

Instructions for Using the Work Program Template:

Use your Environment and Natural Resources Trust Fund 2009 Proposal as your starting point. By inserting your proposal information into the work program template (found on the LCCMR web page under 2009 Project Manager Materials: <http://www.lccmr.leg.mn/manager/promanager.htm>) you will essentially have the baseline work program. Add additional explanatory information as needed.

Portions of the template written in **bold** are topic headings and appear in the actual work program that you submit. Comments written in italics provide guidance and clarify what information is being sought. Please delete italic comments from the work program template before submitting the work program.

Send completed Work Program to: lccmr@lccmr.leg.mn

Trust Fund 2009 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 the date the report is submitted in upper left-hand corner.*

Date of Next Progress Report: *Specify date of first proposed progress 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, 2011, unless the appropriation language for your project indicates otherwise.*

I. PROJECT TITLE: *This must be the same as in the appropriation language. For your initial Work Program, use the title in your proposal. After the Spring 2009 legislative session, review appropriation language and modify if necessary.*

Project Manager: *List only one person. However, if you wish to list more than one project manager, please contact LCCMR staff to discuss. Team members should be listed under Project Partners in Section VI.*

Affiliation:

Mailing Address:

City / State / Zip:

Telephone Number:

E-mail Address:

FAX Number:

Web Site address: *If applicable.*

Location: *List the specific county, city, and/or township where the work will take place. Attach a map showing where in the state the activities are taking place. If the project has development, restoration, or acquisition activities on the ground, include a map showing the location as specifically as possible (e.g., trail segment, park boundaries, etc.) Please submit a black and white map that is suitable for copying.*

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 Progress Reports" should be the amount appropriated minus the total actual expenditures. Use your Attachment A budget sheet for this calculation.

Legal Citation: **ML 2009, Chap.[____], Sec.[____], Subd._____.**
Chapter, Section, and Subdivision numbers will be determined following the legislative session in Spring 2009.

Appropriation Language: *To be inserted following the legislative session in Spring 2009.*

II. PROJECT SUMMARY AND RESULTS:

A 250-word maximum description of the project, its anticipated results, and quantifiable outcomes. This section will not change in future progress reports unless you propose a related work program amendment.

III. PROGRESS SUMMARY AS OF (insert date): 250 word limit. This will be blank on your initial work program submission. *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, including any problems encountered, 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 from Section IV.*

IV. OUTLINE OF PROJECT RESULTS: *Provide a title and description for each result required to complete all the activities (deliverables) for your project. Use your proposal information. Be specific and be complete. For future "Work Program Progress Reports", use this section to update the progress for each deliverable in the result and provide expenditures and balances for the result. You are required to provide at least two progress reports per 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. This description will not change unless an amendment is proposed at a later date.

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

Provide a budgeted amount for each result and deliverable(s) 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 Progress Reports", the budget balance information will be updated for each result, reflecting the amount budgeted minus the actual expenditures. The balance is for each result and is not a running total for the whole appropriation.

Deliverable	Completion Date	Budget
1. Be specific		
2.		
3.		

(Add or remove rows to table as needed)

Result Completion Date: Provide a date by which time the result will be complete. 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.

Insert the dates for each Progress Report on your initial work program submission. The rest of this section will be blank on your initial work program.

Result Status as of (Insert Date of First Progress Report):
This section will be used later for periodic progress reports. It is the place for discussing the progress you have made on the specific deliverables for the result.

For projects involving acquisitions (fee title and easements) and/or restoration: attach a table or tables with the list of proposed acquisition or restoration projects, location, the number of acres or shoreline miles, activity description, and other appropriate information. Use the table to provide update and progress information; use the space in "Result Status" to discuss any significant issues related to the projects.

Result Status as of (Insert Date of Second Progress Report):

This section will be used later for periodic progress reports. Date each successive progress report. Do not delete previous progress reports.

Result Status as of *(Insert Date of Third Progress Report):*

This section will be used later for periodic progress reports. Date each successive progress report. Do not delete previous progress reports.

Result Status as of *(Insert Date of Fourth Progress Report):*

This section will be used later for periodic progress reports. Date each successive progress report. Do not delete previous progress reports.

Final Report Summary: *The above updates will be removed for the Final Report and a summary of the accomplishments will be reported. Instructions for completing the Final Report will be available on the Project Manager Information page of the LCCMR website.*

For projects with appropriation availability beyond June 30, 2011, there will be additional Result Status reporting. If this applies to your project, list those additional dates. For example, if you have a three year project you would include dates in 2011 and early 2012.

V. TOTAL TRUST FUND PROJECT BUDGET: *For the 2009 Trust Fund project provide a budget breakdown for the project period, e.g. July 2009 - June 2011. The project budget should only include Trust Fund dollars. This is a summary of the more detailed information provided in Attachment A.*

Use "Attachment A: Budget Detail" to provide detailed budget information for each result. Attachment A must be submitted with the initial work program and an updated "Attachment A: Budget Detail" must be submitted with every future progress report to report expenditures.

Personnel: \$ *(identify who is getting paid to do what and their % of full-time employment for the project period)*

Contracts: \$ *(identify with whom and for what)*

Equipment/Tools/Supplies: \$ *(identify equipment to be rented or purchased – a general description and cost)*

Acquisition, including easements: \$ *(specify who will hold the title to the land or easement)*

Travel: \$ *(Separate in-state and out-of-state travel; explain each.)*

Other: \$ *(be very specific)*

TOTAL TRUST FUND PROJECT BUDGET: \$

Explanation of Capital Expenditures Greater Than \$3,500: *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. PROJECT STRATEGY:

A. Project Partners: *If the project has partners (project team), list names and agency/entity affiliate. Specifically state the dollar amount each partner will receive from the appropriation.*

B. Project Impact and Long-term Strategy: *Briefly describe the importance of this project (why it needs to be done) and how it fits into a larger context of past and/or future efforts.*

C. Other Funds Proposed to be Spent during the Project Period: *What additional money, cash or in-kind, will be spent on the project during the funding period? State the source of the other funds. Provide an accounting of the other leveraged funds (and source) expended on a SEPARATE Spreadsheet and attach to your work program.*

D. Spending History: *List the money spent or to be spent on this project, cash or in-kind, for the 2-year time frame prior to July 1, 2009. If Trust Fund dollars have been used, please include the appropriation citation.*

VII. DISSEMINATION: *Provide plans for dissemination, presentation, documentation, and sharing of data, samples, physical collections, and other products. If a web site will be associated with information dissemination, please provide the address of the web site.*

VIII. REPORTING REQUIREMENTS: **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 progress report during the course of the project (e.g., January 2010, September 2010, and March 2011). **A final work program report and associated products will be submitted between June 30 and August 1, 2011 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 progress 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 2009 Project Manager Materials: <http://www.lccmr.leg.mn/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.lccmr.leg.mn/manager/promanager.htm>. Trust Fund dollars cannot be used for office space rental fees or compensation for officers or directors. This applies to ALL PROJECTS.
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. The Attachment A template has columns for 3 results. Add or delete columns as necessary based on the number of results in your project.
5. Many proposals list Contracts in the budget information. For “Attachment A” more specific information is 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. <http://www.lccmr.leg.mn/manager/promanager.htm>
6. The only allowable legal fees are for land acquisition and clearing title to land. Identify these costs as professional services for acquisition.
7. Travel expenses whether in Minnesota or out of the state are subject to the limits in the Commissioners Plan, Chapter 15 at: <http://www.mmb.state.mn.us/doc/comp/contract/CommissionersPlan.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.
8. 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 to the assigned state agency and account for deliverable accomplishments related to the Results and Deliverables stated in the work program. The assigned state agency will issue the reimbursement using electronic fund transfers within a few business days if all of the request material is complete.