

LEGISLATIVE COMMISSION ON MINNESOTA RESOURCES

100 REV. DR. MARTIN LUTHER KING JR. BLVD. - ROOM 65

ST. PAUL, MINNESOTA 55155-1201

PHONE: 651/296-2406 FAX: 651/296-1321

TTY: 651/296-9896 OR 1-800-657-3550

EMAIL: lcmr@commissions.leg.state.mn.us

WEB: www.lcmr.leg.mn

John Velin, Director

DATE: May 5, 2003

TO: Project Managers of Projects Recommended to the 2003 Legislature

FROM: John Velin

SUBJECT: **Request for 2003 Work Programs**
Submit to LCMR Office on or before May 21, 2003 (deadline will vary for specific projects)

While your project is being considered by the Legislature, we are requesting that you prepare a work program. Before funding can proceed, the recommendations must be passed into law and signed by the Governor. After the legislature adjourns, you will be asked to review your work program once more and update it is necessary. After this is completed, the LCMR will review and adopt work programs. The LCMR-approved work program is attached to the LCMR agreement and serves as the lead document governing the 2003 LCMR project and eligible expenses.

This packet includes directions and a template to assist you in completing your initial 2003 LCMR work program and budget detail at the currently recommended dollar amount. We are requesting the work program at this time to enable us to work with you to clarify the description of your project activities, results, and outcomes. Electronic copies of all the documents are available on the LCMR web page under *2003 Project Manager Materials*: <http://www.commissions.leg.state.mn.us/lcmr/manager/promanager.htm>

We are happy to meet with you and/or your project team in person or on the telephone to help you get your work program in the best shape possible. E-mail is also a good tool to use to help us quickly answer your questions, or to review draft work programs.

The following items are attached, with the exception of the Draft Agreements:

- 2003 Work Program Template with directions for each section
Attachment A: Budget Detail
Attachment B: Research Addendum for Research Projects only
- 2003 Terms and Conditions – subject to change
Review the Terms and Conditions document carefully – these are conditions of accepting the money and apply to all projects. This document contains a list of eligible and ineligible expenses. In addition, expenses are eligible only if specified in the approved Attachment A: Budget Detail (expense item and dollar amount) for your project.

Senators: Ellen Anderson, Dennis Frederickson, Linda Higgins, John Marty, Pat Pariseau, Carrie Ruud, Dallas Sams, David Tomassoni, Jim Vickerman, Charles Wiger

Representatives: Dennis Ozment, Chair; Lyndon Carlson, Doug Fuller, Tom Hackbarth, Larry Howes, Phyllis Kahn, Jim Knoblach, Mark Olson, Joe Opatz, Kathy Tingelstad

- Commissioner's Plan Travel Allowance for 2001-03 (see Exhibit C to the Draft Agreement). The Commissioner's Plan is subject to change during the project period.
- 2003 Draft Appropriation Language
- Draft Agreements – will be available on the LCMR web site and mailed out soon
 1. The 2003 Draft Agreement between the State of Minnesota and *[the recipient of LCMR funds]* is a “boiler plate” agreement for state agencies to use when subcontracting with outside organizations that will be completing work for your project based on your work program.

The DNR, and other state agencies specified in law, provide LCMR with contract management services for pass-through agreements with non-state agencies. Therefore, all non-state agencies will be receiving a copy of this agreement. Please have your organization begin reviewing the draft agreement. Your organization will be asked to sign this agreement after the LCMR appropriation becomes law.

2. The 2003 Draft Agreement between the LCMR Appropriation Recipient and Subcontractor is “boiler plate” language for non-state agencies to use when subcontracting with outside organizations.

General Directions for Completing Your Initial Work Program

Using the Work Program Template: Portions of the template written in **bold** print must appear in the actual work program. Comments written in *Italics* are instructions and suggestions to provide guidance and clarify what information is being sought.

- Do not repeat the text written in *Italics* in your work program.
- Repeat anything written in **bold** in your work program.

Project Completion Date: All projects must have final products completed and delivered by June 30, 2005, or the date specified in the appropriation law for your project.

Page Limit: There is no page limit, however, we ask that you be both complete and concise.

Page Numbers: Make sure to number each page at the bottom of the page.

Number of Copies: Submit three (3) copies double-sided, single-spaced on 8½ X 11 white paper. Use legal size paper for Attachment A: Budget Detail, if needed. For this submission, do not send electronic copies. Send through U.S. Mail; do not use a courier.

Directions for Future Changes to the Work Program -- Updates and Amendments

LCMR uses the work program document to track future progress and changes related to your project. After submission and approval of the initial work program, periodic updates are required and amendments are allowed. The basic format of the initial work program is used to make future changes to your work program. Directions for update reports and amendments follow.

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Update Reports –

Update reports are an expansion of the initial work program with up-to-date information on your project's progress. You are required to provide at least two update reports a year. The dates of update reports are ones that you propose, that fit with your specific projects (see Section X on p. 5 of the template).

For update reports, your work program simply expands and becomes your new (current) work program. Use the same format as the initial work program.

Current Date: The date in the top left corner should be the actual date you are submitting the update report and the title below the date must read "LCMR Work Program Update Report."

Update Budget Balances: The Total Biennial Project Budget balance amount should be the amount appropriated minus the total actual expenditures.

Update Progress Summary: In Section III PROGRESS SUMMARY provide an overall concise, cumulative description of progress to date. The Progress Summary will change with each update. Be specific, e.g., "4 miles of trail developed from (location) to (location)."

Update Outline of Project Results: In Section IV OUTLINE OF PROJECT RESULTS explain in more detail specific progress that has been made for each result. Address individual results and describe any problems encountered. DATE each update. Do not delete prior updates. Instead, insert the most recent update before the prior update. This section expands with each update and at the end of the project should provide a timeline of project progress and accomplishments.

Attachment A: An updated budget spreadsheet must be submitted with every update report.

Number of Copies: Submit two (2) copies double-sided, single-spaced on 8½ X 11 white paper. Use legal size paper for Attachment A: Budget Detail, if needed.

Amendments –

Amendments to work programs are allowed but must be submitted and approved before the change in activity and budget is implemented. Contact LCMR staff to discuss amendments, **do not wait** for the periodic update reporting periods to request a needed amendment.

Submitting Reimbursement Requests for LCMR Projects

LCMR contracts with DNR and other state agencies for contract management services. Project managers will submit reimbursement requests DNR or other state agencies. Project managers will be provided with a 2003 Reimbursement Manual and the names of contract management staff working with specific projects.

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EXHIBIT C OF THE AGREEMENT: COMMISSIONER'S PLAN TRAVEL ALLOWANCES
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Excerpt from 2001-2003 Commissioners Plan

Mileage:

Use of personal automobile \$.36 – *this rate is always the current Federal IRS mileage reimbursement rate*

Use of personal van or van type vehicle equipped with a ramp, lift, or other level changing device designed to provide wheelchair access. \$.50

Commercial Transportation:

Taxi, Rental car, airfare provided that no air transportation shall be by first class and all travel shall be for state purposes.

Meals:	Normal Areas	Metropolitan Areas (listed in Appendix N) **
Breakfast:	\$ 7.00	\$ 8.00
Lunch:	9.00	10.00
Dinner:	15.00	17.00

** Metropolitan Areas include (Appendix N):

Atlanta	Baltimore	Boston	Chicago
Cleveland	Dallas/Ft. Worth	Denver	Detroit
Hartford	Houston	Kansas City, KS	Kansas City, MO
Los Angeles	Miami	New Orleans	New York City
Philadelphia	Portland, OR	St Louis	San Diego
San Francisco	Seattle	Washington, DC	

Hotel & Motel Accommodations:

Charges must be reasonable & consistent with the facilities available & good judgement is used in incurring lodging costs.

Baggage Handling: Reasonable costs and gratuities are allowed.

Parking Fees / Tolls: Reasonable costs for the area are allowed.

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