Environment and Natural Resources Trust Fund (ENRTF)
Final Report Instructions
For Projects Ending June 30, 2020

Summary

Step One:
Complete Work Plan Status Update Reporting, including the **"Overall Project Outcomes and Results"** in section III, **"Final Report Summary"** for each activity in section IV, and **"Final Report Summary"** in section V. Dissemination according to instructions below.

Step Two:
Update budget sheet (Attachment A) to reflect final budget costs and balances.

Step Three:
Review budget information in work plan and budget sheet to ensure the numbers match.

Step Four:
Complete the project abstract using the template provided and following the instructions below.

Step Five:
Compile as appropriate any relevant documents including reports, publications, and plans generated through this appropriation.

Step Six:
Submit Final Report to LCCMR Staff at lccmr@lccmr.leg.mn
Email Subject: FINAL REPORT for M.L. (insert legal citation and title for project)

Submit Final Work Plan Update, Attachment A (Budget Sheet), and Abstract as MS Word and MS Excel files. Do not submit as a PDF. The final report needs to meet MN Accessibility laws.

All materials are available on the LCCCMR website under "Final Report Instructions" on the Project Manager Information page of the LCCMR website.

Instructions for Work Plan Final Report (Required for All Projects)

Start with your last submitted Work Plan status update report.

At the center top of the page, where it says "Environment and Natural Resources Trust Fund (ENRTF) M.L. 20XX Work Plan," **insert the words** "**Final Report**" after "Work Plan."

Date of Status Update: Insert the date on which the Final Report is submitted.
Date of Next Status Report: Delete this line of text and replace with the text "**Final Report**".
Is this an amendment request? _____: Delete this line of text.

PROJECT TITLE: Leave as is in the Final Report.
Contact Information: Please confirm all contact information for the project manager and organization listed is still accurate and update as needed.

Location: Leave as is in the Final Report unless project location and areas impacted have been revised since the project began, then update this information to reflect this.

Total ENRTF 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. Unexpended dollars are returned to the ENRTF at the end of the project.

I. PROJECT TITLE:
- Leave as is in the Final Report.

II. PROJECT SUMMARY/PROJECT STATEMENT (Section II title may differ depending on the year of the appropriation)**:**
- Leave this section as is.

III. OVERALL PROJECT STATUS UPDATES
- Leave all past status updates as they are, along with any documented work plan amendments and approval dates (if applicable), in the Final Report.
- **Overall Project Outcomes and Results** - Copy the text from the Overall Project Outcomes and Results section of your Project Abstract document and insert it here.

IV. PROJECT ACTIVITES AND OUTCOMES:
For each Activity, update and provide a summary of the details of the work that was completed under that Activity:
- Update the final budget balances in each of your activities.
- For each Activity, use the section "**Final Report Summary**" at the end of each individual Activity to provide an overall summary of work completed, outcomes, and related findings for that Activity. Note the following:
  - Leave all previous "Activity Status as of [date]" sections as they are.
  - The Final Report Summary should summarize and incorporate both the information previously contained in the "Activity Status as of [date]" sections for that Activity as well as any new or additional information pertaining to the Activity since your last work plan status update submission.
  - In addition to stating outcomes, state the significance of the outcomes, especially with regards to policy with management implications (for science and research projects) 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).
  - Discuss any work that was originally proposed to be done, but was NOT completed and why it was not completed.
  - If applicable, include an explanation of match dollars spent on the Activity.
  - If unresolved problems were encountered, describe them and their significance.

V. DISSEMINATION
- Leave all "Status as of [date]" sections as they are.
- Use the section "**Final Report Summary**" at the end of this section to provide an overall summary of dissemination activities.
- The Final Report Summary should summarize and incorporate both the information previously contained in the "Activity Status as of [date]" sections as well as any new or additional information since your last work plan progress report submission.

VI. PROJECT BUDGET SUMMARY
- Update **Section A.** to reflect final accurate accounting of budget and FTEs funded.

- Update **Section B. Other Funds** to reflect final accurate accounting of other funds used and for what purpose. This will help us accurately account for leverage of ENRTF funding.

VII. PROJECT STRATEGY (including sub-sections A. Project Partners, B. Project Impact and Long-term Strategy, and C. Funding History)
- Review and update as needed.

In most cases, sections VIII through IX will be left as they are:
VIII. ACQUISITION/RESTORATION LIST
IX. MAP(S)
X. RESEARCH ADDENDUM
IX. REPORTING REQUIREMENTS

Instructions for Final Attachment A: Budget Sheet (Required for All Projects)
Review and update the Budget Sheet (Attachment A) spreadsheet to ensure it reflects all expenditures made. Make sure numbers in the spreadsheet are the same as those indicated throughout your Work Plan - Final Report. For example, the column totals for Activity 1 on Attachment A (Budget Sheet) should match the information included in the "Summary Budget Information" section of each activity of Section IV "Project Activities and Outcomes" in the work plan document.

No negative balances should exist in your Final Budget Sheet. Contact LCCMR staff to discuss any negative numbers in the final project budget sheet. If there are negative numbers a budget amendment request will be required.

At the top of your Attachment A (Budget Sheet), where it says "Attachment A (Budget Sheet): Budget Detail for M.L. 20XX Environment and Natural Resources Trust Fund Projects", **insert the word "Final"** before the words "Attachment A" (Budget Sheet). If your Budget Sheet does not say "Attachment A" in cell A1, insert the word "final" in cell A2, so it reads "M.L 20XX Final Project Budget".

Instructions for Photos, Videos, or Graphics Providing Visual Illustration of Project Outcomes/Impacts (REQUIRED FOR ALL PROJECTS)
To help illustrate to the public the benefits of the investment of public dollars from the Environment and Natural Resources Trust Fund (ENRTF) into your project, please provide some sort of visual illustration of your project's outcomes or impacts. The specific form of this illustration will depend on your project but could be in the form of photos or a video if your project easily lends itself to such or it could be in the form of a graphic that explains your project in a simple and accessible manner.

The intent of the visual illustration is to help inform the public about your project's accomplishments. Photos, videos, or graphics may be posted on the [LCCMR website](), the [ENRTF Facebook page](), the [ENRTF Twitter](), [Minnesota's Legacy website](), or used for future presentation materials.

If you have any questions about this requirement and what would be most appropriate for your particular project, please do not hesitate to contact LCCMR staff.

Instructions for Additional Documents
Additional documents requested, as applicable, will vary between projects. With the exception of Land Acquisition Reporting, which has specific requirements, please use your best judgment on the appropriate format for additional documents, keeping in mind that the documents will be available to the public. LCCMR staff are available if you have any questions.

1. **Visual Component:** Projects involving work directed at a specific geographic location or area should see "Map(s)" below. All other projects likely included a visual component (e.g., graphic, table, figure) as part of their original proposal and work plan. For the final report, please submit a final version of the visual component, which could be the original version, an updated version of the original, or a new visual component directly relating to the completed project.
2. **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. The map must include north arrow and scale, and illustrate specific site location within city, county, region, and/or state. Each acquisition or restoration does not need to be on its own map, but individual site locations must be clearly discernible if more than one project is included on the same map.
3. **Land Acquisition Report:** For all projects involving land acquisition, land acquisition reports are required by law to be submitted for each individual parcel acquired (fee title or conservation easement, including donated easement if ENRTF dollars used in the transaction) using the online submit form on the LCCMR website. This includes an initial report and then annual update reports submitted thereafter in perpetuity. If a land acquisition report for each individual parcel acquired with this appropriation was submitted prior to your Final Report, please indicate the submission date and the report ID # (received at time of submittal) in the appropriate Activity "Final Report Summary" of your Final Report. If you have not yet submitted an initial land acquisition report for each parcel acquired with this appropriation, you must do so now as part of your Final Report. See "Land Acquisition Reporting" on the [Project Manager Information](#) page of the LCCMR website.
4. **Transaction Cost Report:** For all projects involving land acquisition, transaction cost reports are required by law to be submitted for each individual parcel acquired (fee title or conservation easement, including donated easement if ENRTF dollars used in the transaction). If a transaction cost report for each individual parcel acquired with this appropriation was submitted prior to your Final Report, please indicate the submission date in your Final Report. If you have not yet submitted a transaction cost report for each parcel acquired, you must do so now as part of your Final Report. See "Transaction Costs Reporting Guidelines" located under "Land Acquisition Reporting" on the [Project Manager Information](#) page of the LCCMR website.
5. **Reports:** For projects that produced a separate report or publication of some kind that is intended for broader audiences and distribution, please provide three (3) hard copies plus an electronic version of each report.
6. **Supplementary Materials:** Please provide 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.

Instructions for Project Abstract (Required for All Projects)

The abstract is a separate document from the work plan. Submit the abstract in addition to you work plan. Insert your Project Abstract under "Overall Project Outcomes and Results" in your Final Work Plan. We recommend the abstract be approximately 300 words or less.

At the end of this document is a template showing the required information and format for the abstract. The template is available as a Word document under "Final Report Information" on the [Project Manager Information](#) page of the LCCMR website.

The abstract is an important document that is included in the LCCMR's biennial report, on the LCCMR website, and the public accountability website for the ENRTF and Legacy funds. The LCCMR website is frequently used to research topics and obtain additional information on completed projects. Examples of project abstracts available on the LCCMR website from previously completed projects.