

2003 Projects - Final Report Documents for projects ending June 30, 2006

Two documents are due into the Commission as a final report. The required documents are:

- **Document 1:** Three copies of the final work program (including final attachment A). Page layout is 8 ½ X 11 paper, double sided. In addition to the hard copies, please submit the final work program and attachment A as an e-mail attachment to: lcmr@commissions.leg.state.mn.us.
- **Document 2:** Three copies of an abstract (see page 4). In addition to the hard copies, please submit the abstract as an e-mail attachment to: lcmr@commissions.leg.state.mn.us.

The following instructions will assist you in correctly completing the documents. Please follow the instructions, to avoid any additional reworking on your part.

GENERAL INSTRUCTIONS

1. As you work to organize the necessary information to include within your report, keep in mind that the Commission appreciates as much detail as possible. This request includes accounting for match funding, at least the minimum required.
2. Quantitative or statistical information on accomplishments is crucial to complete your file at the conclusion of this project, please include detailed descriptions of your project accomplishments.
3. Please send us any photos, videos, pamphlets, brochures, or booklets that will better explain your project.
4. Send us any future papers that will be submitted for publication regarding the project, and notify us of any future presentations that will be made so that our staff or commission members might attend. If the project has a Web site include the address and explain how it is being used, also include how many hits, if applicable.
5. Be sure to include page numbers on your report.
6. Separate Reports (3 copies): If you are producing a separate report about your LCMR project, please reference and summarize the document in this section, and the abstract. This will afford interested parties the opportunity to learn more about your work. Please see attribution language below.
7. If there have been acquisitions, please send maps of the acquisition and a description of the location and use (e.g. SNA).

Document 1 - Work Program Final Report

- **Date of Report:** The date at the top left corner must be the date of completion, and the title beneath the date must read, "LCMR Final Work Program Report"
- **Total Biennial Project Budget:** The balance amount should be the appropriated amount minus the total actual expenditures.
 1. The balance will be \$0 if you have used all of the appropriation. If the balance is a substantial amount include an explanation in the IV. Outline of Project Results sections as to the reason not all of the money was expended: i.e. What part of the project did not get done? Was there a change in the results, process? Etc.
 2. Also, update the balances in the IV. Outline of Project Results section.
 3. Unexpended dollars are returned to the Trust Fund at the end of the project.
- **Legal Citation:** The legal citation must be cited correctly. The exact language is: ML 2003, Ch. 128, Art. 1, Sec. 9, Subd. ____ (____). Make sure this is filled in with your project subdivision and paragraph, e.g. 3(f).

- **Appropriation Language:** Verify that the appropriation language in your report exactly matches the language in the law.
- **II. PROJECT SUMMARY AND RESULTS and III. PROGRESS SUMMARY:** These sections will now be replaced with the text you will use in Document 2, the final project abstract (explained below).
 1. New title for sections
II. PROJECT SUMMARY AND RESULTS and III. PROGRESS SUMMARY should be replaced with:
II. and III. FINAL PROJECT SUMMARY.
 2. Remove all of the information that was previously reported in these two sections.
 3. The language used in this new section should also be used in the abstract. The 300 word limit applies here, as it does in the abstract.
- **IV. OUTLINE OF PROJECT RESULTS:** Update each result with more details. In addition to stating results, state the significance of the results, and your hindsight view of how you might have changed procedures if you had it to do over again.
 1. Summarize your final results. Remove the text from the interim reporting.
 2. Update budget balances in each of your results. Include Match dollars spent if applicable.
 3. If unresolved problems were encountered, describe them and their significance.
 4. This is the section you would explain a substantial balance other than zero (\$0).
 5. You do not need to state that you did each procedure, as it is assumed that you did. Discuss procedures NOT completed in the work program, if there were problems, or if it is particularly significant for some other reason.
- Update and check for accuracy in the following sections:
V. TOTAL LCMR PROJECT BUDGET,
VI. PAST, PRESENT AND FUTURE SPENDING,
VII. PROJECT PARTNERS,
VIII. DISSEMINATION,
IX. LOCATION,
X. REPORTING REQUIREMENTS,
XI. RESEARCH PROJECTS.
- Update and check for accuracy **ATTACHMENT A** spreadsheet. Make sure the calculations in the spreadsheet coordinate and are the same as in your final work program report.
- **ATTRIBUTION LANGUAGE:** The following is the proper attribution language to use when describing the funding source of the LCMR recommended projects. Please include this on all documents produced.
 1. **If it is a report, brochure or other printed material use the following attribution language:**

Funding for this project was provided by (SPECIFY ONE: the Minnesota Environment and Natural Resources Trust Fund or Oil Overcharge Money) as recommended by the Legislative Commission on Minnesota Resources (LCMR).
 2. **If it is a sign that is going to be posted use ONE of the following:**

Funding from the Environment and Natural Resources Trust Fund. If there is space please add through the LCMR. Note: also may be Funded through the Oil Overcharge Money.

Document 2 - FINAL Project Abstract

The body of the abstract should not exceed 300 words, single-spaced. An outline of the abstract is attached.

The abstract is an important document that is included in the LCMR biennial report and on our web page. People use our web page to research topics and obtain additional information if it is pertinent to their research. Past project abstracts are located on our web site if you would like an example from a previously completed project. See <http://www.commissions.leg.state.mn.us/lcmr/projectabs.html>

- Attached is a template showing the required information and format for the abstract. The template is under 2003 Final Report Materials on our web page at: <http://www.commissions.leg.state.mn.us/lcmr/manager/promanager.htm>
- Send our office 3 copies of the abstract with the work program. In addition to the hard copies, please submit the abstract as an e-mail attachment to: lcmr@commissions.leg.state.mn.us.

Please feel free to contact the LCMR office at 651/296-2406, if you have any questions. Thank you for your cooperation over the past two years. This is always a special time for LCMR to be able to look at the many accomplishments that have been made with the appropriation of state money.