

---

John Velin, Director

**Date:** February 21, 2007  
**To:** 2007 Trust Fund Project Managers  
**From:** John Velin  
**Subject:** Work Programs Requested by March 21, 2007

**Send to:** [lccmr@lccmr.leg.mn](mailto:lccmr@lccmr.leg.mn)

We want to start working with you on your 2007 work program for the Trust Fund. Both the Work Program template with instructions and a “clean” template are on the LCCMR website under Project Managers Info:  
<http://www.commissions.leg.state.mn.us/lcmr/manager/promanager.htm>. Below is what you will find under Project Managers Info:

#### **2007 Project Manager Materials**

- 2007 Memo requesting 2007 Work Programs.
- 2007 Work Program Outline and Instructions.
- 2007 Work Program Template.
- 2007 Attachment A: Budget Detail.
- 2007 RFP Eligible and Non-eligible Costs.
- 2007 Land Acquisition and Reporting
  - Memo dated February 21, 2007 regarding Land Acquisitions
  - Land Acquisition Report - Initial
  - Land Acquisition Report - Annual

House File 293 – Trust Fund Appropriation Language for 2007.

Many of the points in this memo are addressed in the work program instructions but I wanted to provide a general introduction and overview. Please make sure that the appropriate financial people in your organization are aware of the reporting requirements, etc.

The work program is designed to focus on measuring actual outcomes and not as much on measuring inputs as in previous work program formats. It is our hope that this will also simplify project management.

#### **Results and Deliverables**

Your Revised Proposal is your starting point. Each Result has a lump sum budget estimate. Each Result should be broken into deliverables, each with a lump sum budget estimate, and a

## LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES

timeline estimate. The deliverables are milestones of both physical and fiscal progress. For passthrough projects (appropriation to a state agency “for an agreement with”), the deliverable products will be relied upon as the main evidence to claim your reimbursements. In some cases, a partial progress against a deliverable may be justified.

### **Budget Reporting**

Attachment A - Budget Detail

Attachment A is the budget starting point and a financial reporting tool. We will no longer manage projects by strict adherence to the Attachment A. You may shift money around to meet your Results and deliverables without seeking LCCMR approval. Any shift in the budget will be reported along with expenditures in your twice per year update reports.

### **Work Program Amendments**

If you want to change the substance of your Results or Deliverables, then you will need an amendment approved to your work program. An amendment will not be needed for line item budget adjustments. However, often a change in Deliverables will require a related change in your budget. Please be sure to update your budget with your regular updates. You are responsible to pay particular attention to the list of eligible and ineligible costs in the 2007 RFP. These have not changed.

### **Record Keeping**

While submission of receipts are no longer required for reimbursement, you are required to maintain detailed and accurate financial records related to every reimbursement request for inspection by LCCMR staff or the state agency or the Legislative Auditor upon request.

### **Project Requirements**

Please pay specific attention to the appropriation language that applies to all projects funded by the Trust Fund.

- Subd. 8. Availability of Appropriations
- Subd. 9. Leveraged Funds for Real Property Interest Requirement
- Subd. 10. Data Availability Requirements
- Subd. 11. Project Requirements
- Subd. 12. Payment Conditions and Capital Equipment Expenditures
- Subd. 13. Purchase of Recycled and Recyclable Materials.

For Project acquiring land or interest in land there are two additional requirements in 116P.15 Land Acquisition Restrictions and the recording of these restrictions and 116P.16, Real Property Interest Report to the LCCMR.