

**4310.9530 CONTENT OF WORK PROGRAM AND OPD.**

Subpart 1. **Final work order.** In order to be accepted a final work program shall include:

A. a title and reference number for program categories (for example, 100-administration) and a title and reference number for program subcategories (for example, 110-personnel management);

B. a description of the objective of each program subcategory, that is, a specific statement of what is to be accomplished by the RDC in relation to its identified policies, needs, and/or problems; whenever possible the objective shall be stated in terms of outcomes or results which are quantifiable and measurable over a one-year period of time;

C. a description of the work elements for each program subcategory that are specific statements of the work activity to be undertaken in order to achieve an objective; whenever possible, the work elements shall contain an identification of the products that will result from the work element;

D. a description of the evaluation criteria for each program subcategory that shall consist of:

(1) a performance indicator that provides criteria to measure the degree of performance for each work element; and

(2) an impact statement which serves to measure the overall effectiveness or result of a program subcategory;

E. a program subcategory description of the process and timetable that the RDC is using to carry out its comprehensive planning responsibilities as enumerated under Minnesota Statutes, section 462.39, subdivision 3;

F. a program subcategory description of the RDC's technical assistance program for its local governments;

G. a program subcategory description of the RDC's plans for implementing a self-evaluation program; and

H. a budget that indicates all proposed federal, state, and local revenue to be utilized by the RDC in carrying out the objectives of the work program. State financial assistance to RDCs, as authorized by Minnesota Statutes, section 462.396, shall be identified as to its specific use by the RDC.

Subp. 2. **OPDs.** In order to be accepted an OPD shall include:

A. a description of a work program for the ensuing fiscal year which is consistent with the work program requirements set forth in these parts;

B. a description of three-year goals for each program category of the work program;

C. a description of the issues, problems, and opportunities related to achieving each of the program category goals;

D. a schedule for completing a self-evaluation process; this schedule for the self-evaluation process shall include activities listed in subitems (1) to (7), unless the agency and the RDC mutually agree on an alternative self-evaluation process that would achieve these same objectives:

- (1) the establishment of an internal evaluation committee;
- (2) the formulation of self-evaluation objectives;
- (3) the determination of RDC constituency;
- (4) the development of self-evaluation methodology;
- (5) the formulation of an implementation schedule;
- (6) the implementation of the self-evaluation methodology; and
- (7) the utilization of self-evaluation findings; and

E. a schedule for addressing the comprehensive planning requirements enumerated under Minnesota Statutes, section 462.39, subdivision 3.

Subp. 3. **Modification.** The content of the work program or OPD as specified in subparts 1 and 2 shall be modified by the agency as may be necessary to accommodate the requirements of other state and federal agencies that provide assistance to RDCs.

**Statutory Authority:** *MS s 116K.07*

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