



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

Email: lccmr@lccmr.leg.mn

Web: www.lccmr.leg.mn

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

Becca Nash, Director

Date: July 15, 2020
To: LCCMR Project Managers for Environment and Natural Resources Trust Fund projects with an ending date of June 30, 2020
From: Becca Nash
**Re: Final Report Documents for projects ending June 30, 2020
DUE TO LCCMR by Saturday, August 15, 2020**

A Final Report for your project's appropriation from the Minnesota Environment and Natural Resources Trust Fund is due to the Legislative-Citizen Commission on Minnesota Resources (LCCMR) **by August 15, 2020**. We look forward to learning more about your project's accomplishments. Thank you if you have already submitted your report—staff will follow up with you if any revisions are needed.

Please carefully read through the information included below and in the accompanying documents to ensure you are complying with all applicable final reporting requirements for your project.

The Final Report consists of a minimum of four components:

- 1. Project Abstract (separate document from the Work Plan)**
- 2. Final Work Plan Update**
- 3. Final Attachment A (Budget Sheet)**
- 4. Photos, videos, or graphics providing visual illustration of project outcomes/impacts, or maps**

Instructions for all Final Report elements can be found in the "Final Report Instructions" document included with this memo and posted under "Final Report Instructions" on the [Project Manager Information](#) page of the LCCMR website.

A few reminders:

- All expenses must be incurred no later than June 30, 2020. Only items in the approved work plan are eligible expenses.
- "No cost extensions" of spending are not an option.
- There cannot be any negative balances anywhere on your "Final Attachment A" (Budget Sheet) document. If there are any negative balances anywhere within your final budget, contact lccmr@lccmr.leg.mn or (651) 296-2406 to discuss an amendment for consideration.
- 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. Use of the Environment and Natural Resources Trust Fund logo is encouraged. The acknowledgment guidelines are also attached and can be found on the [Project Manager Information](#) page of the LCCMR website.

Please submit your final report documents, along with any additional materials, as applicable, to lccmr@lccmr.leg.mn no later than Saturday, August 15, 2020. Please include the appropriation year, subdivision number and paragraph letter in the subject line (e.g. M.L. 2015 03a County Geologic Atlas - Part A).

Sen. Gary Dahms, Sen. Kari Dziedzic, Rep. Rob Ecklund, William Faber, Nancy Gibson,
Rep. Rick Hansen, Rep. Josh Heintzeman, Sen. Bill Ingebrigtsen, Nicole Kessler, Denny McNamara, Norman Moody,
Michael Reese, Rep. Tama Theis, Sen. David Tomassoni, Rep. Jean Wagenius, Sen. Torrey Westrom, Della Young

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We encourage you to contact the LCCMR office at (651) 296-2406 or lccmr@lccmr.leg.mn with any questions you may have about preparing or submitting your final report.

Thank you for your partnership over the past several 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 a meeting.

LCCMR Staff

Becca Nash
Michael Varien
Corrie Layfield
Rory Anderson
Diana Griffith