



Legislative-Citizen Commission on Minnesota Resources (LCCMR)

Final Report Instructions

for projects funded in 2020 and more recently

UPDATED: August 6, 2026

A final report to the Legislative-Citizen Commission on Minnesota Resources (LCCMR) is required after your project is complete. Your final report is made up of two components: a final status update and a final abstract. Both will be submitted through the LCCMR [Online Proposal and Grant Management System](#). Instructions and help bubbles are provided throughout the system to guide you in completing the final status update and final abstract. You can also consult the Help menu and Resources menu available within the system.

Projects that include land acquisitions or, if funded in 2025 or more recently, capital construction have additional reports that must be submitted before a final report can be approved.

If you have questions, contact your LCCMR staff lead or call the LCCMR office at (651) 296-2406.

Final Status Update

Your final status update will be due 45 days after the project completion date shown in your work plan on the Narrative page (Tab 4). You will complete the final status update on the Status Updates page under Reporting (Tab 11) and the Summary page under Budget (Tab 6). Projects that included land acquisition or restoration will also need to ensure that the Parcel List page under Acquisition and Restoration (Tab 8) reflects the final status for each property.

The final status update will include a report on:

1. Final work completed since your last status update.
2. The extent to which your overall project outcomes were achieved and each activity's measurable outcomes, outputs, and deliverables were achieved or not achieved.
3. Final spending for funds from the Environment and Natural Resources Trust Fund (ENRTF) and other supporting non-ENRTF funds.

For pass-through projects with a Department of Natural Resources (DNR) grant agreement: The final amount spent reported to the LCCMR must match the total of all reimbursement requests, including your final reimbursement request. Your final reimbursement will be delayed if the total amount spent reported to the LCCMR in your final status update differs from the total reimbursement request amount.

For direct appropriations: The final amount spent reported to the LCCMR must match the final amount spent reported in the state accounting system.

For the University of Minnesota: The final amount spent reported to the LCCMR must be consistent with the final report of expenditures from Sponsored Finance Reporting (SFR).

You will need to make any **final budget reconciliations** at this time to ensure your reported spending reflects final, actual expenses for your project. If budget reconciliation reveals that you spent more than was budgeted for a line-item, you will need to remove the overage from your amount spent and pay for it with non-ENRTF funds or submit an amendment request with your final status update. **No amendments are possible after final report approval.**

As part of completing your final status update, you will need to review your visual component (or map for restorations, acquisitions, and capital construction) on the Attachments page (Tab 7). If the visual component or map(s) does not accurately depict the completed project, you will need to upload a new visual component or map to the work plan. For completed capital construction projects, the map must include location within the state and parcel boundaries, and clearly delineate what was constructed using the funds. For land acquisition and restoration projects, the map(s) must be aerial maps of each acquisition or restoration property and include location within the state and parcel boundaries.

Please also upload any **final products and deliverables** to the Attachments page (Tab 7), including but not limited to: publications, reports, brochures, and photos of completed work and ENRTF signage. Photos of constructed facilities and completed restorations are required. Photos of the durable and fixed signs acknowledging funding from the ENRTF at completed capital construction, land acquisition (fee title or easement), or restoration site(s) are also required.

Please remember that 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](#) can also be found on the Project Manager Information page of the LCCMR website.

Final Abstract

Once your final status update is approved, you will be prompted to submit a final abstract that summarizes your project. The final abstract will appear as a new page under Reporting (Tab 11) along with instructions for completing it. After the final abstract is approved, your final report will be complete and officially approved, and your work plan will move to the Completed Projects panel on your dashboard in the system.

Land Acquisition Reports

If your project used ENRTF funds to wholly or partially acquire an interest in real property (fee title or easement, including donated easement if ENRTF dollars were used in the transaction), an initial land acquisition report and transaction cost report must be submitted before a project's final report can be approved. See "Land Acquisition Reporting" on the [Project Manager Information](#) page of the LCCMR website.

Initial Land Acquisition Report: An initial land acquisition report for each individual property acquired using ENRTF funds is due by December 1 of the year in which the acquisition occurred. If you have not yet submitted an initial land acquisition report for each property acquired, you must do so now before your project's final report can be approved.

Transaction Cost Report: Transaction cost reports are required by law to be submitted within 60 days of closing of each individual property acquisition. If you have not yet submitted a transaction cost report for each property acquired, you must do so now before your final report can be approved.

After final reporting is completed, you will receive prompts from the LCCMR to complete an annual land acquisition report by December 1 each year.

Capital Construction Reports

If your project was funded in 2025 or more recently and you used ENRTF funds to wholly or partially construct a building, trail, campground, or other capital asset with a total cost of \$10,000 or more, an initial construction report must be submitted before your project's final report can be approved. Contact your LCCMR staff lead or call the LCCMR office at (651) 296-2406 for information on how to complete the initial construction report.

After final reporting is completed, you will receive prompts from the LCCMR to complete an annual capital construction report by December 1 every year for 25 years.

Thank You

Thank you for your partnership during the length of your project. It is always enjoyable for the LCCMR to review the many accomplishments made possible by the ENRTF.

You can continue to access your work plan documents in the Completed Projects panel of your dashboard in the LCCMR [Online Proposal and Grant Management System](#). In fact, we encourage you to continue posting results, papers, photos, news or social media links, and other progress reports on the Attachments page (Tab 7) of your project even after it has been completed.

We appreciate your efforts to protect, conserve, preserve and enhance Minnesota's natural resources!