Send to: lccmr@lccmr.leg.mn

Directions for Using the Work Program Template:
*Use as your starting point the "Revised Proposal" submitted in January 2007. 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 explanatory 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.*

Trust Fund 2007 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, 2007.*
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 LCCMR approves your work program.*
Project Completion Date: *This is June 30, 2009, unless the appropriation language for your project indicates otherwise.*

I. PROJECT TITLE: *This must be the same as the project title in the appropriation language attached (and on the LCCMR web site).*

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.*

Total Trust Fund Project Budget: Trust Fund Appropriation: $

Minus Amount Spent: $
Equal Balance: $

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. Use your budget Attachment A for this calculation.

Attachment A: Budget Detail must be submitted with the initial work program and with expenditures reported with <u>every</u> future update report.

Legal Citation: ML 2007, [Chap.____], Sec.[____], Subd._____.
Chapter, Section, and Subdivision numbers will be determined following the legislative session in Spring 2007.

Appropriation Language: *See HF 293 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 2007.*

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 unless you need to related to a work program amendment.

III. PROGRESS SUMMARY AS OF *(date)***:** 250 word limit. *<u>This will be blank on your initial work program submission.</u> 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 accomplishments listed below and describe project progress (deliverables) with the results.*

IV. OUTLINE OF PROJECT RESULTS*: <u>Use your revised proposal information</u>. Provide a title and description for <u>each</u> result required to complete all the activities (deliverables) for your project. <u>Be specific and be complete.</u> For future Work Program Update Reports, this section will be used to provide expenditures and balances for the result and to update the progress for each deliverable in the result. You are required to provide at least two update reports a year. You propose the dates for the update based on your work flow (see section VIII)*

*Repeat for as many results as needed for your project***.**

Result 1: *Title*

Description: *Describe deliverables to be completed under this result, include quantifiable deliverables and estimated timelines and budgets for the deliverable and/or partial deliverable. For example, indicate miles of trail to be acquired and developed or acres to be acquired. <u>This description will not change unless it is amended at a later date.</u>*

Summary Budget Information for Result 1:	**Trust Fund Budget:**	**$**
	Amount Spent:	**$**
	Balance:	**$**

Provide a budgeted amount for each result and deliverable from the Trust Fund total appropriated. For the first submittal, these figures will be the original amount budgeted for each result. In future Work Program Update Reports, the balance for each result will reflect the amount budgeted minus the actual expenditures. The balance is for each result and is not a running total for the whole appropriation. <u>This budget balance information will be updated in future reports</u>.

Deliverable	Completion Date	Budget	Status
1. *Be specific*			
2.			
3. etc.			

Completion Date: *For each deliverable, provide a completion date and budget. Do not just list the end of project date. At what points in time during the project period will each deliverable be completed? Note: This date will also be a guide for reimbursement of completed deliverables.*

<u>For Update Reports, date the first one and leave it in place for subsequent reports, date the next one, etc. If your projects lends itself to reporting in tabular form,, e.g. a list of acquisitions (location, $, acres, type of land, partners, etc) attaching the list and referencing such an attachment in the result status is preferred to a narrative.</u>

Result Status as of *(Insert Date of <u>First</u> Update Report)***:** *<u>This will be blank on your initial work program submission</u>. This section will be used later for periodic progress/ update reports. It is the place for discussing the progress you have made on the specific deliverables for the result. Date each successive update. Do not delete previous status reports.*

Result Status as of *(Insert Date of <u>Second</u> Update Report)***:** *<u>This will be blank on your initial work program submission</u>. This section will be used later for periodic progress / update reports. It is the place for discussing the progress you have made on the specific deliverables. Date each successive update. Do not delete previous update reports.*

Result Status as of *(Insert Date of <u>Third</u> Update Report)***:** *<u>This will be blank on your initial work program submission</u>. This section will be used later for periodic progress*

/ update reports. It is the place for discussing the progress you have made on the specific deliverables. Date each successive update. Do not delete previous update reports.

Result Status as of *(Insert Date of Fourth Update Report)*: *This will be blank on your initial work program submission. This section will be used later for periodic progress/update reports. It is the place for discussing the progress you have made on the specific deliverables. Date each successive update. Do not delete previous update reports.*

Final Report Summary: *The above updates will be removed for the Final Report and a summary of the accomplishments will be reported.*

For projects with the appropriation availability beyond June 30, 2009, there will be additional Result Status reporting. If this applies to your project, list those additional dates.

Result 2, Result 3, etc

V. TOTAL TRUST FUND PROJECT BUDGET: *For the 2007 Trust Fund project (just Trust Fund dollars), provide a budget breakdown as follows for the project period only, e.g. July 2007 - June 2009, 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: Use the attachment A to report expenditures. Update it, as needed, to adjust your budget line items. An approved work program amendment is NOT required to change a project's budget detail.

Staff or Contract Services: $ (who is getting paid to do what, their % of full-time employment for the project period)
Equipment: $ (what equipment, to be rented or purchased – a general description and cost)
Development: $ (improvement to land or building)
Restoration: $ (how many acres)
Acquisition, including easements: $ (how many acres, also who will hold the title to the land)

TOTAL TRUST FUND 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 LCCMR 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 Proposed to be 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. Provide an accounting of the other leveraged funds (and source) expended on a SEPARATE Spreadsheet.*

C. 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, 2007.*

D. Time: Explain any ADDITIONAL time and funding requirements for this project.

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 ________.** *Provide 3-4 dates – a minimum of 2 dates a year- that you propose to submit a status report during the course of the project (e.g., January 2008, September 2008, and March 2009)***. A final work program report and associated products will be submitted between June 30 and August 1, 2009 as requested by the LCCMR** *(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 if you have been requested to provide this document. This applies only to specified research projects*

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 only if needed. A Microsoft Excel template of the Attachment A is available on the LCCMR web page under 2007 Project Manager Materials:
http://www.commissions.leg.state.mn.us/lcmr/manager/promanager.htm

Guidelines:

1. The Attachment A should be consistent with the work program.
Provide specific budget information on Attachment A.

2. See the Eligible and Ineligible Costs at
http://www.commissions.leg.state.mn.us/lcmr/manager/promanager.htm
The Commission will not pay for office space rental fees or compensation officers or directors. This applies to ALL PROPOSALS.

3. 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 lines that you do not need.

4. Many proposals listed Contracts in the budget information. For Attachment A more specifics are needed: Contracts with whom? To do what? 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 LCCMR agreement format for all subcontracts (not vendors) including project partners who will receive Trust Fund money, but do not have a Trust Fund work program. The current agreement form is on the LCCMR web site.

5. The only allowable legal fees are for land acquisition and clearing title to land. List these costs under the personnel or contracts budget items.

6. 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 Trust Fund work program.

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

REIMBURSEMENT FOR NONSTATE RECIPIENTS

A reimbursement spending form and report will be provided. The reimbursement spending form will reflect the itemized budget in the Attachment A.

You will send the reimbursement report with expenditures and account for deliverable accomplishments related to the Results and deliverables stated in the work program. Send it to the assigned state agency who will issue the reimbursement using electronic fund transfers within a few business days.

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