

LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES

100 REV. DR. MARTIN LUTHER KING JR. BLVD.
ROOM 65 STATE OFFICE BUILDING
ST. PAUL, MINNESOTA 55155-1201

Phone: (651) 296-2406
Fax: (651) 296-1321
Email: lccmr@lccmr.leg.mn
Web: www.lccmr.leg.mn

TTY: (651) 296-9896 or 1-800-657-3550

Susan Thornton, Director

Date: May 3, 2011
To: LCCMR Project Managers for Environment and Natural Resources Trust Fund projects with an ending date of June 30, 2011
From: Susan Thornton
Re: Final Report Documents for projects ending June 30, 2011
DUE TO LCCMR: Monday, August 15, 2011

A Final Report for your project's appropriation from the Minnesota Environment and Natural Resources Trust Fund will soon be due to the Legislative-Citizen Commission on Minnesota Resources (LCCMR). We look forward to learning more about your accomplishments of the past two to three years.

The Final Report consists of a minimum of three components:

- 1. Work Program Final Report**
- 2. Final Attachment A Budget Sheet**
- 3. Project Abstract**

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

- 1. Map(s)** Required for all projects involving work directed at a specific geographic location or area – particularly projects involving land acquisition (fee title or conservation easement) or restoration.
- 2. Land Acquisition Report** Required for all projects involving land acquisition (fee title or conservation easement).
- 3. Transaction Cost Report** Required for all projects involving land acquisition (fee title or conservation easement).
- 4. Reports:** For projects that produced a separate report of some kind that is intended for publication and/or distribution. Please provide three (3) hard copies and an electronic copy of any report.
- 5. Financial Audit:** All non-profit organizations receiving an appropriation from the Environment and Natural Resources Trust Fund must provide their most recent audited financial statement.
- 6. 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:
 - Papers or articles relating to the project that have been published or will be submitted for publication;
 - Brochures, booklets, or other informational documents produced during the course of the project;
 - Information about any project website (provide address and indicate how it has or will be used);
 - Information (including copies, if possible) on any press coverage or presentations and events that provided information about the project to an outside audience ;
 - Photos or videos relating to the project that can be posted on the web for the public to view.

Instructions for all Final Report elements are in the attached document and can be found on the "Project Manager Info" page of the LCCMR website, <http://www.lccmr.leg.mn/Project-Manager-Info/ManagerInformation.html>. Two reminders:

- All expenses must be incurred by June 30, 2011. Only items in the approved work program are eligible expenses. If you expect to have an ending balance greater than \$10,000, please contact LCCMR staff.
- Any reports, supplemental materials, or outreach and communications related to your project must include an acknowledgement of support from the Minnesota Environment and Natural Resources Trust Fund. The acknowledgment guidelines are also attached and can be found on the "Project Manager Info" page.

Please submit the Work Program Final Report, Attachment A Budget Sheet, and Project Abstract, along with any additional materials, as applicable, to lccmr@lccmr.leg.mn no later than Monday, August 15, 2011. Please include the appropriation year, subdivision number and paragraph letter in the subject line (e.g. ML

2008 4(e), ML 2009 3(d) – see your appropriation language). If we are unable to access files sent electronically, LCCMR staff may request a printed copy.

We encourage you to contact the LCCMR office at (651) 296-2406 with any questions you may have about preparing or submitting your final report. Thank you for your partnership over the past two-three years. This is always an enjoyable 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. As part of our learning and evaluation process, we will be in contact with some of you to set up a site visit or an exit interview. If you would like LCCMR staff to visit your project, please let us know.

LCCMR Staff
Susan Thornton
Shelley Shreffler
Michael McDonough
Mike Banker
Diana Griffith

cc: Agency Liaisons to the LCCMR