



# Environment and Natural Resources Trust Fund (ENRTF) Final Report Instructions

v. 6/6/22

## Summary

1. Complete the **project abstract** using the template provided.
2. Complete your final **Work Plan** Status Update Reporting, including “Overall Project Outcomes and Results,” a “Final Report Summary” for each activity, and a “Final Report Summary” for your Dissemination activities.
3. Update the **budget** sheet to reflect final budget costs and balances; ensure the numbers match what is written in your work plan document.
4. Compile **visual illustrations** of the impact of your project and digital **products** created
5. Compile any **additional documents** that may be required at this time (see below)
6. **Submit** via email to LCCMR at [lccmr@lccmr.mn.gov](mailto:lccmr@lccmr.mn.gov) with subject line “FINAL REPORT for M.L. [insert citation and title for project]” (For example: FINAL REPORT for M.L. 2015, Chp. 76, Sec. 2, Subd. 03a, County Geologic Atlas - Part A). To help us meet MN Accessibility laws, please attach files in their native format (MS Word and MS Excel); photos and maps may be in PDF.

These instructions and templates are also available on the LCCMR website under “Final Report Information” on the [Project Manager Information](#) page of the LCCMR website.

## Instructions for Project Abstract (all projects)

Please fill in the attached abstract template and submit it with your final report.

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. Extra proof-reading is therefore appreciated. Examples of project abstracts available on the LCCMR website from [previously completed projects](#).

## Instructions for Work Plan Final Report (all projects)

Start with your last approved 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 Submission:

- Insert the date on which the Final Report is being submitted.

### Date of Next Status Update 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:

- Update if needed.

**Location:**

- Update if needed.

**Total ENRTF Project Budget:**

- The balance should be the appropriated amount minus the total actual expenditures. The balance will be \$0 if you have used all the appropriation. Unexpended dollars are returned to the ENRTF at the end of the project.

**I. PROJECT SUMMARY/PROJECT STATEMENT** (Section title and numbering may differ depending on the year of the appropriation)

- Leave as-is in the Final Report.

**II. 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** – After completing your Project Abstract, copy the text from the Overall Project Outcomes and Results section of your Project Abstract document and insert it here.

**III. PROJECT ACTIVITIES AND OUTCOMES:**

- Update the final budget amounts spent and balances in each of your activities (if applicable).
- Leave all past “Activity Status as of [date]” sections as they are.
- Under “**Final Report Summary**” at the end of each individual Activity, provide a summary of work completed, outcomes, and related findings for that Activity. Note the following:
  - The Final Report Summary should summarize information previously reported 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.

**IV. DISSEMINATION**

- Leave all past “Status as of [date]” sections as they are.
- Under “**Final Report Summary**” at the end of this section, provide an overall summary of dissemination activities.
- The Final Report Summary should summarize information previously reported as well as any new or additional information pertaining to your Dissemination activity since your last work plan status update submission.

**V. PROJECT BUDGET SUMMARY**

- **Section A:** delete the budget table. Update FTEs funded to reflect final accurate accounting.
- 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.

**VI. PROJECT PARTNERS (including sub-sections A: Project Partners receiving ENRTF funding and B: Partners NOT receiving ENRTF funding and B: Project Impact and Long-term Strategy)**

- Review and update if needed.

## VII. LONG-TERM IMPLEMENTATION AND FUNDING

- Review and update if needed.

## VIII. REPORTING REQUIREMENTS

- Leave as-is in the Final Report.

## IX. SEE ADDITIONAL WORK PLAN COMPONENTS:

- Leave as-is unless otherwise instructed below.

### Instructions for Final Attachment A: Budget Sheet (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.

**No negative balances can exist in the TOTAL Balance column in your Final Budget Sheet.** Remove expenses or contact LCCMR staff to discuss negative numbers and the potential need for a budget amendment request.

At the top of your Attachment A (Budget Sheet), **insert the word “-Final”** after M.L. 20XX Project Budget so it reads “M.L 20XX Project Budget -Final”.

### Instructions for Photos, Maps, and other Visual Components (all projects)

- **Map(s)** are 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.
- 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.
- To help illustrate to the public the benefits of the investment of public ENRTF dollars into your project, we would also appreciate any other visual illustration of your project’s outcomes or impacts. This could be **photos, video, or any other kind of graphic.**

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.

### Instructions for Additional Documents

Additional documents requested will vary between projects. Except for 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. **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.

2. **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.
3. **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:
  - 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