



LCCMR Transaction Costs Reporting Guidelines

UPDATED: October 25, 2021

For all acquisitions of land in fee title or conservation easement using monies in whole or in part from the Environment and Natural Resources Trust Fund (ENRTF), Minnesota law requires specific documentation be provided to the Legislative-Citizen Commission on Minnesota Resources (LCCMR) to ensure public accountability for use of public funds. This memo provides an explanation of the **Cost Reporting** requirements as well as instructions for fulfillment of the requirements.

All Related Transaction Costs and Donations

ENRTF appropriation language includes a requirement that within 60 days of a transaction, the recipient of the ENRTF appropriation must provide the LCCMR documentation of “all related transaction costs,” meaning all costs involved when acquiring land in fee title or conservation easement by purchase at either full or less than full value, including but not limited to appraisals, legal fees, recording fees, commissions or other similar costs, and any associated donations. This information must be provided for all parties involved in the transaction.

“Donations” are those directly associated with or related to any land acquisition funded in whole or in part by ENRTF funds. Please note, per [116P.19](#), a recipient of money from the ENRTF must not accept a monetary donation or payment from an owner of land that is acquired in fee in whole or in part with an appropriation from the ENRTF that exceeds the documented expenses in the workplan unless expressly approved by the commission. This pertains to any donation from the landowner that is in any way related to facilitating a land acquisition or any related transactions. Types of donations that do not need to be reported to LCCMR include donations not related to a land acquisition or any related transactions, donations from landowners/sellers that are in response to a broad solicitation made to a wide group of potential donors, or donations made a significant time before or after the land transactions.

To fulfill this requirement, provide the information in the following manner:

1. Costs should be reported in the work plan, either as budgeted eligible costs paid for with ENRTF funds, or as cost-shared expenses included in the “other funds” section of the budget. The source of funds and the specific expense should be noted.
2. If not already addressed in the work plan, costs and donations for each particular transaction should be submitted in a transaction cost report, using your format or the [Transaction Cost Template](#) available from LCCMR.
3. Submit to lccmr@lccmr.mn.gov within 60 days following the transaction OR upload with your initial land acquisition report. If emailing, please include the legal citation in the subject line (e.g. M.L. 2017, Chp. 96, Sec. 2, Subd. 06a).