

**Directions for Using the Work Program Template:**

Use as your starting point the "Revised Proposal" submitted in Fall 2004. This should follow your "revised" proposal. By inserting your revised proposal information into the work program you will essentially have the baseline work program. Add additional information. 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.
- Do not include this box or these instructions in your work program.

**LCMR 2005 Work Program**

*(No maximum length, single-spaced, at least 12-point font size.  
This sentence is written in 12-point font size.)*

**Date of Report:** *Put current date in upper left-hand corner, e.g., April 29, 2005.*

**Date of Next Status Report:** *Specify date of first status report, according to your project needs. This field will be updated in future submittals. (See Section VIII. Reporting Requirements.)*

**Date of Work program Approval:** *Leave blank in your initial submission. You will be notified of the date after the LCMR approves your work program.*

**Project Completion Date:** *This is June 30, 2007, unless the appropriation language for your project indicates otherwise.*

**I. PROJECT TITLE:** *This must be the same as the project title in the draft appropriation language enclosed.*

**Project Manager:** *List only one person, team members should be listed under Project Partners in Section VII.*

**Affiliation:**

**Mailing Address:**

**City / State / Zip :**

**Telephone Number:**

**E-mail Address:**

**FAX Number:**

**Web Page address:** *If applicable.*

**Location:** *List the specific county, city, township, zip code etc. where the work will take place. Attach a map showing where in the state the activities are taking place and a map showing the local area (e.g., if the project has development or acquisition activities on the ground, trail, park, etc.). Please do not submit a color map, since staff will copy maps in black and white for members' use.*

<b>Total Biennial LCMR Project Budget:</b>	<b>LCMR Appropriation:</b>	<b>\$</b>
	<b>Minus Amount Spent:</b>	<b>\$</b>
	<b>Equal Balance:</b>	<b>\$</b>

The amount appropriated and the balance will be the same for the first submission.  
The balance in future submittals of Work Program Update Reports should be the amount appropriated minus the total actual expenditures.

Attachment A: Budget Detail must be submitted with the initial work program and with every future update report.

**Legal Citation:** ML 2005, [Chap. \_\_\_\_], Sec.[\_\_\_\_], Subd. \_\_\_\_.  
Chapter, Section, and Subdivision numbers will be determined following the legislative session in Spring '05.

**Appropriation Language:** See enclosed draft appropriation language for your project. Insert the title and appropriation paragraph as it appears. We may have changed your project title - please use the title as it appears on the appropriation language. Repeat the language exactly as it appears in the appropriation law, e.g., "\$ of this appropriation is from the \_\_\_\_ fund ...." Use the enclosed draft language for now, the language may change after the legislative session in Spring '05.

**II. PROJECT SUMMARY AND RESULTS:**

A 250-word maximum description of the project, its results, and quantifiable outcomes. This section will not change in future updates .

**III. SUMMARY OF PROGRESS AS OF** (date): 250 word limit. This will be blank on your initial work program submission. This section is to be used later for periodic work program progress submissions. The Progress Summary provides an overall concise, cumulative description of progress to date and will change with each update. Be specific, e.g., "4 miles of trail developed from (location) to (location). The remaining 6 miles from \_\_\_\_ to \_\_\_\_ will be completed by \_\_\_\_." Summarize individual results listed below and describe project progress and problems against those results.

**IV. OUTLINE OF PROJECT RESULTS:** Use your revised proposal information. Provide a title and description for each result required to complete all the activities of your project. Be specific and be complete. For future Work Program Update Reports, this section will be used to provide updated budget information and to update the progress for each result. You are required to provide at least two update reports a year.

**Result 1: Title**

**Description:** Describe activities to be completed under this result, including quantifiable outcomes. For example, indicate miles of trail to be acquired and developed or acres to be acquired. This description will not change unless it is amended at a later date.

**Summary Budget Information for Result 1:** LCMR Budget \$ \_\_\_\_\_  
Balance \$ \_\_\_\_\_



**Completion Date:**

**Result Status as of** (Date of First Update Report):

**Result Status as of** (Date of Second Update Report):

**Result Status as of** (Date of Third Update Report):

**Result Status as of** (Date of Fourth Update Report):

**Final Report Summary:**

**V. TOTAL LCMR PROJECT BUDGET:** *For the 2005 LCMR project (just LCMR dollars), provide a budget breakdown as follows for the project period only July 2005 - June 2007 or as specified:*

*Provide details in Attachment A. The Attachment A: Budget Detail must be submitted with the initial work program and an updated Attachment A must be submitted with every future update/amendment report.*

*Use Attachment A: Budget Detail to provide detailed budget information (such as personnel, equipment, acquisition costs). An updated Attachment A: Budget Detail must be submitted with every future update report.*

*NOTE: An approved work program amendment is required to change a project's budget detail (by result and for specific expenditures).*

**All Results: Personnel: \$**

**All Results: Equipment: \$**

**All Results: Development: \$**

**All Results: Acquisition: \$**

**All Results: Other: \$** (List out separately general categories such as travel expenses)

**TOTAL LCMR PROJECT BUDGET: \$**

**Explanation of Capital Expenditures Greater Than \$3,500:** *See Eligible Cost Item 1. C) in Terms and Conditions. For capital expenditures greater than \$3,500 for facilities, equipment and other capital assets, explain how equipment purchased with the appropriation will continue to be used for the same program through its useful life. Or, if the use changes, provide a commitment to pay back the Environment and Natural Resources Trust Fund an amount equal to either the cash value received or a residual value approved by the LCMR director if it is sold.*

**VI. OTHER FUNDS & PARTNERS:** *What other money (and its source) will be spent on the proposed project?*

**A. Project Partners:** *If the project has cooperators (project team), list names and agency/entity affiliate. Specifically state the dollar amount each cooperator will receive from the appropriation.*

**B. Other Funds being Spent during the Project Period:** *What additional money will be spent on the project during the funding period, cash or inkind? State the source of the other funds.*

**C. Required Match (if applicable):** *If a match is required by the appropriation, address the status and source of the match commitment. Provide an accounting of the required match expenditure on SEPARATE Attachment A.*

**D. Past Spending:** *List the money spent or to be spent on this specific project, cash or inkind for the 2-year time frame prior to July 1, 2005.*

**E. Time:** *If the proposed project will exceed two years, explain completely the additional time and funding requirements.*

**VII. DISSEMINATION:** *Provide plans for dissemination, presentation, documentation and sharing of data, samples, physical collections, and other products. Will there be a Web site associated with information dissemination? If so, provide the address or the Web page in Section I or in subsequent program submissions.*

**VIII. REPORTING REQUIREMENTS:** *The following language must appear in the work program: **Periodic work program progress reports will be submitted not later than \_\_\_\_\_** Give us 3-4 dates – at least 2 dates a year- that you propose to submit a status report during the course of the project (e.g., January 2005, September 2005, and March 2006). **A final work program report and associated products will be submitted by June 30, 2007.** (or by the completion date as set in the appropriation). Provide additional dates if the project appropriation is longer than 2 years.*

**IX. RESEARCH PROJECTS:** *Append Research Addendum as Attachment B. This applies only to the research projects. If your project is a research project, it will be noted on the draft appropriation language page inserted with this letter.*

## Attachment A: Budget Detail -- Directions

Attachment A must be provided in spreadsheet format and updated with each status report. Use legal size paper for Attachment A if needed. A Microsoft Excel template of the Attachment A is available on the LCMR web page under 2005 Project Manager Materials: <http://www.commissions.leg.state.mn.us/lcmr/manager/promanager.htm>

### **Guidelines:**

1. The Attachment A should be consistent with the revised Fall 2004 proposal at the new dollar amount.
2. Provide specific information for the following budget categories:
  - Personnel** (*identify who is getting paid to do what, % for the project period*)
  - Equipment** (*what equipment – a general description and cost*)
  - Development** (*improvement to the land or building*)
  - Acquisition** (*how many acres, budget*)
  - Other** (*Describe the activity and cost. Break down into sensible subcategories, take extra room if needed, and specify what are the “other” categories.*)
3. The Commission will not allow office space rental fees or salary payments to officers or directors, this applies to ALL PROPOSALS. See the 2005 Request for Proposal p.10 for Eligible and Ineligible Costs.
4. Be as specific as possible and use as many lines as needed. If the template does not include a category that you need, add it. Similarly, delete budget items that you do not need.
5. Many proposals listed Contracts in the budget information. For Attachment A more specifics are needed: Contracts with whom? To do what? Include Personnel, Equipment, etc. under the contract. If this information is not available, you will need to issue a broadly competitive RFP and say so in Attachment A. You will need to use the standard LCMR agreement format for all subcontracts including project partners who will receive LCMR money, but do not have an LCMR work program. The current agreement form is on the LCMR web site.
6. The only allowable legal fees are for land acquisition and clearing title to land. List these costs under the personnel or contracts budget items.
7. Travel expenses whether in Minnesota or out of the state are subject to the limits in the Commissioners Plan, Chapter 15 at: <http://www.doer.state.mn.us/lab-rel/pdfs/0305/Commissioners%20Plan%202003-5.pdf>, or the U of M expense policy at: <http://www.fpd.finop.umn.edu/groups/ppd/documents/policy/travel.cfm> if applicable. Out of state travel must be explicitly approved in the LCMR work program.

8. Fringe benefits should state the rate applied and estimated dollar amount for health insurance and employer retirement contribution.

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