

## Work Program Progress Reports

### Important Information about 2010 Work Program Progress Reports:

- Each progress update is added to your work program. The format is that of the original Work Program Report; include all information from the original report and expand on it. Each new progress report becomes your current Work Program. Include Attachment A in your progress report.
- Please carefully review and proofread your work program progress reports for clarity and accuracy prior to submission. This will help reduce the need for “re-dos.”
- Email your Work Program Progress Report including Attachment A to: [lccmr@lccmr.leg.mn](mailto:lccmr@lccmr.leg.mn) by the due date.
- Use the instructions below to help you complete your Work Program Progress Report.
- If you have any questions about the Work Program Progress Report or these instructions, please call an LCCMR staff member. LCCMR staff can be reached at 651-296-2406.

### Instructions for Work Program Progress Report:

**Date of Progress Report:** Be sure this is updated each time you submit a report and/or an amendment request. Use the date the report or amendment request is submitted.

**Date of Next Progress Report:** Update to the next progress report due date.

**Date of Work Program Approval:** Use the date provided by the LCCMR.

**Project Completion Date:** June 30, \_\_\_\_ (insert the due date from the appropriation language regarding your project.)

**Total Trust Fund Project Budget:** Update the amount **spent** so far (not the amount requested for reimbursement) each time you submit a Work Program Progress Report. Update the budget for each result in the report and on Attachment A.

**Legal Citation:** The exact language for 2010 is: M.L. 2010, Chp. 362, Sec. 2, Subd \_\_(\_\_). Example: M.L. 2010, Chp. 362, Sec. 2, Subd. 5(a).

**II. Project Summary and Results:** This section will not change unless you propose a related work program amendment.

**III. Progress Summary as of (insert date of update):** (250 word limit per update) Provide a concise, cumulative description of the progress you have made to date, including any problems encountered. Include specifics such as # of acres purchased, # of acres restored, # of stewardship plans completed, etc. (You will provide more detailed information in Section IV. Outline of Project Results). The current progress update should be listed first (including the date), followed by any and all previous updates. Thus, at the end of the project, this section will reflect a cumulative summary of all the work that was done on the project.

**IV. Outline of Project Results:** In this section you will describe in more detail the progress you have made toward each specific result.

**Description:** The description for each result should not change from the original Work Program unless an amendment is proposed at a later date.

**Summary Budget Information:** For each result, update with the amount SPENT (not the amount requested for reimbursement) and the balance remaining.

**Result Status as of:** Add the current date as the lead into the progress update each time you submit the work program update report. Provide details about each result and progress on accomplishments and deliverables. Describe any delays or problems that you have encountered. DO NOT remove previous progress updates.

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, ecological 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.

**V. Total Trust Fund Project Budget:** This section should not change unless you need a related work program amendment. NOTE: An approved work program amendment may not be required to change the budget details of a project. Please check with LCCMR staff to determine if a budget amendment is needed.

**VI. Project Strategy:** This section should not change unless you need a related work program amendment.

**VII. Dissemination:** Include dissemination activities to date. Be sure to DATE each successive update and include all previous progress updates.

**Attachment A:** Please update and include with each progress reports and/or amendment requests. The update should reflect the amount SPENT, not the amount submitted for reimbursement.

### **Instructions for Amendments to the Work Program:**

- Amendments are allowed, but amendment requests must be submitted before the change to activity or deliverable(s) is implemented.
- If you have any questions about requesting an amendment, e.g. whether an amendment is necessary or how to make the request, please contact LCCMR staff at 651-296-2406. We are happy to guide you through the process.

### **Procedures for Amendment Requests within the Work Program**

1. In the “Date of Progress Report” field on p. 1 of your work program, insert the date you are submitting the work program amendment request and immediately following include the text “Work Program Amendment Request.” For example: **Date of Progress Report:** December 22, 2010 – Work Program Amendment Request

2. Throughout the work program, apply ~~striketrough formatting~~ to text to be deleted as a result of your requested amendment and apply underline formatting to text you are adding as a result of your requested amendment. Use the font formatting window to apply formatting. In MS Word this can be accessed through Format>Font or by right-clicking and choosing “Font.”

**DO NOT USE “TRACK CHANGES”** function to apply strikethrough and underline formatting. This can result in confusion for LCCMR staff as to what text is intended to be your final text. Work program amendment requests using the “Track Changes” function to apply strikethrough and underline formatting may be returned for correction.

3. Briefly explain the reason for the amendment being requested in Section III, “Progress Summary as of [date]:”. For example:

**III. PROGRESS SUMMARY AS OF mm/dd/yyyy:**

**Amendment Request (mm/dd/yyyy):**

**Briefly explain reason for the amendment. Amendment Approved: \_\_\_\_\_**

4. For Attachment A:

- If you are shifting dollars around in your work program, remember to insert a new column next to the appropriate Results(s) column in Attachment A to show your new budget and apply strikethrough formatting to the numbers in the original budget column. For example, in the chart below the shaded column is what you would insert for each amended result. It is not necessary to shade the column on your Attachment A.

Example:

<b>2010 Trust Fund Budget</b>	<b>Result 1 Budget:</b>	<b>Revised Result 1 Budget mm/dd/yyyy</b>	<b>Amount Spent (date)</b>	<b>Balance (date)</b>
	<i>Fill in your result title here</i>			
<b>BUDGET ITEM</b>				
<b>PERSONNEL: wages and benefits</b> <i>(List individual names, amount budgeted and % FTE)</i>	20,000	15,000		15,000
<b>Contracts</b>				
<b>Professional/technical</b> <i>(with whom?, for what?)</i>				

- Remember to update calculations in your spreadsheet using the new column(s), that is, use the revised budget column and amount spent to calculate the balance.
- If you are adding new budget items, insert a new row with the added budget item indicated as well as a new column. Please date the new budget item.

5. After your work program amendment is approved, you will need to make some revisions to your work program before your next work program progress report submission. You will delete stricken language that is obsolete as a result of the amendment. Remove the underline formatting from the new language in the approved amendment and insert the text “Amendment Approved [date]:” directly preceding the new language. In Attachment A, you will delete the old budget column(s).