

Main Request for Funding Form
Lessard-Sams Outdoor Heritage Council
Fiscal Year 2012

Program or Project Title: Lessard-Sams Outdoor Heritage Council Pass-Through Contract

| | Funding Request | OHF Out-Year Projections of Needs | | |
|--------------------------|-----------------|-----------------------------------|---------|---------|
| Funds Requested (\$000s) | FY 2012 | FY 2013 | FY 2014 | FY 2015 |
| Outdoor Heritage Fund | \$ 175,000 | 175,000 | 175,000 | 175,000 |

Manager's Name: Wayne Sames
Organization: Department of Natural Resources
Street Address: 500 Lafayette Road
City St. Paul **State** MN **Zip:** 55155-4010
Telephone: 651-259-5559
E-Mail: wayne.sames@state.mn.us
Organization Web Site: www.mndnr.gov

County Location: Statewide

Ecological Planning Regions: Not applicable

- ☐ Northern Forest ☐ Forest/Prairie Transition ☐ Southeast Forest
☐ Prairie ☐ Metro/Urban

Activity Type: Depends on the projects approved in legislation

- ☐ Protect ☐ Restore ☐ Enhance

Priority Resources addressed by activity:

- ☐ Wetlands ☐ Forests ☐ Prairie ☐ Habitat

Project Abstract

This program will manage appropriations to the Minnesota Department of Natural Resources (DNR) to be passed through to third party recipients via pass through grant agreements.

Project Narrative

Additional pass-through appropriations are expected as a result of actions by the 2011 legislature. DNR grants program staff will work with recipients to ensure financial reviews, pass-through grant agreements, and any other necessary paperwork is completed.

Recipients must follow their accomplishment plans, as submitted to and approved by the LSOHC. In administering this program the DNR will comply with the Department of Administration – Office of Grants management policies, including those explicitly applicable to legislatively-named grants, and Laws of Minnesota, Chapter , Article , Section , Subd. (). *(to be completed following enactment of the appropriation law).*

Design and scope of work

In addition to the new pass-through appropriations expected from the 2011 legislative session, DNR grant staff will continue working on the previously funded LSOHC projects from the 2009 and 2010 appropriations. They will also presumably have added overlapping project work as a result of projects funded in subsequent years. It is likely that the workload will include amendments to some agreements and support of any subcontracting or approved redirection of funds to the DNR to ensure compliance with legislation. Reimbursement requests will be processed. In some cases this will involve numerous partial reimbursements related to a particular project or approved redirection of funds to the DNR to ensure compliance with legislation. Reimbursement requests related to a particular project, administrative review of appraisals or similar activities. In addition, specific requirements must be tracked for each parcel of land that is replaced by an approved similar project. While not requiring grant amendments, this requires substantial monitoring and follow-up. It is expected that the number of parcels will remain substantial. Some projects may involve resolution of unforeseen problems or issues that may require significant staff time. Additional workload is related to final project closeouts.

Payments will be administered on a reimbursement basis unless approved in the accomplishment plan. Expenditures directly related to each appropriation's purpose made on or after July 1, 2011, or the date the accomplishment plan is approved by the LSOHC, whichever is later, are eligible for reimbursement unless otherwise provided in the agreement. Periodic payments will be made upon receiving documentation that the deliverable items articulated in the approved accomplishment plan have been achieved, including partial payments as evidenced by approved progress reports. Recipients must verify that they have met all requirements specified in Minnesota 2011 Session Laws and by the LSOHC prior to receiving final reimbursement. Payments will not be made

on agreements with past due progress reports unless a written extension has been approved.

Capital equipment expenditures in excess of \$10,000 must be approved as part of the accomplishment plan. Capital equipment expenditures under \$10,000 must be approved by the Department of natural resources and must be used for the appropriation purposes for their reasonable life or other term as agreed upon. Recipients must report on the status of any capital equipment purchased on an annual basis to the LSOHC and DNR.

DNR grant program staff will submit a biannual accomplishment status report on the pass-through program to the LSOHC. This report will contain information on the number of agreements made, number and amount of reimbursements to recipients, number and status of remaining open agreements, and administrative costs.

Planning

Not applicable to the pass-through management function.

Relationship to Other Constitutional Funds

The DNR OMBS grants staff also administers pass-through appropriations from the Environment and Natural Resources Trust Fund.

Relationship to Current Organizational Budget

DNR is the pass-through agent for this program. There are no other funds available for this program activity. A position was created specifically to work on this program and would not exist without the requested funding. All staff time spent on this activity is time coded, so there is no supplanting of existing funds.

Sustainability and Maintenance

Since there are no other funds available for this program activity, after the period of funding has ended the program outcomes will not be sustained without additional program funding.

Types of Projects

of the following questions are applicable for the pass-through administration function.

Fee Acquisition Projects

Will local government approval be sought prior to acquisition?

☐ Yes ☐ No, please explain ☐ not applicable

If no, please explain here:

Is the land you plan to acquire free of any other permanent protection?

☐ Yes ☐ No, please explain ☐ not applicable

If no, please explain here:

Easement Acquisition Projects

Will the eased land be open for public use?

☐ Yes ☐ No, please explain ☐ not applicable

If no, please explain here:

Will the conservation easement be permanent?

☐ Yes ☐ No, please explain ☐ not applicable

If no, please explain here:

Restoration and Enhancement Projects

Is the activity on permanently protected land and/or public waters?

☐ Yes ☐ No, please explain ☐ not applicable

If no, please explain here:

Does the activity take place on an Aquatic Management Area (AMA), Scientific and Natural Area (SNA), Wildlife Management Area (WMA), or State Forests?

☐ Yes, which ones ☐ No, please explain ☐ not applicable

If so, please indicate which ones:

Accomplishment Timeline

| Activity | Milestone | Date |
|---|--|----------------|
| Review of by-laws, resolutions, or similar documents to ensure proper signature authority | Documents for all of the recipients reviewed | Fall 2011 |
| Execute agreements | Agreements for all recipients executed | Fall 2011 |
| First biannual status report | Submitted to LSOHC | August 1, 2012 |
| Second biannual status report | Submitted to LSOHC | February 2013 |
| Administer restoration and enhancement project | Restoration and enhancement agreements end | June 30, 2013 |

| | | |
|-----------------------------------|----------------------------|-------------------|
| agreements | | |
| Third biannual status report | Submitted to LSOHC | August 1, 2013 |
| Fourth biannual status report | Submitted to LSOHC | February 2014 |
| Administer acquisition agreements | Acquisition agreements end | June 30, 2014 |
| Final program report | Submitted to LSOHC | February 15, 2015 |

Attachments:

- A. Budget**
- B. Proposed Outcome Tables 1-5** Not applicable
- C. Map** Not applicable
- D. Parcel List** Not applicable

Attachment A. Budget Spreadsheet

| | |
|-----------------------------------|--|
| Name of Proposal: | Lessard-Sams Outdoor Heritage Council Pass-Through Contract Management |
| Date: | 12-Jan-11 |
| Legal Citation / Proposal Number: | M.L 2011, Ch. , Art. , Sec. ,Subd. () |

[Link Here to definitions of the budget items below.](#)

Total Amount of Request \$ 175,000 *From page 1 on the funding form.*

Personnel

| Position breakdown here | FTE | Over # of years | LSOHC Request | Anticipated Cash Leverage | Cash Leverage Source | Total |
|--|-----|-----------------|---------------|---------------------------|----------------------|------------|
| <i>DNR grants staff:</i> | | 5 | \$ 175,000 | | | \$ 175,000 |
| <i>Based on a professional services rate</i> | | | | | | \$ - |
| | | | | | | \$ - |
| | | | | | | \$ - |
| | | | | | | \$ - |
| | | | | | | \$ - |
| Total | 0 | | \$ 175,000 | \$ - | \$ - | \$ 175,000 |

Budget and Cash Leverage *(All your LSOHC Request Funds must be direct to and necessary for program outcomes.)*

Please describe how you intend to spend the requested funds.

| Budget Item | LSOHC Request | Anticipated Cash Leverage | Cash Leverage Source | Total |
|---|---------------|---------------------------|----------------------|------------|
| Personnel - <i>auto entered from above</i> | \$ 175,000 | \$ - | \$ - | \$ 175,000 |
| Contracts | | | | \$ - |
| Fee Acquisition w/ PILT <i>(breakout in table 6 & 7)</i> | | | | \$ - |
| Fee Acquisition w/o PILT <i>(breakout in table 6 & 7)</i> | | | | \$ - |
| Easement Acquisition | | | | \$ - |
| Easement Stewardship | | | | \$ - |
| Travel (in-state) | | | | \$ - |
| Professional Services | | | | \$ - |
| DNR Direct Support Services <i>(DNR programs only)</i> | | | | \$ - |
| DNR Land Acquisition Costs | | | | \$ - |
| Other | | | | \$ - |
| Capital Equipment <i>(auto entered from below)</i> | \$ - | \$ - | | \$ - |
| Other Equipment/Tools | | | | \$ - |
| Supplies/Materials | | | | \$ - |
| | \$ 175,000 | \$ - | \$ - | \$ 175,000 |

Capital Equipment *(single items over \$10,000 - auto entered into table above)*

| Item Name | LSOHC Request | Leverage |
|--------------------------|---------------|----------|
| <i>Item 1 enter here</i> | | |
| <i>Item 2 enter here</i> | | |
| <i>Item 3 enter here</i> | | |
| <i>Item 4 enter here</i> | | |
| <i>Item 5 enter here</i> | | |
| <i>Item 6 enter here</i> | | |
| <i>Item 7 enter here</i> | | |
| <i>Item 8 enter here</i> | | |
| Total | 0 | 0 |

Attachment B. Outcome Tables

Name of Proposal:

Date:

Legal Citation / Proposal Number:

Table 1 and Table 3 column totals should be the same AND Table 2 and Table 4 column totals should be the same

If your project has lakes or shoreline miles instead of land acres, convert miles to acres for Tables 1 and 3 using the following conversion:

Lakeshore = 6 acres per lakeshore mile / Stream & River Shore = 12 acres per linear mile, if both sides

Table 1. Acres by Resource Type

Describe the scope of the project in acres (use conversion above if needed)

| | Wetlands | Prairies | Forest | Habitats | Total |
|---------|----------|----------|--------|----------|-------|
| Restore | 425 | | | | 425 |
| Protect | | 380 | | | 380 |
| Enhance | | | | 590 | 590 |
| Total | 425 | 380 | 0 | 590 | |

Total Acres (sum of Total column)

1395

These two cells should be the same figure.

Total Acres (sum of Total row)

1395

Table 2. Total Requested Funding by Resource Type

| | Wetlands | Prairies | Forest | Habitats | Total |
|---------|--------------|--------------|--------|------------|--------------|
| Restore | \$ 1,000,000 | | | | \$ 1,000,000 |
| Protect | | \$ 1,500,000 | | | \$ 1,500,000 |
| Enhance | | | | \$ 100,000 | \$ 100,000 |
| Total | \$ 1,000,000 | \$ 1,500,000 | \$ - | \$ 100,000 | |

Total Dollars (sum of Total column)

\$ 2,600,000

These two cells should be the same figure.

Total Dollars (sum of Total row)

\$ 2,600,000

Check to make sure this amount is the same

as the Funding Request Amount on page 1 of Main Funding Form.

Table 3. Acres within each Ecological Section

| | Metro/Urban | Forest/Prairie | SE Forest | Prairie | Northern Forest | Total |
|---------|-------------|----------------|-----------|---------|-----------------|-------|
| Restore | | 400 | 25 | | | 425 |
| Protect | | 100 | 100 | 100 | 80 | 380 |
| Enhance | | 250 | | 250 | 90 | 590 |
| Total | 0 | 750 | 125 | 350 | 170 | |

Total Acres (sum of Total column)

1395

Total Acres (sum of Total row)

1395

Total Acres from Table 1.

1395

These three cells should be the same figure.

Attachment B. Outcome Tables

Table 4. Total Requested Funding within each Ecological Section

| | Metro/Urban | Forest/Prairie | SE Forest | Prairie | Northern Forest | Total |
|---------|-------------|----------------|-----------|------------|-----------------|--------------|
| Restore | | \$ 500,000 | | \$ 500,000 | | \$ 1,000,000 |
| Protect | | \$ 1,500,000 | | | | \$ 1,500,000 |
| Enhance | | | | | \$ 100,000 | \$ 100,000 |
| Total | \$ - | \$ 2,000,000 | \$ - | \$ 500,000 | \$ 100,000 | |

Total Dollars (sum of Total column)

\$ 2,600,000

These two cells should be the same figure.

Total Dollars (sum of Total row)

\$ 2,600,000

Check to make sure these amounts are the same as the Funding Request Amount on page 1 of Main Funding Form.

Table 5. Target Lake/Stream/River Miles

miles of Lakes / Streams / Rivers Shoreline

Table 6. Acquisition by PILT Status (enter information in acres)

| | Wetlands | Prairies | Forests | Habitats | Total |
|--|----------|----------|---------|----------|-------|
| Acquired in Fee with State PILT Liability | | 380 | | | 380 |
| Acquired in Fee w/o State PILT Liability | | | | | 0 |
| Permanent Easement NO State PILT Liability | | | | | 0 |
| | 0 | 380 | 0 | 0 | |

Table 7. Estimated Value of Acquisition by PILT Status (enter information in dollars)

| | Wetlands | Prairies | Forests | Habitats | Total |
|--|----------|------------|---------|----------|------------|
| Acquired in Fee with State PILT Liability | | \$ 160,000 | | | \$ 160,000 |
| Acquired in Fee w/o State PILT Liability | | | | | \$ - |
| Permanent Easement NO State PILT Liability | | | | | \$ - |
| | \$ - | \$ 160,000 | \$ - | \$ - | |

Attachment C. Parcel List

Name of Proposal:

Date:

Legal Citation / Proposal Number:

| County | Township | Range | Direction | Section | TRDS | # of acres | Budgetary Estimate (includes administrative, restoration or other related costs and do not include matching money contributed or earned by the transaction) | Description | Activity R=Restore P=Protect E=Enhance | Any existing protection? (yes/no) | Open to hunting and fishing? (yes/no) |
|--------------------------------|----------|-------|-----------|---------|------|---------------|--|-------------|---|---|--|
| Parcel Name | | | | | | | | | | | |
| Example Lamberton WMA Addition | Redwood | 109 | 37 | 2 | 13 | 10937213 | 114 | \$5,500,000 | P | | |
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