

LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES

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Susan Thornton, Director

Date: May 11, 2010
To: LCCMR Project Managers for Environment and Natural Resources Trust Fund projects with an ending date of June 30, 2010
From: Susan Thornton
Re: Final Report Documents for projects ending June 30, 2010
DUE TO LCCMR: Monday, August 16, 2010

A Final Report for your project's appropriation from the Environment and Natural Resources Trust Fund will soon be due to the Legislative-Citizen Commission on Minnesota Resources (LCCMR). As part of the Final Report, **all projects are required** to provide the following documents:

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

Additionally, **as applicable**, projects are also requested to provide the following:

- 1. Map(s):** For all projects involving work directed at a specific geographic location or area – particularly projects involving land acquisition or restoration – a map should be provided that illustrates site location within city, county, region, and/or state. Projects involving land acquisitions and restorations should also show proximity to other protected lands.
- 2. Land Acquisition Report:** If your project involved land acquisition(s), please follow the land acquisition reporting requirements and procedures on the LCCMR website under "Project Manager Info" (See section titled "Land Acquisition Reporting": <http://www.lccmr.leg.mn/Project-Manager-Info/ManagerInformation.html>). Reporting requirements include filling out the online forms available on the "Project Manager Info" page and reporting on related transaction costs (see: http://www.lccmr.leg.mn/Project-Manager-Info/transaction_costs_guidance.pdf). In the Work Program Final Report, indicate the date of submission of the land acquisition report for each land acquisition – this information can be included within the "Final Report Summary" of the "Result" for which the land acquisition is a deliverable.
- 3. Reports:** If one of your project's outcomes is a separate report of some kind that is intended for publication and/or distribution, please provide (3) hard copies to the Commission and reference and summarize the report within your Work Program Final Report and Project Abstract. Also, within the report please provide proper attribution of project funding; see "Instructions for Acknowledgement and Attribution" section below for guidelines on attribution.
- 4. Financial Audit:** LCCMR is required to have the most recent financial audit information on file for all non-profit organizations receiving an appropriation from the Environment and Natural Resources Trust Fund. If you haven't provided a financial audit in the last year, please provide a copy with your Work Program Final Report.
- 5. Supplementary Materials:** Any relevant information or project documents that will help further explain your project or demonstrate accomplishments, particularly information on any past or ongoing communications or outreach activities for the project. This might include:
 - o Papers or articles relating to the project that have been published or will be submitted for publication;
 - o Brochures, booklets, or other informational documents produced during the course of the project;
 - o Information about any project website (provide address and indicate how it has or will be used);
 - o Information (including copies, if possible) on any press coverage or presentations and events that provided information about the project to an outside audience ;
 - o Photos or videos.

Please submit the Work Program Final Report, Attachment A, and Project Abstract, along with any additional materials, as applicable, as email attachments to lccmr@lccmr.leg.mn. Please include the appropriation year, subdivision number and paragraph letter in the subject line (e.g. 2008 3(d) – see your appropriation language). If we are unable to access files sent electronically, LCCMR staff may request a printed copy.

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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 dollars from Minnesota's Environment and Natural Resources Trust Fund.

Below are instructions on completing the Work Program Final Report, Final Attachment A, and Project Abstract – these documents are required from all projects. Please read and follow the instructions to avoid needing revision or addition of information. Additional documents requested, as applicable, will vary between projects. With the exception of Land Acquisition Reporting, which does have specific requirements (instructions available here: <http://www.lccmr.leg.mn/Project-Manager-Info/ManagerInformation.html>), please use your best judgment on the appropriate format for additional documents, keeping in mind that the documents will be available to and should be understandable by the general public. LCCMR staff are available if you have any questions. Also included below are instructions for acknowledging and attributing support from the Environment and Natural Resources Trust Fund.

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.
 - Listing the project title in the header or footer is helpful but not required
- **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 2008 Work Program” with the text “**Trust Fund 2008 Work Program Final Report**”

Date of Report: Insert the date on which the Final Report is being submitted.

Immediately below “**Date of Report**”, replace the text “**Date of Next Status Report**” with the text “**Final Report**”.

Contact Information: Please confirm all contact information listed is still accurate and make any changes as needed.

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 Result 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, be sure to 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.

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Legal Citation: The legal citation must be cited correctly. The exact language is: M.L. 2008, Chp. 367, Sec. 2, Subd. __(_). Make sure this is filled in with your project subdivision and paragraph, e.g. 3(d).

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 create for Document 3, 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. We recommend the body of the abstract not exceed approximately 300 words, single-spaced. This recommendation also applies here.

IV. OUTLINE OF PROJECT RESULTS:

For each "Result", update and provide a summary of the details of the work that was completed under that Result:

- Update budget balances in each of your results.
- For each Result, use the section titled "Final Report Summary" to summarize work completed along with related findings for that Result. Note the following:
 - Final Report Summary should summarize and incorporate both the information previously contained in the "Result Status as of [date]" sections for that Result as well as any new or additional information pertaining to the Result since your last work program update submission.
 - In addition to stating results, state the significance of the results and share any insights gained from doing the work (e.g. different procedures you might have used if you were to do the work over again).
 - You do not need to state that you did each procedure, as it is assumed that you did. Do discuss any work that was originally proposed to be done but was NOT completed.
 - If applicable, include mention of match dollars spent on the result.
 - 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).
- Once the Final Report Summary for a Result is written, you can delete all of the "Result Status as of [date]" sections for that Result. However, **only delete the "Result Status as of [date]" sections** – all other text including the Result Title, Description, Budget, and Deliverables should remain in your Final Report.

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**

Instructions for Document 2: FINAL Attachment A

ATTACHMENT A: Update and check the **ATTACHMENT A** spreadsheet for accuracy and to ensure it reflects all expenditures made. Make sure numbers and calculations in the spreadsheet coordinate with and are the same as those in your Work Program Final Report.

Instructions for Document 3: Project Abstract

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

Attached to this document is a template showing the required information and format for the abstract. The template is available as a Word document to be filled out under "2008 Final Report Materials" on our web page: <http://www.lccmr.leg.mn/Project-Manager-Info/ManagerInformation.html>

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> and click on the "Project Information" tab on the top of the page.

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Instructions for Acknowledgement and Attribution

Acknowledgement of State financial support of your project within communications and outreach activities for your project is a requirement outlined in your contract to receive Environment and Natural Resources Trust Fund money and the terms and conditions of your work program. Below are general guidelines for projects to follow in complying with this requirement; additionally, LCCMR staff are always willing to consult about individual circumstances on a case-by-case basis. These guidelines can also be found at:

http://www.lccmr.leg.mn/Project-Manager-Info/Acknowledgement_Guidelines.pdf .

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

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, the actual source of the funds received is the Minnesota Environment and Natural Resources Trust Fund.

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 Guidelines (in most cases):

Different communication vehicles are appropriate for and allow for different lengths and degrees of funding acknowledgement. Minimally, project communications and outreach efforts should acknowledge the **Minnesota Environment and Natural Resources Trust Fund** *either through use of the Trust Fund logo and/or inclusion of attribution language*. As is possible and appropriate, additional detail should be provided as well. Other than the inclusion itself, there are not precise parameters for where and how acknowledgements should be included. Project managers are allowed some flexibility but are advised to use their best judgment to comply with the full intent of this requirement. LCCMR staff should be contacted as any questions arise.

- **LOGO:** As of July 2009, the Minnesota Environment and Natural Resources Trust Fund has a logo. To maximize public awareness and recognition of this logo, projects are encouraged to display it within their efforts whenever possible and appropriate. The logo can be supplied in color, black and white, or grayscale in whatever file format is desired (.ai, .eps, .jpg, .gif, etc.). Contact LCCMR staff to obtain the form and format you require.
- **ATTRIBUTION LANGUAGE:** 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*):
 - “...as recommended by the Legislative-Citizen Commission on Minnesota Resources”
 - “...as recommended by the LCCMR”
 - “...a constitutionally-established permanent fund for protecting and enhancing Minnesota’s environment and natural resources”

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2008 Project Abstract

For the Period Ending June 30, 2010

PROJECT TITLE:

PROJECT MANAGER:

AFFILIATION:

MAILING ADDRESS:

CITY/STATE/ZIP:

PHONE:

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. *Examples of 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?*