



**LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES**

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Becca Nash, Director

**Date:** May 23, 2023

**To:** LCCMR Project Managers for Environment and Natural Resources Trust Fund Projects with an Ending Date of **June 30, 2023** (email submissions)

**From:** LCCMR Staff

**Re:** Final Report Documents for Projects Ending June 30, 2023 DUE TO LCCMR by Tuesday, August 15, 2023

A final report for your project's appropriation from the Minnesota Environment and Natural Resources Trust Fund (ENRTF) is due to the Legislative-Citizen Commission on Minnesota Resources (LCCMR) **by August 15, 2023**. We look forward to learning more about your project's accomplishments. Thank you if you have already submitted your report.

Please carefully read through the information included below and in the accompanying documents to ensure you are complying with all final reporting requirements for your project. This memo, instructions, and template can also be found under "Final Report Information" on the Project Manager Information page of the LCCMR website.

A few reminders:

- All expenses must be incurred no later than June 30, 2023. 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 of your final budget. If there are any negative balances, contact [lccmr@lccmr.mn.gov](mailto:lccmr@lccmr.mn.gov) or (651) 296-2406 to discuss a possible amendment.
- Any reports, supplemental materials, outreach materials, and communications related to your project **must include** an acknowledgement of support from the ENRTF. Use of the ENRTF 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 and accompanying materials to [lccmr@lccmr.mn.gov](mailto:lccmr@lccmr.mn.gov) no later than Tuesday, August 15, 2023.** Include the citation and title in the subject line (e.g., FINAL REPORT for M.L. 2015, Chp. 76, Sec. 2, Subd. 03a, County Geologic Atlas - Part A).

We encourage you to contact the LCCMR staff at [lccmr@lccmr.mn.gov](mailto:lccmr@lccmr.mn.gov) or (651) 296-2406 with any questions you have. 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 LCCMR to review the many accomplishments made possible by the ENRTF. As part of our learning and evaluation process, we may be in contact with some of you to set up a site visit or a meeting.

LCCMR Staff

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