LCCMR Instructions for Amendment Requests

UPDATED: July 14, 2020

Do you need an amendment request?

- **Required:** Call LCCMR staff at 651-296-2406 (or during COVID: email lccmr@lccmr.leg.mn) before submitting a request to confirm an amendment is needed and to receive any additional instructions.
- General guidelines for when an amendment is needed:
    - To change budget amounts or to add any new budget items
    - To spend more than any total budget line
    - To add a new or change an existing personnel category
    - To change completion dates, outcomes, project managers, to add or remove parcels from a proposed acquisition, or to make other substantial changes to the approved project

When should you submit an amendment request?

- Amendment requests must be submitted for LCCMR review and be approved before changes can be implemented
- Retroactive amendment requests are strongly discouraged and are not guaranteed to be approved
- If the amendment request is submitted close in time to a regularly scheduled update and includes an update, LCCMR staff may waive the next update

How should you submit an amendment request?

- Email your Amendment Requests 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)
- Your submission must include:
    - Main Work Plan (Word document)
    - Project budget (Excel spreadsheet)
    - Acquisition/Restoration Parcel List for projects involving these activities
    - Project Map if amendment includes addition of a new parcel to the parcel list

Main Work Plan

1. Provide updates per LCCMR's Instructions for Work Plan Status Updates

2. Insert the amendment request chronologically in the Overall Project Status Updates Section after the most recent update by inserting **"Amendment Request as of [mm/dd/yyyy]"** followed by a brief narrative explanation of the changes being proposed. If you propose shifting funds between budget categories, indicate the amount of funds reduced and the amount added to each budget line. Explain why each change is needed as it relates to your outcomes.

3. Use M.S. Word's "track changes" function, ~~strikeout~~ and underline text, or highlighting to make the needed changes in all sections of the document impacted by the amendment request. This may include editing text in sections that you normally don't change as part of your status updates, such as the Project Statement, activity descriptions, budgets, outcomes tables, and Other Funds.

Project Budget

1. Provide updates per LCCMR's Instructions for Work Plan Status Updates

2. Using ~~strikeout~~ and <u>underline</u> text, or highlighting, make the needed changes as described in the amendment request from Section II of your work plan document:
   a. Insert new budget column(s) to the right of existing budget column(s).
   b. Title new column(s) "Revised Budget [date of request]" and populate with proposed new budget
   c. Update your formulas so the Balance(s) reflect the Revised Budget being proposed.
   d. Insert and populate new rows as needed.

Environment and Natural Resources Trust Fund Budget	Budget	Revised Budget [mm/dd/yyyy]	Amount Spent	Balance
BUDGET ITEM				
Personnel Project Manager: ~~$20,000~~ $10,000 (75% salary, 25% benefits); ~~.30 FTE~~ .15 FTE	~~$20,000~~	$10,000	$6,000	$4,000
Professional/Technical/Service Contracts Data Services Consulting, Inc.: Field data acquisition	~~$20,000~~	$25,000	$0	$25,000
Equipment/Tools/Supplies 5lbs of sand, 100 test tubes, and 12 waterproof notebooks	~~$0~~	$5,000	$0	$5,000
Travel Travel - MN: Mileage, lodging, and meals according to U of MN policy allowances	$5,000	$5,000	$3,000	$2,000

Acquisition/Restoration List

(for projects involving these activities)

1. Update the "Status" column for all parcels

2. Using ~~strikeout~~ and underline text, or highlighting, insert and populate new rows as needed

EXAMPLE

#	Acquisition or Restoration Parcel Name	Geographic Coordinates Format: [Deg.]° [Min.]' [Sec.]" [Hemis.]		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
		Latitude	Longitude										
1	Smith Partners	44.214	-96.436	$ 320,000	NA	Goodhue	wet prairie with rare butterfly habitat	fee title acquisition	80	NA	PRIVATE	MN DNR	Closed
2	Mary and Jim Donahue	44.211	-96.422	$ 50,000	NA	Goodhue	MBS-mapped prairie with rare features	fee title acquisition	8.2	NA	PRIVATE	MN DNR	In negotiation

Amendment Approval

If your amendment request is approved, you will need to revise your work plan before your next status update:

1. **Page 1: Is this an amendment request?:** Change the answer to "No"

2. **In Section II,** after the amendment request and explanation, insert the text "**Amendment Approved: [date of LCCMR approval]**"

EXAMPLE:

Amendment Request March 1, 2020
We are requesting funds be shifted from the supplies budget line to personnel.
- Supplies budget would be reduced by $3,000 to a revised budget of $3,000
- Personnel budget would increase by $3,000 to a revised budget of $26,000

These changes are being requested because more staff time is needed to accomplish Activity 2, Outcome #3. To pay for these costs, we will use savings accomplished from our being able to borrow supplies in Activity 1 instead of purchase them.
Amendment Approved by LCCMR 03/15/19

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3. Throughout your Work Plan, Budget, and Acquisition/Restoration List documents, accept all changes, remove the related underlining or highlights but keep the new text; and remove any ~~struckout~~ or old text.

4. In the project budget document (Excel spreadsheet), delete the old budget column(s). The "Revised Budget [date of request]" budget column(s) will now become the budget moving forward.