

## **Delegation Agreement for Tribal and Local Government Inspection Programs Instructions for completing Delegation Agreement**

### **1. Page 1, Paragraph 1.**

The name of the tribal or local government needs to be inserted after "...State of Minnesota and" and before "(referred to as Governmental Unit)". The tribal or local government will be referred to as "Governmental Unit" in the rest of the document except for contact information in Section 7 on page 3 and the signature lines on the page 4.

### **2. Page 2, Section 2D.**

This requires the tribal or local government entering into the Agreement to submit a plan that is referred to as the "Program". The Agreement requires that this Program be approved by DNR. Programs that will have inspection stations placed directly at one or more water access sites only need to submit a plan that includes the locations of the inspection stations and the times when inspectors will be working. This information will help for planning DNR inspection locations and prevent duplication of efforts. All programs are required to follow DNR inspection protocols; if you wish to pilot additional protocols they must be listed in your plan.

Tribal or local governments that intend to have inspection programs that require a person to travel to a specific location before launching at a different location must submit a plan that complies with all the criteria listed in Minnesota Statutes section 84D.105, Subdivision 2 g and h. Development of this type of inspection program should be coordinated with DNR.

**3. Page 3, Section 4.** The agreement expires on December 31. Enter the year you would like this agreement to expire. It can last for up to three years, so it can either expire on December 31 in the year it is signed, in the next year, or two years after it is signed. Do not change the year to anything later than two years following the year it is signed.

### **4. Page 3, Section 7.**

Provide contact information for the tribal or local government. This should be the person that will be responsible for compliance with the provisions in the Agreement. The name and title of the person, name of the tribal or local government, and address needs to be inserted after "To Governmental Unit:"

### **5. Page 4, Signature Area.**

A tribal or local government representative that has authority to execute legal agreements must sign and date the Agreement. Please insert the name of the tribal or local government on the line after "Governmental Unit:" and include the title of the person signing the Agreement.

**6.** Send three signed originals of the Agreement to the DNR contact person listed on page 3, Section 7 of the Agreement. The plan or "Program" required in Section 2D of the Agreement should also be submitted, however, if the Program has not been finalized just provide a general description indicating if the inspection stations will be located at water accesses or if you intend to submit a plan that requires people to travel to off-site location to get an inspection before launching at another location. Off-site inspection plans, or pilot plans, need approval prior to beginning.

7. When DNR receives three signed original copies of the Agreement and reviews the proposed Program we will complete the processing of the Agreement or contact the tribal or local government regarding the proposed Program or necessary administrative requirements. After DNR and the Department of Administration sign the Agreement, the agreement will be fully executed and we will send an original copy of the Agreement to the tribal or local government contact person.

**8. Page 3, Section 2J.** Governmental Units are required to submit a season summary to DNR by December 31 of the current year. Summaries should highlight results and issues related to the year's inspection program; an example template is available upon request.