

Initial Land Reporting Forms (ILR)

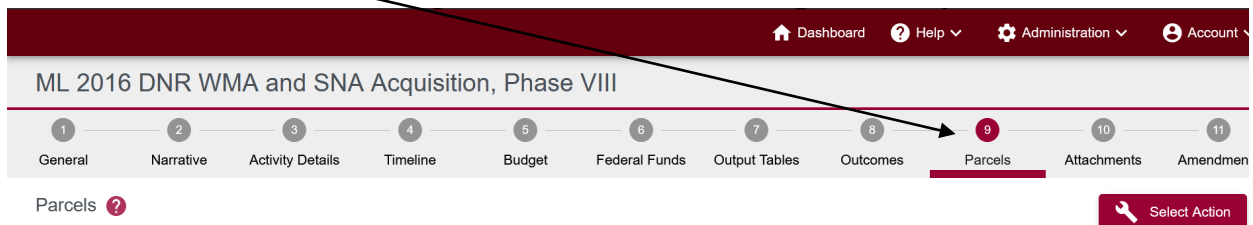
Who needs to complete these? All project managers receiving outdoor heritage fund appropriations for fee title, easement, or restoration/enhancement parcels.

When do they need to be completed? Project managers are requested to complete the on-line ILR forms 60 days from the completion of the funded activity: restoration/enhance work on a parcel or fee acquisition or easement closing.

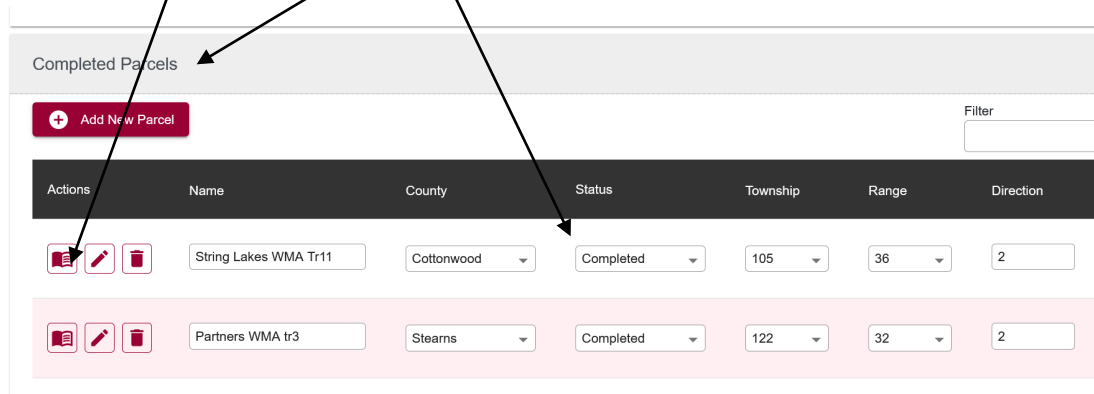
Why is this required? ILR forms need to be completed to comply with multiple requirements outlined in MS 97A.056. Information provided also assists staff with mapping of land affected with outdoor fund dollars, facilitates legislative information requests and helps track of program accomplishments. Managers will find that keeping these up to date will prevent a back-log of work prior to the final report completion.

How do I complete these?

- 1) From the dashboard, open up the accomplishment plan for the appropriate program
- 2) Go to the parcel tab



- 3) Change the parcel status from proposed to completed.
- 4) Once the status is changes, it will appear in the completed parcels table below the proposed parcel table.
- 5) Click on the “book” icon on the left side for the parcel under the **completed** parcel table which the form needs to be completed.



- 6) Open up the Initial Land Reporting Form (clicking on the book icon will do this)
- 7) There will be a series of tabs, click on an arrow to open each and complete the data.

Parcel Information

Annual Reporting Responsibility [Use Project Manager Contact Info](#)

Costs per MS 97A.056 subd 13(e)

Parcel Status

Notice of Funding Restrictions (NOFR) [per MS 97A.056 subd 15\(c\)](#)

Archived Annual Real Property Interest Reports

Return Save and Return Generate Report

- 8) Fields required and information asked in this report is different depending on the activity of the parcel (restore/enhance, protect – fee, protect-easement). The accuracy of information in the section is critical for mapping, analysis and meeting the requirements of the law. For acquisition parcels, information provided here is carried forward and auto-populated in the Annual Real Property Interest Report that is updated and verified on December 1 of each year.
- 9) Quarterly (April, July, October, January), staff will send out reminders to log into your dashboard and update your parcel status. You may not have all of the information to complete the form, That is o.k., you can complete what is known, and finish later.
- 10) You can view your report and print it off by clicking the Generate Report button at the bottom.

ILR Field Definitions

Purchase Price – this is the actual amount paid for the acquisition or easement on the closing documents

Professional Services – survey, title, appraisals, attorney fees, and costs specific to the parcel, do NOT include program costs such as personnel

Donation Used in Purchase – land owner takes a reduced purchase price AND is eligible for income tax deduction per IRS code for the price reduction, donation must be documented, could be a situation where no money exchanges hands, could be a bargain sale situation

Other Funds used in the Purchase Price of the Parcel – other grant funds, federal monies, private moneys or other actual money used and brought to the table used in the Purchase Price