
Susan Thornton, Director

Date: April 3, 2009
To: 2009 Environment and Natural Resources Trust Fund Project Managers
From: Susan Thornton
Subject: Work Programs Requested by May 8, 2009

Send to: lccmr@lccmr.leg.mn

The 2009 LCCMR recommendations for the Environment and Natural Resources Trust Fund have been adopted by the Senate and are moving through the House of Representatives so we feel we can proceed to start working with you on your 2009 work program. This will facilitate the process so that you can be ready to begin work on July 1, 2009.

A Work Program and Attachment A **is due by May 8, 2009**. If you would like assistance please contact an LCCMR staff member. The work program is an expansion of your revised proposal.

Both the Work Program template and instructions for completing the Work Program template are on the LCCMR website under Project Manager Info:
<http://www.lccmr.leg.mn/manager/promanager.htm>. Below is what you will find under Project Manager Info:

2009 Project Manager Materials

- 2009 Memo requesting 2009 Work Programs
- 2009 Instructions for Using the Work Program Template
- 2009 Work Program Template (MS Word document)
- 2009 Attachment A: Budget Detail (MS Excel document)
- 2009 RFP Eligible and Non-eligible Costs
- 2009 Environment and Natural Resources Trust Fund Additional Project Requirements
- 2009 Land Acquisition 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 identify quantifiable project deliverables so that outcomes can be accurately measured. It is our hope that this will simplify project management.

LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES

Results and Deliverables

Your revised proposal is your starting point; add more detail as needed. Each Result has a lump sum budget estimate. Each Result should be broken into Deliverables, each with a portion of the Result budget estimate, and an estimated timeline for completion. 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 as a basis for reimbursement.

Budget Reporting

Attachment A - Budget Detail

Attachment A is the budget starting point and a financial reporting tool. Expenditures will be reported in your twice per year Work Program Progress Reports. You are responsible for complying with the list of eligible and ineligible costs in the 2009 RFP.

Work Program Progress Report

You are required to submit 2 Work Program Progress Reports each year. Please select dates that are appropriate for your project, taking into account field seasons, work flow, end of fiscal year, etc. A Work Program Progress Report is added to and builds upon your initial Work Program. Each new Work Program Progress Report becomes your current Work Program.

Work Program Amendments

If you want to change the substance of your Results or Deliverables, you will need an amendment approved to your work program. Check with LCCMR staff if you will need to submit a budget amendment. An amendment may not be needed for line item budget adjustments. However, often a change in Deliverables will require a related change in your budget.

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

There are specific project requirements related to restoration/enhancement projects, land acquisition and conservation easement projects, accessibility, data availability, energy conservation and sustainable building guidelines, and purchase of recycled and recyclable materials. Please address these project requirements in your work program. More detailed information can be found on the Project Manager Information page on the LCCMR website, <http://www.lccmr.leg.mn/manager/promanager.htm>.

For Projects acquiring land or interest in land there are two additional requirements in M.S. 116P.15 Land Acquisition Restrictions and M.S. 116P.16, Real Property Interest Report to the LCCMR. Both statutes are included in the Additional Project Requirements document.

cc: Gail Fox, DNR
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