

**LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES**

100 REV. DR. MARTIN LUTHER KING JR. BLVD.  
ROOM 65 STATE OFFICE BUILDING  
ST. PAUL, MINNESOTA 55155-1201

Phone: (651) 296-2406  
Fax: (651) 296-1321  
Email: [lccmr@lccmr.leg.mn](mailto:lccmr@lccmr.leg.mn)  
Web: [www.lccmr.leg.mn](http://www.lccmr.leg.mn)  
TTY: (651) 296-9896 or 1-800-657-3550

---

John Velin, Director

**Date:** November 6, 2007  
**To:** 2008 Environment and Natural Resources Trust Fund Proposal Managers  
**From:** John Velin  
**Subject:** Work Programs Requested by December 7, 2007

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

We want to start working with you on your 2008 work program for the Environment and Natural Resources Trust Fund.

A work program **is due by December 7, 2007**. If you would like assistance please contact an LCCMR staff member.

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:

**2008 Project Manager Materials**

- 2008 Memo requesting 2008 Work Programs.
- 2008 Work Program Outline and Instructions.
- 2008 Work Program Template.
- 2008 Attachment A: Budget Detail.
- 2008 RFP Eligible and Non-eligible Costs.
- 2008 Land Acquisition and Reporting
  - Land Acquisition Report - Initial
  - Land Acquisition Report – Annual

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 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 timeline estimate. The Deliverables are milestones of both physical and fiscal progress. For reimbursement purposes, 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 2008 RFP. These have not changed.

### **Record Keeping**

While submission of receipts is 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, the state agency, or the Legislative Auditor upon request.

### **Additional Project Requirements will be sent at a later date.**

For Projects 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.

Draft Appropriation language will be sent to you at a later date (mid-December 2007) for comment and review.