

Main Request for Funding Form

**Lessard-Sams Outdoor Heritage Council
Fiscal Year 2012**

Program or Project Title: L-SOHC Pass-Through Contract Management; Technical Evaluation Panel Coordination

Funds Requested (\$000s)	Funding Request	OHF Out-Year Projections of Needs		
	FY 2012	FY 2013	FY 2014	FY 2015
Outdoor heritage Fund:				
Pass-Through Contract Management	\$175,000	\$175,000	\$175,000	\$175,000
Technical Evaluation Panel Coordination	\$84,000	0	0	0

Manager's Name: Wayne Sames and Rachel Hopper
Organization: OMBS, Department of Natural Resources
Street Address: 500 Lafayette Road
City St. Paul **State** MN **Zip:** 55155
Telephone: 651/259-5559
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Organization Web Site: www.mndnr.gov

County Location: All

Ecological Planning Regions: All

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

Activity Type: All

- Protect
 Restore
 Enhance

Priority Resources addressed by activity: All

- Wetlands
 Forests
 Prairie
 Habitat

Project Abstract appropriations to DNR to pass through to recipients in compliance with accomplishment plans and state grant management policies. Coordinate the Technical Evaluation Panel responsible for evaluating habitat restoration projects.

Project Narrative

L-SOHC Pass-Through Contract Management: Specific accomplishment plans will be recommended by the L-SOHC to the Legislature. Additional pass-through appropriations are expected as a result of the 2011 Legislature. DNR grants program staff will work with recipients to ensure financial reviews, pass-through agreements, reimbursement payments and any other necessary paperwork is completed.

Outdoor Heritage Fund Technical Evaluation Panel: DNR and the Board of Water and Soil Resources (BWSR) are jointly responsible for convening a technical evaluation panel to evaluate a sample of up to 10 habitat restoration projects completed with outdoor heritage funding annually, as provided in Minnesota Laws 2010, Chapter 361, Article 1. A coordinator is responsible for identifying the sample of projects to be evaluated by the panel and for summarizing the findings of the panel and providing a report to the chairs of the L-SOHC and respective House and Senate policy and finance committees with jurisdiction over natural resources and Outdoor 'Heritage Fund spending.

Design and scope of work

L-SOHC Pass-Through Contract Management: Recipients must follow the accomplishment plans, as submitted to and approved by the L-SOHC. In administering this program the DNR will comply with Department of Administration – Office of Grants Management policies, including those specifically applicable to legislatively-named grants, and appropriation law.

Payments will be administered on a reimbursement basis unless otherwise specified in the accomplishment plan. Periodic payments will be made upon receiving documentation that the deliverable items articulated in the approved accomplishment plan have been achieved, including partial achievements as evidenced by approved progress reports. Recipients must verify that they have met all requirements specified in Minnesota 2011 Session Laws and by the L-SOHC prior to receiving final reimbursement. Payments will not be made on agreements with past due progress reports unless a written extension has been provided.

Outdoor Heritage Fund Technical Evaluation Panel (TEP) and Coordination: The TEP will evaluate the habitat restoration projects relative to the following: 1. – law; 2 –current science; 3 – stated goals and standards in the restoration plan; and 4 – when applicable, BWSR's native vegetation establishment and enhancement guidelines. It is anticipated the TEP will travel to conduct the restoration evaluations. The coordinator of the TEP is responsible for summarizing the results of the TEP and providing reports to the L-SOHC and legislature determining; 1 – whether restorations are meeting planned

goals; 2 – any problems with implementation of restorations; and 3 – if necessary, recommendations on improving restorations.

Planning

N/A

Relationship to Other Constitutional Funds

N/A

Relationship to Current Organizational Budget

Contract management and TEP coordination costs will be billed using a professional services rate of \$60/hour. The hourly rate includes salary and fringe for grants management staff, TEP coordination, contract management, accounts payable, rent, communications, travel, supplies and expenses. It is estimated that additional staff time will be required to manage the L-SOHC pass-through appropriations in 2011 (FY 2012). This staff time is currently unfunded and is based on an assumption that an approximately equal number of new pass-through appropriations will be made each year. Cost coding will be used to record time spent on the pass-through management activities. DNR Real Estate Management Services will be billed on a professional services basis and this will be a cost that is covered by the grant recipient.

The FY09 approximate expenditures for the DNR (not including bonding funds) are:

DNR - \$200 million

Ecological Resources Division - \$11.6 million

Fish and Wildlife Division - \$33.1 million

Forestry Division - \$25.5 million

Waters Division - \$33.4 million

Sustainability and Maintenance N/A

Types of Projects N/A

Fee Acquisition Projects All not applicable

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 All not applicable

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 All not applicable

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
L-SOHC Pass-Through Contract Management		
Agreements	Executed	Summer, 2011
Reimbursements	Payments made	Upon proper documentation
Closeouts	Completed	After project completion and/or funding expiration
Outdoor Heritage Fund Technical Evaluation Panel (TEP) and Coordination		
Restoration evaluations	Summary Report	Annual

Attachments:

- A. Budget**
- B. Proposed Outcome Tables 1-5 N/A**
- C. Map N/A**
- D. Parcel List N/A**

Attachment A. Budget Spreadsheet

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

Total Amount of Request \$ 259,000 *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>		3	\$ 175,000			\$ 175,000
<i>Grants Analyst Intermed.</i>						\$ -
<i>Local Grants Manager</i>						\$ -
						\$ -
<i>TEP Coordination</i>	1		\$ 79,500			\$ 79,500
						\$ -
						\$ -
Total	0		\$ 254,500	\$ -	\$ -	\$ 254,500

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 - auto entered from above	\$ 254,500	\$ -	\$ -	\$ 254,500
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)	\$ 4,500			\$ 4,500
Professional Services				\$ -
				<i>*See note in proposal regarding Professional Services Rate</i>
DNR Land Acquisition Costs				\$ -
Other				\$ -
Capital Equipment				\$ -
Other Equipment/Tools				\$ -
Supplies/Materials				\$ -
	\$ 259,000	\$ -	\$ -	\$ 259,000

Attachment B. Proposed Outcome Tables

Only enter data in the outlined cells

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					0
Protect					0
Enhance					0
Total	0	0	0	0	0

Total Acres (sum of Total column)

Total Acres (sum of Total row)

0
0 *These two cells should be the same figure.*

Table 2. Total Requested Funding by Resource Type

	Wetlands	Prairies	Forest	Habitats	Total
Restore					\$ -
Protect					\$ -
Enhance					\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -

Total Dollars (sum of Total column)

Total Dollars (sum of Total row)

Check to make sure this amount is the same

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

\$ -
\$ - *These two cells should be the same figure.*

Table 3. Acres within each Ecological Section

	Metro/Urban	Forest/Prairie	SE Forest	Prairie	Northern Forest	Total
Restore						0
Protect						0
Enhance						0
Total	0	0	0	0	0	0

Total Acres (sum of Total column)

Total Acres (sum of Total row)

Total Acres from Table 1.

0
0
0 *These three cells should be the same figure.*

Attachment B. Proposed Outcome Tables

Table 4. Total Requested Funding within each Ecological Section

	Metro/Urban	Forest/Prairie	SE Forest	Prairie	Northern Forest	Total
Restore						\$ -
Protect						\$ -
Enhance						\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	

Total Dollars (sum of Total column)

\$ -

These two cells should

Total Dollars (sum of Total row)

\$ -

be the same figure.

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					0
Acquired in Fee without State PILT Liability					0
Permanent Easement NO State PILT Liability					0

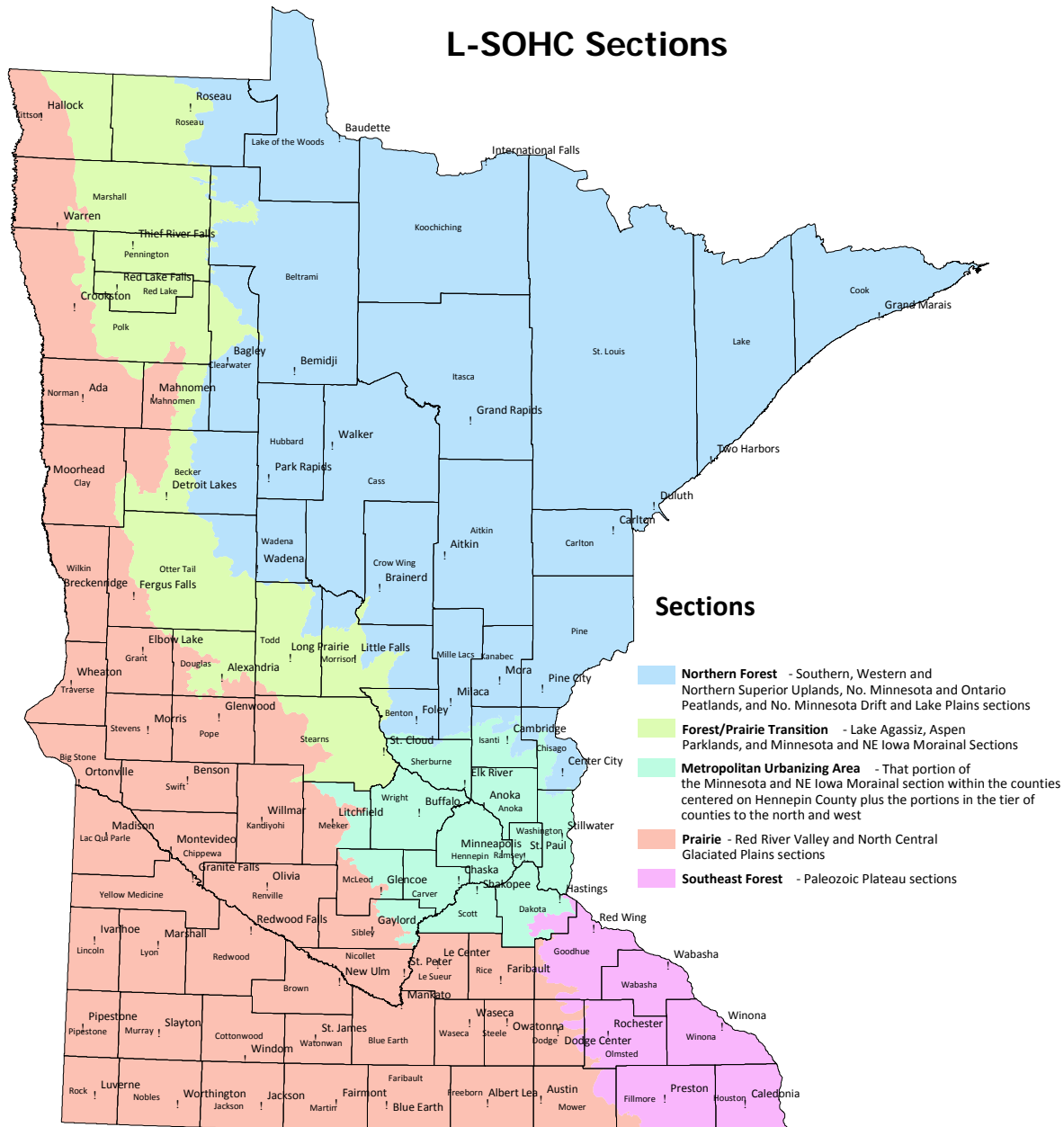
Table 7. Estimated Value of Acquisition by PILT Status (enter information in dollars)

	Wetlands	Prairies	Forests	Habitats	Total
Acquired in Fee with State PILT Liability					\$ -
Acquired in Fee without State PILT Liability					\$ -
Permanent Easement NO State PILT Liability					\$ -

Attachment C.

Instructions: Double left click to bring up the map editor. Symbols should be on the left side of the pop-up banner at the top of your screen or at the bottom left depending on your software.

If you can't bring up the interactive map editor: 1) Make a paper copy of the map, 2) By hand place symbols on the map corresponding to the location of the projects in your proposal, 3) Scan the marked map to a pdf, 4) Attach to web form.



Attachment D. Parcel List

Program Title

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)
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Parcel Name

Not applicable