



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

Please read and follow the instructions to ensure final reports meet reporting requirements.

To complete the final reporting requirements follow the steps and instructions below. Start by updating your work plan and budget sheet to explain how you achieved the outcomes. Gather and attach as appropriate relevant documents including reports, publications, and plans generated through this appropriation. Next, use the provided Abstract template and follow the instructions for completing the abstract for this appropriation. Review, edit, revise and submit your final report and required documents to LCCMR.

Step One:

Complete Work Plan Status Update Reporting, including the **“Overall Project Outcomes and Results”** in section III and **“Final Report Summary”** for each activity in section IV and **“Final Report Summary”** in section V. Dissemination according to instructions below.

Step Two:

Update ATTACHMENT A (budget sheet) to reflect final budget costs and balances.

Step Three:

Review budget information in work plan and budget sheet to ensure the numbers match.

Step Four:

Complete the project abstract using the template provided and following the instructions below.

Step Five:

Compile as appropriate any relevant documents including reports, publications, and plans generated through this appropriation.

Step Six:

Submit Final Report to LCCMR Staff at lccmr@lccmr.leg.mn

Email Subject: FINAL REPORT for M.L. (insert legal citation for project)

Submit Final Work Plan Update, Attachment A (Budget Sheet), and Abstract as MS Word and MS Excel files. Do not submit as a PDF. The final report needs to meet MN Accessibility laws.

All materials are available on the LCCMR website under “Final Report Instructions” on the “Project Manager Information” page of the LCCMR website: http://www.lccmr.leg.mn/pm_info/manager_info_index.html.

Instructions for Work Plan Final Report (Required for All Projects)

Start with your last submitted 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 Status Update: Insert the date on which the Final Report is submitted.

Date of Next Status Report: Delete this line of text and replace with the text **“Final Report”**.

Is this an amendment request? ____: Delete this line of text.

I. PROJECT TITLE: Leave as is in the Final Report.

Contact Information: Please confirm all contact information for the project manager and organization listed is still accurate and update as needed.

Location: Leave as is in the Final Report unless project location and areas impacted have been revised since the project began, then update this information to reflect this.

Total ENRTF Project Budget:

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

Legal Citation: Confirm that the legal citation in your work plan is correct. Depending on the year of your appropriation, the exact citation is:

- M.L. 2011, 1st Special Session, Ch. 2, Art. 3, Sec. 2, Subd. __.
- M.L. 2013, Chp. 52, Sec. 2, Subd. __.
- M.L. 2014, Chp. 226, Sec. 2, Subd. __.
- M.L. 2015, Chp. 76, Sec. 2, Subd. __.
- M.L. 2016, Chp. 186, Sec. 2, Subd. __.

Make sure the subdivision and paragraph area is filled in with your project subdivision and paragraph [e.g., 03a].

Appropriation Language: Verify that the appropriation language in your report exactly matches the language in the law. Call LCCMR staff if you are unsure of the language in the law.

II. PROJECT SUMMARY/PROJECT STATEMENT (Section III title may differ depending on the year of the appropriation):

- Leave this section as is.

III. PROJECT STATUS UPDATES: and “Overall Project Outcomes and Results”

- 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”- Below the last project status update listed, copy all of the text from your Project Abstract document and insert it here.

IV. PROJECT ACTIVITIES AND OUTCOMES:

For each Activity, update and provide a summary of the details of the work that was completed under that Activity:

- Update the final budget balances in each of your activities.
- For each Activity, use the section “Final Report Summary” at the end of each individual Activity to provide an overall summary of work completed, outcomes, and related findings for that Activity. Note the following:
 - Leave all previous “Activity Status as of [date]” sections as they are.
 - The Final Report Summary should summarize and incorporate both the information previously contained in the “Activity Status as of [date]” sections for that Activity 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.
- **V. DISSEMINATION**
 - Leave all “Activity Status as of [date]” sections as they are.
 - Use the section “Final Report Summary” at the end of this section to provide an overall summary of dissemination activities.
 - The Final Report Summary should summarize and incorporate both the information previously contained in the “Activity Status as of [date]” sections as well as any new or additional information since your last work plan progress report submission.

Update and check for accuracy, as applicable, in the following sections:

- **VI. PROJECT BUDGET SUMMARY (including sub-sections A and B)**
 - **In Section A, update the ENRTF Budget Overview to reflect the actual budget and funded FTE upon completion of the project. This budget information description and amounts must match the final project budget sheet.**
 - In Section B, for all other funds listed, update the “Amount” columns to reflect the actual other funds expended compared to what was originally proposed and update the “Use of Other Funds” column to reflect final use of the funds, as applicable. If additional, other funds were spent on the project that was not previously listed, add a row for those funds, and provide an explanation in the “Use of Other Funds” column. This will help us accurately account for leverage of ENRTF funding.
- **VII. PROJECT STRATEGY (including sub-sections A. Project Partners, B. Other Funds, and C. Funding History)**
 - Review and update as needed.

In most cases, sections VIII through IX will be left as they are.

- **VIII. ACQUISITION/RESTORATION LIST**
- **IX. MAP(S)**
- **X. RESEARCH ADDENDUM**
- **IX. REPORTING REQUIREMENTS**

Instructions for Final Attachment A: Budget Detail (Required for All Projects)

Review and update the **ATTACHMENT A** (Budget Sheet) spreadsheet to ensure it reflects all expenditures made. Make sure numbers and calculations in the spreadsheet coordinate with and are the same as those indicated throughout your Work Plan - Final Report. For example, the column totals for Activity 1 on Attachment A (Budget Sheet) should match the information included in the “Summary Budget Information” section of each activity of Section IV “Project Activities and Outcomes” in the work plan document.

No negative balances should exist in your Final Attachment A (Budget Sheet). Contact LCCMR staff to discuss any negative numbers in the final project budget sheet. If there are negative numbers a budget amendment request will be required.

At the top of your Attachment A (Budget Sheet), where it says “Attachment A (Budget Sheet): Budget Detail for M.L. 20XX Environment and Natural Resources Trust Fund Projects”, **insert the word “Final”** before the words “Attachment A”(Budget Sheet).

Instructions for Photos, Videos, or Graphics Providing Visual Illustration of Project Outcomes/Impacts **(REQUIRED FOR ALL PROJECTS)**

To help illustrate to the public the benefits of the investment of public dollars from the Environment and Natural Resources Trust Fund (ENRTF) into your project, please provide some sort of visual illustration of your project’s outcomes or impacts. The specific form of this illustration will depend on your project but could be in the form of photos or a video if your project easily lends itself to such or it could be in the form of a graphic that explains your project in a simple and accessible manner.

The intent of the visual illustration is to help inform the public about your project’s accomplishments. Photos, videos, or graphics may be posted on: 1) the LCCMR web page (<http://www.lccmr.leg.mn>), 2) the ENRTF Facebook page (<http://www.facebook.com/MNENRTF>), 3) the ENRTF Twitter feed (<http://twitter.com/mnenrtf>), and 4) the Minnesota’s Legacy website (<http://www.legacy.leg.mn>). 5) future presentation materials.

If you have any questions about this requirement and what would be most appropriate for your particular project, please do not hesitate to contact LCCMR staff.

Instructions for Additional Documents

Additional documents requested, as applicable, will vary between projects. With the exception of 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. **Visual Component:** Projects involving work directed at a specific geographic location or area should see “Map(s)” below. 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.
2. **Map(s):** 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.
3. **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: http://www.lccmr.leg.mn/pm_info/manager_info_index.html.
4. **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: http://www.lccmr.leg.mn/pm_info/manager_info_index.html.

5. **Reports:** For projects that produced a separate report or publication of some kind that is intended for broader audiences and distribution, please provide three (3) hard copies plus an electronic version of each report.
6. **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.

Instructions for Project Abstract (Required for All Projects)

The abstract is a separate document from the work plan. Submit the abstract in addition to your work plan. Insert your Project Abstract under “Overall Project Outcomes and Results” in your Final Work Plan. We recommend the abstract be approximately 300 words or less.

At the end of this document is a template showing the required information and format for the abstract. The template is available as a Word document under “Final Report Information” on the “Project Manager Information” page of the LCCMR website: http://www.lccmr.leg.mn/pm_info/manager_info_index.html.

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. Past project abstracts are located on the LCCMR website if you would like examples of previously completed projects. Visit <http://www.lccmr.leg.mn> and click on the “Projects Funded” tab on the top of the page.

[Insert Appropriation Year of Legal Citation] Project Abstract

For the Period Ending June 30, 2017

PROJECT TITLE:

PROJECT MANAGER:

AFFILIATION:

MAILING ADDRESS:

CITY/STATE/ZIP:

PHONE:

E-MAIL:

WEBSITE: [If applicable]

FUNDING SOURCE: [In nearly all cases = Environment and Natural Resources Trust Fund]

LEGAL CITATION: [Insert relevant year's citation here]

APPROPRIATION AMOUNT: \$

AMOUNT SPENT: \$

AMOUNT REMAINING: \$

Overall Project Outcome and Results

Directions: The abstract is a separate document from the work plan. Submit the abstract in addition to you work plan. Insert your Project Abstract under "Overall Project Outcomes and Results" in your Final Work Plan.

1. *The abstract should provide a clear, concise overview and summary of the project and its outcomes.*
2. *We recommend the body of the abstract be approximately 300 words or less, single-spaced.*
3. *The abstract should be written for a lay person, with clear, simple language and no jargon.*
4. *Examples of key points about a project that a reader should be able to take away from reading the abstract include:*
 - *Basic project background or context: issue/problem/challenge/opportunity the project addressed.*
 - *Major project objectives: aims and goals for the project; what the project set out to do in relation to context; be specific.*
 - *General project methods: briefly how project was implemented. Primary project results: project accomplishments and findings; what was achieved during the project period; be specific; be quantitative where appropriate (e.g. # of acres acquired, # of students reached).*
 - *Overall project significance: project implications, importance, relevance, and/or consequences.*
5. *Please address: How do Minnesotans benefit from your work? What does your project suggest for environment and natural resources policy or management? How will your data be used and accessed to improve Minnesota's environment?*
6. *Please reference and attach any reports or documents provided as part of the project*

Project Results Use and Dissemination

Directions:

1. *This section NOT intended to count toward recommended 300 word length for Abstract.*
2. *Provide a brief summary of dissemination activities, especially any resources, tools or documents created for this project.*
3. *How has information from your project been used and/or disseminated?*
4. *Please reference and attach any documents, resources, or tools that were created as a result of this project that should be shared with the public, members and resource managers.*