

Environment and Natural Resources Trust Fund (ENRTF)
Legislative-Citizen Commission on Minnesota Resources (LCCMR)

Annual Land Acquisition Reporting Form Instructions

As required by M.L. 2005, First Special Session, Chap. 1, Art. 2, Sec. 136. For interest in land acquired with Environment and Natural Resource Trust Fund proceeds after June 30, 2005.

Every year a representative of the organization that owns and manages the property must complete and submit the "Environment and Natural Resources Trust Fund Annual Land Acquisition Report." After the initial land acquisition report is complete the LCCMR staff will annually send an email to the primary contact person requesting the annual update on the status of the property.

The annual land acquisition report should be done through the online submit form on the LCCMR web site under "Project Manager Info" at: www.lccmr.leg.mn/php/annualrep08.php

All fields on the form are required. Please provide accurate and complete information.

Reporting Instructions

The Initial Land Acquisition Report can be viewed by using the "click here" feature. This connects to a table that lists all ENRTF land acquisition reports. Use the sort feature on this page to locate the report and then "click on the "LCCMR ID" to link to that report.

Date of Report – The online submit forms shows the date the submittal is made.

Select Trust Fund ID# - Click on the "drop down arrow" and scroll to the ID # for the report that is being updated and click on that number so that it shows up in the box.

Working Title of the Acquisition – When the ID# is selected the title will be automatically be filled in.

Questions - Click "yes" or "no" to each of the first three questions. If the answer is "no" any of the questions enter the updated information in the appropriate box.

1. Do you (or your organization/agency) still own interest in the selected parcel?
2. Is the contact information for this parcel correct?
3. Is the parcel still being used for the purposes stated in the appropriation?
4. Provide any explanation in the box as appropriate.

For conveyances of land acquired with ENRTF funds to the state to be managed by the DNR must meet the requirements of M.S. 116P.17 as follows:

116P.17 ACQUISITION OF LANDS TO BE CONVEYED TO THE STATE; COMMISSIONER APPROVAL.

(a) A recipient of an appropriation from the trust fund who acquires an interest in real property must receive written approval from the commissioner of natural resources prior to the acquisition, if the interest:

- (1) is acquired in whole or in part with the appropriation; and
- (2) will be conveyed to the state for management by the commissioner.

(b) The commissioner shall approve acquisitions under this section only when the interest in real property:

- (1) is identified as a high priority by the commissioner; or
- (2) meets the objectives and criteria identified in the applicable acquisition plan for the intended management status of the property.

Person submitting report – Fill in the name of the person entering the report

Submit – Review the information provided and make sure all the appropriate lines are completed then “click” the submit button to provide the report.

Clear – “clicking” on this button will clear all the information entered in the report. This can be done to start over or to enter a report on another parcel.

Save a Copy! - Print and/or save an electronic copy of the report for your records.

For additional information or assistance contact the LCCMR at;

Phone: (651) 296-2406

TDD: (651) 296-9896 or 1-800-657-3550

Email: lccmr@lccmr.leg.mn