

Annual Real Property Interest Report – Due December 1 each year

Who needs to do this?

All project managers (or responsible parties as listed in the Initial Land Reporting Form) with fee title and easement acquisitions funded (or conveyed to) with OHF appropriations.

Why do I need to complete these?

Per the requirement in law (below), managers are asked to annually attest to the status of the property.

97A.056, Subd. 16. Real property interest report.

(a) By December 1 each year, a recipient of money appropriated from the outdoor heritage fund that is used for the acquisition of an interest in real property, including, but not limited to, an easement or fee title, must submit annual reports on the status of the real property to the Lessard-Sams Outdoor Heritage Council or its successor in a form determined by the council. If lands are acquired by fee with money from the outdoor heritage fund, the real property interest report must include a verification of the status of the hunting and fishing management plan for the lands acquired by fee. The responsibility for reporting under this subdivision may be transferred by the recipient of the appropriation to another person or entity that holds the interest in the real property. To complete the transfer of reporting responsibility, the recipient of the appropriation must:

(1) inform the person to whom the responsibility is transferred of that person's reporting responsibility;

(2) inform the person to whom the responsibility is transferred of the property restrictions under subdivision 15; and

(3) provide written notice to the council of the transfer of reporting responsibility, including contact information for the person to whom the responsibility is transferred.

(b) After the transfer, the person or entity that holds the interest in the real property is responsible for reporting requirements under this subdivision.

How do I complete these?

- 1) Log into the system. In your dashboard you will see a tab for “completed parcels” open up that tab by clicking the arrow.



- 2) All of your completed parcels will be listed here for all of your programs. You will only see a wheel to the Real Property Interest Report on Protect in Fee and Protect in Easement parcels, not restore and enhance. The wheel an indicator that the report has not been completed yet.
- 3) You can sort your parcels by clicking on the headings in the table.
- 4) Parcels with a “wheel” and check box you are responsible for completing the Annual Real Property Interest Report for. Parcels without these symbols may have been accomplished in your program, but conveyed and are other organizations responsibility to complete.



- 5) **NEW** There are two ways to complete these reports, batch reporting and individual reporting.
- 6) To report individually, click on the “New Report Link” with the reporting year on the right had side to report on the parcel individually. This might be best used for first time reports or where attachments are necessary as that can’t be done in a batch.

User	Reports	Real Property Interest
Molly Roske	PDF Word	2020 (Completed) 2019 (Completed)
Bob Welsh	PDF Word	
Joe Hoffman	PDF Word	New Report 2019 (Completed) 2018 (Completed)

- 7) To report in a batch (multiple parcels at once), click on the check boxes you wish to be included with the batch report, then click on the Start Batch report button and answer the questions.

		<input type="checkbox"/>	2018	3(b)	Southeast Minnesota Protection and Restoration Phase 6	Looney Creek (Farrell)	Protect in Easement	Wayne Ostlie
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Center)

All Completed Parcels

Start Batch Real Property Interest Report ?

Actions	ML Year	Subd	Project Name	Parcel Name
	2019	3(b)	Southeast Minnesota Protection and Restoration Phase 7	Brownsville Bluff (Green-Guckelberger)

- 8) You will be asked 4 questions about that specific parcel or the batch of parcels. Once it is completed, click the SAVE button on the bottom of the page. These questions are applied to ALL parcels in that batch, so make sure you answer correctly. It may be best to batch report on older program parcels and individually report the newer ones for accuracy. **IMPORTANT NOTICE:** Once this batch report has been saved you will not be able to edit it again. If you need to edit a field you will have to enter each real property interest report individually.
- 9) If any of the questions need an explanation or edit, then an individual report needs to be completed, this will not work for batch reporting. Know this ahead of time and choose the parcels to batch report on carefully.

Batch Real Property Interest Report

Real Property Interest Report

1) Do you (or your organization/agency), currently own interest in these parcels?
 Yes No (Explain)

2) Has the contact information for these parcels remained the same?
 Yes No (Edit)

3) Are these parcels currently being used for the purposes stated in the appropriation?
 Yes No (Explain and Give Instructions)

4) Has the status of hunting & fishing as described in the A.P. changed?
 Yes (Explain) No

5) Attach the annual financial easement monitoring & enforcement report: (Easement Parcels Only)

6) Status
Mark as completed when you are finished
 Draft Completed

10) When you go back to the completed parcel tab dashboard, the “new report” will have changed to the year of completion (e.g. 2020) to indicate the report has been submitted the wheel and check box will have been removed.

		2017	3(f)	Critical Shoreland Habitat Protection Program - Phase IV	Skunk Creek (LaBounty)	Protect in Easement	Wayne Ostlie	PDF Word	New Report 2019 (Completed)
		2017	2(j)	Anoka Sand Plain Habitat Conservation - Phase V TEST amendment change	Tamarack Lake (Hanon Trust)	Protect in Easement	Wayne Ostlie	PDF Word	New Report 2020 (Completed)

What if the lands were conveyed?

Lands conveyed after the submission and approval of the final report will go to the original project manager. During the completion of the Annual Real Property Interest Report, the module will ask who the property was conveyed to and ask for contact information. Once the Annual Real Property Interest Report is completed with the new contact information, from that point forward, it will go to the contact entered in the form.

Please contact staff if you have a parcel with the symbols indicating that the parcel was not conveyed but should have been. This is a manual process staff goes thru each year to move reporting responsibility over to holding organizations.