Outdoor Heritage Fund

Final Reports

Completing and Submitting Final Reports

A Final Report is the final version of a program accomplishment plan (AP) submitted upon the completion of work or after the availability of an appropriation ends. The reports are posted on the Lessard-Sams Outdoor Heritage Council (LSOHC) website and select information is made available on Minnesota's Legacy website.

All Final Reports, regardless of funding year, are completed in the Outdoor Heritage Fund Online Program Management System (hereafter, "Online System").

When are Final Reports due?

Final Reports are due 4 months (120 days) after the availability of an appropriation ends. Appropriation availability typically ends on June 30 of a given year, thus final reports for that year are due November 1.

How to start the process?

Notify staff of the intent to file a Final Report for an appropriation. Staff will make a Final Report available on the *Final Reports* tab of your dashboard in the Online System. Click on the title of the Final Report to open a series of tabs for your completion.

What should I include in a Final Report?

Complete each tab with the requested information regarding accomplishments during the program period. Special instructions for some of the tabs are below. The narratives should reflect actual accomplishments, challenges, limitations and successes. Language should be written in the **past tense and be specific about what the program accomplished.**

Narrative Tab

Summary of Accomplishments

Please provide in this section a clear, concise summary of the program's completed activities and outcomes.

Process and Methods

Explain here what your program did and how it was done, the scope of work and how priorities were set. Describe program objectives that were met and successes. Describe unique aspects of the program for example: For Fee and Easement Acquisition - what is unique and special about the land acquired, connection to other land, addition/closeness to nearby habitat, how prices affected the program, and why the easements were important. For Restoration/Enhancement work needs to describe what didn't go as planned, work that was extremely successful, new techniques tried, weather that affected the completion of the work, any site specific equipment that was unique, etc.

How did the program address habitats of significant value for wildlife species of greatest conservation need, threatened or endangered species, and/or list targeted species?

How did the program use science-based targeting that leveraged or expanded corridors and complexes, reduced fragmentation, or protected areas in the MN County Biological Survey.

Partners, Supporters, Opposition
List here program partners and supporters and their contributions, whether financial, in-kind or otherwise. List local clubs and chapters if applicable.

Exceptional challenges, expectations, failures, opportunities, or unique aspects of program.
Explain any exceptional challenges, expectations not meet or exceeded, opportunities, learning experiences, and/or any unique aspects of the program, for example, new restoration or enhancement techniques tried, unique features of land purchases, etc.

Other Funds Received
Check the appropriate box in this section if other funds were combined with Outdoor Heritage Funds to achieve the accomplishments of the program. A text box will appear to explain how the additional funds advance the program. These funds should also be reflected in leverage column of your budget.

What is the plan to sustain and/or maintain this work after the OHF are expended?

Complete the table explaining the actions you will take in the future to maintain project outcomes, list the year as approximate.

Budget Tab
Complete the table with the amount spent in budget categories and in the text box explain any budget challenges or successes.

Output Tables Tab
Complete the table with the acres and dollars in each of the areas and complete the text box with acre goals that were met and/or shortfalls.

Outcomes Tab
Program outcomes selected in accomplishment plans will appear under this tab explain how these outcomes will be measured and their impact to habitat.

Parcels Tab
This information will be used to populate the Outdoor Heritage Fund interactive map of completed projects on the LSOHC website. Shapefiles are required for all fee and easement acquisitions. Shapefiles are preferred for restoration/enhancement work.

Attachments
Attach files related to the program, for example, maps, photos, media coverage, etc.

Reporting of Acres/Dollars

For parcels purchased with multiple appropriations, acres should be prorated for the parcel, equivalent to the funds used in each year. Service fees should also be prorated, unless reimbursement for the professional service fees was paid out of a single year's appropriation.

Acres reported in the tables should be unique acres, i.e., if you acquire land and restore it, acres should only be entered in the main activity, which is "protect". It is assumed that if some of the acres of the land purchased will be restored, that portion of restoration/enhancement acres are entered in the Initial Land Reporting form.

Acres that you report in Table 1 in the final report are in general categories by program intent. For example: aquatic habitat and shoreland easements can be entered in habitat, fish barrier and stream restorations should be entered in habitat, and prairie acquisitions should be entered in the prairie column.

The TOTAL acres reported in Table 1 should match the TOTAL acres reported in the Initial Land reporting forms, but do NOT necessarily have to align with the Eco types.

Acres that you report in the Initial Land Reporting Forms should reflect the actual land cover. For example: easements should reflect the actual land cover that exists on the parcel even if the purpose is for habitat, while Prairie acquisition that has some wetlands or forested areas should be reflected in the Resource types in the Initial Land reporting forms.

Updated: 7-8-2021