



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

Becca Nash, Director

Date: June 18, 2021
To: LCCMR Project Managers for Environment and Natural Resources Trust Fund projects with an ending date of June 30, 2021
From: Becca Nash
**Re: Final Report Documents for projects ending June 30, 2021
DUE TO LCCMR by Monday, August 16, 2021**

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 16, 2021**. 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 the following components:

- 1. Project Abstract (separate document from the Work Plan)**
- 2. Final Work Plan Update**
- 3. Final Budget Sheet (Attachment A)**
- 4. Final Parcel list (if your project includes acquisition or restoration)**
- 5. 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, 2021. Only items in the approved work plan are eligible expenses.
- "No cost extensions" of spending are not an option at this time.
- There cannot be any negative balances in the Total Balance column your "Final Attachment A" (Budget Sheet) document. If there are any negative balances, 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 requirements 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 Monday, August 16, 2021. Please include the citation and project title in the subject line (e.g., Subject: FINAL REPORT for M.L. 2015, Chp. 76, Sec. 2, Subd. 03a, County Geologic Atlas - Part A).

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We encourage you to contact the LCCMR office at lccmr@lccmr.leg.mn or (651) 296-2406 with any questions you may have about preparing or submitting your final report. While email is the best way to reach us, we are monitoring both email and phone.

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