M.L. 2019, Chp. xx, Sec. xx, Subd. xx

Appropriation Language:

Changing may require an amendment; please call LCCMR staff to discuss.

I. PROJECT STATEMENT:

II. OVERALL PROJECT STATUS UPDATES:

First Update March 1, 2020.

Second Update September 1, 2021

Third Update March 1, 2021

Fourth Update September 1, 2022

Fifth Update March 1, 2022

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

Update the respective section for each submission. Provide an executive summary of progress in accomplishing your entire project's goals and outcomes since your last submission. Recommended length: 200 words or less. Do not delete or change previous updates.

III. PROJECT ACTIVITIES AND OUTCOMES:

ACTIVITY 1 Title:

Description:

Changing may require an amendment; please call LCCMR staff to discuss.

ACTIVITY 1 ENRTF BUDGET: \$

Outcome	Completion Date
1.	
2.	
3.	

First Update March 1, 2020

Second Update September 1, 2021

Third Update March 1, 2021

Fourth Update September 1, 2022

Fifth Update March 1, 2022

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

Update the respective section for each submission. Provide a more detailed update on progress related to this specific activity. Please reference the specific outcomes from your table above when providing your update. Please also include conclusions, learnings, or additional accomplishments. If you are not meeting your outcomes, please explain why. Recommended length: 200 words or less. Do not delete or change previous updates.

IV. DISSEMINATION:

Description:

Changing may require an amendment; please call LCCMR staff to discuss.

First Update March 1, 2020

Second Update September 1, 2021

Third Update March 1, 2021

Fourth Update September 1, 2022

Fifth Update March 1, 2022

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

Update the respective section for each submission. Provide an update on efforts related to your dissemination goals as stated above. If available, please provide copies and links to dissemination materials. Do not delete or change previous updates.

V. ADDITIONAL BUDGET INFORMATION:

A. Personnel and Capital Expenditures

Changing may require an amendment; please call LCCMR staff to discuss.

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:
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Divide total contract hours by 2,080 hours in 1 yr. = TOTAL FTE:
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VI. PROJECT PARTNERS:

A. Partners outside of project manager's organization receiving ENRTF funding

B. 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 March 1 and September 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

Update for each submission

B. Visual Component or Map

No update required except for when additional parcels are added through amendment for acquisitions

C. Parcel List Spreadsheet

Update "status" column each submission: other changes require an amendment

D. Acquisition, Easements, and Restoration Requirements

E. Research Addendum

No update required

Reference for updating your BUDGET (Excel spreadsheet):

Attachment A: Environment and Natural Resources Trust Fund M.L. 2019 Budget Spreadsheet Legal Citation: Project Manager: Project Title: Organization: Project Budget: Project Length and Completion Date:		Changing may require an amendment request; Please contact LCCMR staff to discuss					
Today's Date:		Update for each submission					
ENVIRONMENT AND NATURAL RESOURCES TRUST FUND BUDGET				Budget	Amount Spent	Balance	
BUDGET ITEM							
Personnel (Wages and Benefits)				\$ -	\$ -	\$ -	
				Updating individual personnel lines not required			
Professional/Technical/Service Contracts				\$ -	\$ -	\$ -	
Equipment/Tools/Supplies				\$ -	\$ -	\$ -	
Capital Expenditures Over \$5,000				\$ -	\$ -	\$ -	
Fee Title Acquisition				\$ -	\$ -	\$ -	
Easement Acquisition				\$ -	\$ -	\$ -	
Professional Services for Acquisition				\$ -	\$ -	\$ -	
				Changing may require an amendment request; Please contact LCCMR staff to discuss			
Printing				\$ -	\$ -	\$ -	
Travel expenses in Minnesota				\$ -	\$ -	\$ -	
Other				\$ -	\$ -	\$ -	
COLUMN TOTAL				\$ -	\$ -	\$ -	
OTHER FUNDS CONTRIBUTED TO THE PROJECT				Status (secured or pending)	Budget	Spent	Balance
Non-State:					\$ -	\$ -	\$ -
State:				Update for each submission	\$ -	\$ -	\$ -
In kind:					\$ -	\$ -	\$ -
PAST AND CURRENT ENRTF APPROPRIATIONS				Amount legally obligated but not yet spent	Budget	Spent	Balance
Current appropriation:					\$ -	\$ -	\$ -
Past appropriations:				Update for each submission	\$ -	\$ -	\$ -