

1505.4040 CONTENT OF LOCAL IMPLEMENTATION PROPOSALS.

Subpart 1. **Title sheet.** A local implementation proposal must contain a title sheet that provides the formal title of the proposal, the submittal date, and the title of the governing body submitting the proposal.

Subp. 2. **Table of contents.** A local implementation proposal must contain a table of contents outlining the paragraphs or sections contained within the proposal and the correlating pages on which the paragraphs or sections appear.

Subp. 3. **Map and description of geographic area affected.** A local implementation proposal must contain a map describing the geographic area affected, its location within the state and county, and local geographic setting. The local implementation proposal must also, within the same section, contain a written description, by geographic indicator, of the area affected. The written description must, at a minimum, describe the boundaries of the affected area and may be a legal description.

Subp. 4. **Primary contact.** A local implementation proposal must identify a primary contact for communication with the commissioner, including the contact's name, official title, official address, telephone number, and facsimile number if available.

Subp. 5. **Executive summary.** A local implementation proposal must contain an executive summary briefly describing the substance and salient points of the proposal.

Subp. 6. **Detailed description of proposed program.** A local implementation proposal must present a detailed description of the proposed local implementation program, including implementation measures, a dated schedule, and expected outcomes for the local implementation program on an annual basis. This section must also describe educational and informational efforts, training programs, data collection procedures, data and information management procedures, and coordination efforts with other government units or entities.

Subp. 7. **Administering agency.** A local implementation proposal must describe the agency authorized by the local unit of government to administer the local implementation program. This section must:

- A. name the authorized agency;
- B. provide an official address and telephone number for contact; and
- C. describe the education, training, and experience qualifications of personnel within the authorized agency who will be responsible for the administration of the local implementation program.

Subp. 8. **Administrative procedures.** A local implementation proposal must outline procedures through which the local implementation program will be administered by the authorized agency. Administrative procedures must include, but are not limited to:

- A. financial reporting and auditing;
- B. document management by the local unit of government and transfer to the department; and
- C. program tracking and reporting procedures.

Subp. 9. **Implementation procedures.** A local implementation proposal must outline the procedures to be followed in implementation of the proposed program. Implementation procedures must provide for:

- A. notice of inspection;
- B. documentation of inspections;
- C. stages of effort to gain compliance;
- D. referral of cases of noncompliance or violation to the department; and
- E. demonstration of consistency with department procedures and policies.

Subp. 10. **Financial considerations.** A local implementation proposal must provide information describing the source of funding for the local implementation program. The funding source must be consistent with part 1505.4010, which stipulates that funds may not be collected from pesticide related fees or surcharges. This section must provide an estimate of the annual budget for the local implementation program and a detailed outline of disbursement of those funds in implementation of the program.

Subp. 11. **Draft delegation agreement.** A local implementation proposal must present a draft delegation agreement to be used as the basis for the development of a final delegation agreement for signature by the commissioner.

Statutory Authority: *MS s 118B.06*

History: *20 SR 468*

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