

**LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES**

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Susan Thornton, Director

**Date: June 4, 2009**  
**To: LCCMR 2007 Project Managers for projects with an ending date of June 30, 2009**  
**From: Susan Thornton**  
**Re: 2007 Projects - Final Report Documents for projects ending June 30, 2009**  
**DUE TO LCCMR: Monday, August 17, 2009**

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

1. **Work Program Final Report**
2. **Final Attachment A**
3. **Project Abstract:** providing overview and summary of the project and its results

**Please submit the Work Program Final Report, Attachment A, and Project Abstract as email attachments to [lccmr@lccmr.leg.mn](mailto:lccmr@lccmr.leg.mn).** Please include the appropriation year, subdivision number and paragraph letter in the subject line (e.g. 2007 3(f) – see your appropriation language). If we are unable to access files sent electronically, LCCMR staff may request a printed copy.

Please feel free to contact the LCCMR 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 the Commission to be able to look at the many accomplishments that have been made with the appropriation of state money.

**The following instructions will assist you in correctly completing these documents. Please read and follow the instructions to avoid needing revision or addition of information.**

**GENERAL GUIDELINES**

- **Content:** Please provide as much *up-to-date* detail as possible, relevant, and/or appropriate to understand the full scope of work that was completed. This includes:
  - Detailed descriptions of project accomplishments. Any quantitative or statistical information about accomplishments is particularly helpful and important for illustrating project impact. Examples include # of acres acquired/restored, # of hits on a project website, scope of data acquired.
  - Update language throughout the document to reflect the work that was done; i.e., earlier versions of work programs likely reflect what was being *proposed* to be done – the Final Report should speak to what *was* done, although differences between what was proposed and what was done might be relevant to discuss.
  - Accounting of funding and any other state or non-state money specifically applied to the project.
- **Format:**
  - Be sure to include page numbers on your work program final report.
  - A footer with the project title is helpful but not required
- **Supplementary Materials:** Please include any relevant project documents that will help further explain your project or demonstrate accomplishments. This could include:
  - Photos or videos.
  - Pamphlets, brochures, booklets, or other informational documents.
  - Maps
  - If your project involved land acquisition(s), please follow the land acquisition reporting requirements and procedures on the LCCMR website: <http://www.lccmr.leg.mn/manager/promanager.htm>
- **Communications/Outreach Activities:** Please provide information on any past or ongoing communications or outreach activities for the project. This includes:
  - Project website (include the address and how it has or will be used)
  - Papers or articles relating to the project that have been published or will be submitted for publication.
  - Presentations or events that provided information about the project to an outside audience.

## LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES

- **Reports:** If you are producing a separate report of some kind about your LCCMR project, please provide (3) copies and reference and summarize the report in your work program final report and abstract – abstracts are posted on the LCCMR website, so this will afford interested parties the opportunity to learn more about your work. Please provide proper attribution of project funding in the report; see “Attribution Language” section below for guidelines on attribution.
- **Future Activities:** Please try to keep LCCMR informed about future activities relating to your project, including:
  - Papers or articles published
  - Presentations or events (LCCMR members or staff may be interested in attending)

### ***Instructions for Document 1 - Work Program Final Report***

Start with your last submitted Work Program update report.

At the top of the page, replace “Trust Fund 2007 Work Program” with the text “**Trust Fund 2007 Work Program Final Report**”

**Date of Report:** The date of report must be the date the report is submitted.

**Immediately below “Date of Report”, insert text “Trust Fund 2007 Work Program Final Report”**

**Total Trust Fund Project Budget:** The balance amount should be the appropriated amount minus the total actual expenditures.

- 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 relevant part of the IV. Outline of Project Results section 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.
- Also, update the balances in each result budget breakdown listed within the IV. Outline of Project Results section.
- 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: M.L. 2007, Chp. 30, Sec. 2, 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. Call LCCMR staff if you are unsure of 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 Project Abstract (explained below).

- New title for sections: **II. PROJECT SUMMARY AND RESULTS** and **III. PROGRESS SUMMARY** should be replaced with: **II. and III. FINAL PROJECT SUMMARY**.
- Remove all of the information that was previously reported in these two sections.
- 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 (part of Document 1, described below).

### **IV. OUTLINE OF PROJECT RESULTS:**

- Update each result with details of the work that was completed. In addition to stating results, state the significance of the results and share any hindsight on how you might have changed procedures if you had it to do over again.
- Summarize your final results. Remove the text from the interim reporting (i.e. old result status).
- Update budget balances in each of your results. Include Match dollars spent if applicable.
- If unresolved problems were encountered, describe them and their significance.
- This is the section you would explain a substantial balance remaining other than zero (\$0).

## LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES

- 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 language throughout the document to reflect the work that was done; i.e., earlier versions of work programs likely reflect what was being *proposed* to be done – the Final Report should speak to what was done, although differences between what was proposed and what was done might be relevant to discuss.

Update and check for accuracy in the following sections:

- **V. TOTAL TRUST FUND PROJECT BUDGET**
- **VI. OTHER FUNDS & PARTNERS (including sub-sections A, B, C, & D)**
- **VII. DISSEMINATION**
- **VIII. REPORTING REQUIREMENTS**
- **IX. RESEARCH PROJECTS**

**ATTACHMENT A:** Update and check the **ATTACHMENT A** spreadsheet for accuracy. Make sure numbers and calculations in the spreadsheet coordinate and are the same as those in your work program final report.

### ***Document 2 - FINAL Project Abstract***

We recommend the body of the abstract not exceed approximately 300 words, single-spaced.

Attached is a template showing the required information and format for the abstract. The template is also under “2007 Final Report Materials” on our web page: <http://www.lccmr.leg.mn/manager/promanager.htm>

The abstract is an important document that is included in the LCCMR’s 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.lccmr.leg.mn/projectabs.html> or go to <http://www.lccmr.leg.mn> and click on the “Project Abstracts” tab on the top of the page.

## **ATTRIBUTION LANGUAGE**

Acknowledgement of State financial support of your project within communications and outreach is a requirement outlined in your contract to receive State money and the terms and conditions of your work program. Below are initial guidelines for projects to follow in complying with this requirement. These guidelines can also be found at: [http://www.lccmr.leg.mn/manager/acknowledgement\\_guidelines.htm](http://www.lccmr.leg.mn/manager/acknowledgement_guidelines.htm). Please contact the LCCMR office to discuss any circumstances specific to your project or any proposed alternative wording.

Funding Source (in most cases) = Minnesota Environment and Natural Resources Trust Fund

- **There has been some confusion in the past, but the correct source to credit for your project’s funding (in all but a few cases – see below) is the “Minnesota Environment and Natural Resources Trust Fund”, not the Legislative-Citizen Commission on Minnesota Resources (LCCMR).** The LCCMR considers project proposals, makes recommendations to the legislature about projects to fund (MS 116P.05, Subd.2), and oversees projects funded; however, it is the Minnesota Environment and Natural Resources Trust Fund that provides the actual funding.
- Please also note that the official title of the Trust Fund is the “Environment and Natural Resources Trust Fund”, not the “Environmental Trust Fund” as it is sometimes incorrectly referred to. Communications and outreach pertaining to your project should include the full “Minnesota Environment and Natural Resources Trust Fund” title in acknowledgements.

Other Funding Sources = Great Lakes Protection Account, Land & Water Conservation Fund (LAWCON)

Through the LCCMR process a small number of projects secure funding from sources other than the Trust Fund instead of or in addition to money from the Trust Fund. In those unique cases project managers should confer with LCCMR staff about acknowledgment procedures for their projects.

Acknowledgement Language (in most cases):

## LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES

- Different communication vehicles are appropriate for and allow for different lengths and degrees of funding acknowledgement; however, communications and outreach about your Trust Fund funded project minimally need to acknowledge the “Minnesota Environment and Natural Resources Trust Fund” and should provide additional detail as is possible and appropriate.
- Below is language that can act as a baseline for acknowledgement of Trust Fund funding in communication vehicles either allowing for longer messages (e.g. press releases, newsletters) and those requiring shorter messages (e.g. signs, TV, radio). We recognize that specific messages included in communications and outreach should cohere with the parameters of your actual communication vehicle(s) used, intended purpose(s), and primary audience(s). The language below can be pieced together according to what is possible and appropriate for your circumstances. Please contact LCCMR staff with related questions.

### **Communications allowing for longer messages: Publications, press releases, newsletters:**

- Minimum:
  - “Funding for this project was provided by the Minnesota Environment and Natural Resources Trust Fund as recommended by the Legislative-Citizen Commission on Minnesota Resources (LCCMR).”
- Optional (*Please include as appropriate, desired, or allowed by space*):
  - “The Trust Fund is a permanent fund constitutionally established by the citizens of Minnesota to assist in the *protection, conservation, preservation, and enhancement of the state’s air, water, land, fish, wildlife, and other natural resources.*”
  - “Currently 40% of net Minnesota State Lottery proceeds are dedicated to building the Trust Fund and ensuring future benefits for Minnesota’s environment and natural resources.”

### **Communications requiring shorter messages: Signs, TV, radio:**

- Minimum:
  - “Funding provided by the Minnesota Environment and Natural Resources Trust Fund”
- Optional (Please include as appropriate, desired, or allowed by space):
  - “...through the Legislative-Citizen Commission on Minnesota Resources”
  - “...through the LCCMR”
  - “...a constitutionally-established permanent fund for protecting and enhancing Minnesota’s environment and natural resources”

## LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES

### 2007 Project Abstract

For the Period Ending June 30, 2007

**PROJECT TITLE:**

**PROJECT MANAGER:**

**AFFILIATION:**

**MAILING ADDRESS:**

**CITY/STATE/ZIP:**

**PHONE:**

**FAX:**

**E-MAIL:**

**WEBSITE:** [If applicable]

**FUNDING SOURCE:** (In most cases = Environment and Natural Resources Trust Fund")

**LEGAL CITATION:** [Insert relevant year's language here]

**APPROPRIATION AMOUNT: \$**

### Overall Project Outcome and Results

*Directions:*

1. *The abstract should provide a clear, concise overview and summary of the project and its results.*
2. *We recommend the body of the abstract not exceed approximately 300 words, single-spaced.*
3. *The abstract should be written in such a way that a general audience and/or someone unfamiliar with the project or the topic(s) it involves can understand the information as it is written: information should be logically presented and organized, adequate/appropriate detail should be included, clear language is used, no jargon.*
4. *Key points about a project that a reader should be able to take away from reading the abstract include:*
  - *Basic project background or context: Why a project was undertaken; identified need for the project, issue/problem/challenge the project addressed,*
  - *Major project objectives: aims and goals for the project; what the project set out to do in relation to context; be specific.*
  - *General project methods: how project was done; might include actual steps taken, tasks completed, tools used, methods employed.*
  - *Primary project results: project accomplishments and findings; what was achieved during the project period; be specific; be quantitative where appropriate (e.g. # of acres acquired, # of students reached).*
  - *Overall project significance: project implications, importance, relevance, and/or consequences.*
5. *We cannot stress this enough: the best information is **specific** and, if applicable to your project, **quantitative** (e.g. how many miles of trails, how many people educated, etc.)*
6. *The following questions reflect the types of information that might be addressed in your abstract: How did Minnesotans benefit from your work? Did your education project reach people in the manner expected, or should some other approach be tried? What does your project suggest for environment and natural resources policy or management? How will your data be accessed?*
7. *If you are producing a separate report or document as part of one of your project results and you will be submitting a copy of that document to the LCCMR with your final report, please reference and summarize that document in the abstract.*

### Project Results Use and Dissemination

**\*This section NOT intended to count toward recommended 300 word length for Abstract**

*Directions:*

1. *How has information from your project been used and/or disseminated?*
2. *What communications and outreach activities have been done in relation to your project? For example: have tools or techniques developed through your project been adopted by a group; presentations relating to the project been made; has work pertaining to the project been published?*