

IMPORTANT INFORMATION ABOUT 2007 WORK PROGRAM UPDATES/STATUS

Please feel free to call one of the staff to discuss the pending update/status report and answer any questions you may have regarding the instructions. We feel this will help reduce the number of "re-dos" on the reporting.

Your work program simply expands with the update and becomes your new (current) update report. The basic format is that of the original Work Program Report, please include all information from the original report and expand on it. Include Attachment A in your update report.

To help further reduce "re-dos", please be sure to carefully proofread your work program updates for clarity and correctness before you submit them.

Your work program including Attachment A should be emailed to: lccmr@lccmr.leg.mn.

Below is a checklist you might find helpful in completing your work program update.

Work Program Update/Status Checklist

Date of Report: Be sure this is updated each time you submit a report and/or an amendment request.

Date of Next Update/Status Report: Be sure to update to the next update due date.

Date of Work Program Approval: The work program was approved by the LCCMR on June 5, 2007, June 20, 2007 or July 17, 2007. Please insert date into your report.

Project Completion Date: Please insert June 30, ____ (insert due date from the appropriation language regarding your project).

Total Trust Fund Project Budget: Please update the amount spent each time the report is submitted. Remember this is the amount you have **spent** not the amount you have requested for reimbursement. Also, update the budget in the individual results and the Attachment A.

Legal Citation:

For 2007 the exact language is: M.L. 2007, Chp. 30, Sec. 2, Subd. __(__). Example: M.L. 2007, Chp. 30, Sec. 2, Subd. 5(a)

III. Progress Summary as of: (*250 word limit per update*) This is the place for an overall summary of the progress you have made to date. It is meant to be a snapshot explaining overall progress and any problems encountered. DATE each successive update. DO NOT remove previous "dated" status updates. Add the current date as the lead into the progress update each time you submit a work program update report. At the end of the project this section should then have a cumulative summary of all the work that was done on the project. Although it is a summary section, specifics should be included: 12 acres purchased, 10 acres restored, 25 land owners approached, etc.

IV. Outline of Project Results: This is the place for discussion detailed on the progress you have made on the specific result. DO NOT remove previous "dated" status updates. Be sure to update the budget section with the amount spent and balance remaining in each of your results. Again it is the amount spent, not the amount reimbursed.

Result Status as of: (Found at the end of each of your results) Add the current date as the lead into the progress update each time you submit the work program update report. This section is where you give details to the specific result. List any delays that you have encountered and again be specific with all of the accomplishments to date.

VII. Dissemination: Include dissemination activities to date. DATE each successive update. LEAVE IN the previous dated update section.

Attachment A: please update and include with each of your update reports and amendment requests.

UPDATES / AMENDMENTS TO THE WORK PROGRAM:

If you have any questions, please do not hesitate to contact our office: Phone: (651)296-2406

AMENDMENTS TO THE WORK PROGRAM:

- A. Amendments are allowed but amendment requests must be submitted before the change to activity or deliverable(s) is implemented.
- B. If you have any questions about requesting an amendment – e.g. whether an amendment is even necessary or how to make the request – please contact LCCMR staff. We are happy to guide you through the process.
- C. Procedures for amendment requests within the work program

- On the top of page 1 of your work program, there is “Date of Report” field. Insert the date you are submitting the work program update/amendment and immediately following include the text “Work Program Amendment Request”. For example:
Date of Report: May 6, 2008 – Work Program Amendment Request
- Throughout the work program, apply ~~strikethrough formatting~~ to text to be deleted as a result of your requested amendment and apply underline formatting to text you are adding as a result of your requested amendment. Use the font formatting window to apply formatting. In MS Word this can be accessed through Format > Font or by right-clicking and choosing “Font”.
- **DO NOT USE “TRACK CHANGES”** function to apply strikethrough and underline formatting. This can result in confusion for LCCMR staff as to what text is intended to be your final text. Work program amendment requests using the “Track Changes” function to apply strikethrough and underline formatting may need to be returned for correction.
- Briefly explain the reason for the amendment being requested under Section III, “**Progress Summary as of [date]:**”. For example:
Amendment Request (mm/dd/yyyy):
 Briefly explain reason for the amendment. **Amendment Approved:** _____

D. For Attachment A

- If you are shifting dollars around in your work program, remember to insert a new column next to the appropriate Result(s) in your Attachment A to show your new budget and apply strikethrough formatting to the numbers in the original budget column. For example, in the chart below the shaded column is what you would insert for each amended result.

Example:

2008 Trust Fund Budget	<u>Result 1 Budget:</u>	<u>Revised Result 1 Budget mm/dd/yyyy</u>	Amount Spent (date)	Balance (date)	TOTAL BUDGET	TOTAL BALANCE
	<i>Fill in your result title here.</i>					
BUDGET ITEM				0	0	0
PERSONNEL: wages and benefits	40,000	9,000		9,000	9,000	9,000
Contracts				0	0	0
Professional/technical (with whom?, for what?)				0	0	0

- For all calculations in your spreadsheet please update using the new column(s)
 - For new budget items: Again, add a new column but also add a new row with the budget line item indicated and date it.
- E. After your work program amendment is approved, you will need to make some revisions to your work program for your next work program update submission. You will delete stricken language that is obsolete as a result of the amendment. For the new language for the approved amendment, you will remove the underline formatting and insert the text “Amendment Approved: [date]:” directly preceding the new language. In Attachment A, you will delete the old budget columns.