

Main Request for Funding Form
Lessard-Sams Outdoor Heritage Council
Fiscal Year 2013

Program or Project Title: Contract Management

Funds Requested: \$ 250,000

Manager's Name: Marcia Honold
Organization: Minnesota Department of Natural Resources
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County Location: Contract management services will be administered through DNR's Central Office in Ramsey County, Minnesota

Ecological Planning Regions:

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

Activity Type:

- Protect - Fee Protect - Easement Protect - Other
 Restore Enhance

Priority Resources addressed by activity:

- Wetlands Forests Prairie Habitat

[Project Abstract](#)

This contract will administer appropriations to the Minnesota Department of Natural Resources (DNR) from the Outdoor Heritage Fund which are intended to be passed through to third party recipients via pass-through grant agreements.

Project Narrative

This contract will administer appropriations to the Minnesota Department of Natural Resources (DNR) to be passed through to third party recipients via pass-through agreements. Funding would come from the Outdoor Heritage Fund, as recommended by the Lessard-Sams Outdoor Heritage Council (LSOHC) and appropriated by the Minnesota Legislature. For each of these appropriations, DNR will conduct financial reviews, prepare and execute agreement documents, review expenditure documentation, ensure recipients are only reimbursed for allowable expenses, and assist recipients with closing out their agreements.

Design and scope of work

These funds are to the DNR to manage appropriations to be passed through to third party recipients. This project provides oversight of reimbursement for project deliverables and meets the requirements of the Department of Administration's Grants Management procedures as well as the recommendations of the Legislative Auditor. It aids recipients with financial compliance and ensures project consistency with appropriations laws and work programs.

Under this contract, DNR would continue contract administration, including project closeouts when appropriate, for Environment and Natural Resource Pass-through Appropriations to the Commissioner of DNR.

Planning

This will be dependent upon what projects are approved in the legislation.

Relationship to Other Constitutional Funds

DNR also administers the Environment and Natural Resources Trust Fund appropriations to the Minnesota Department of Natural Resources which are passed-through to third party recipients.

Relationship to Current Organizational Budget

Contract Management is currently paid for through a direct appropriation to the commissioner of natural resources. DNR only charges time spent on the OHF contract management against the appropriation. Last year DNR received \$175,000 for administration of this program. These were new funds for a new program and did not supplement existing funds.

Contract management costs will be billed using a professional services rate of \$60/hr up to the level that this appropriation supports. The hourly rate includes salary and fringe for grants management staff, supervisory time, travel costs, supplies, Attorney General fees, agency directs, and related costs necessary to carry out the pass-through management functions. Cost coding will be used to record time spent on the pass-through management activities. Services not received or provided will not be billed.

Sustainability and Maintenance

Grant recipients are required to keep all grant related documentation on file for six years following the grant close-out and final reporting to LSOHC. DNR also keeps records for audit purposes.

Outcomes

This will be dependent upon what projects are approved in the legislation. The outcomes of contract management services will include properly executed agreements, compliance with grants management policies and procedures, and effective services to grant recipients including prompt payment and opportunities for training.

Activity Type Detail

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:

Past Outdoor Heritage Fund Appropriations Received for this program

ML 2009	ML 2010	ML 2011
\$ 175,000	\$ 175,000	\$ TBD

Accomplishment Timeline

Activity	Milestone	Date
<i>Administer OHF Pass-through Program</i>		7/1/12 – 6/30/14

Attachments: *[Attach the spreadsheet to the web application form.]*

- A. Budget
- B. Proposed Output Tables 1-5
- C. Parcel List

Attachment A. Budget Spreadsheet

Name of Proposal:	Contract Management
Date:	6/30/2011

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

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

Personnel

Position breakdown here	FTE	Over # of years	LSOHC Request	Anticipated Cash		Total
				Leverage	Cash Leverage Source	
<i>Manager of Programs</i>					\$	-
<i>Admin Asst</i>					\$	-
<i>position 3</i>					\$	-
<i>position 4</i>					\$	-
<i>position 5</i>					\$	-
<i>position 6</i>					\$	-
<i>position 7</i>					\$	-
Total	0		\$ -	\$ -	\$ -	\$ -

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		Total
		Leverage	Cash Leverage Source	
Personnel - auto entered from above	\$ -	\$ -	\$ -	\$ -
Contracts				\$ -
Fee Acquisition w/ PILT (breakout in table 7)				\$ -
Fee Acquisition w/o PILT (breakout in table 7)				\$ -
Easement Acquisition				\$ -
Easement Stewardship				\$ -
Travel (in-state)				\$ -
Professional Services				\$ -
Direct Support Services				\$ -
DNR Land Acquisition Costs (\$3,500 per acquisition)				\$ -
Other				\$ -
Capital Equipment <i>(auto entered from below)</i>	\$ -	\$ -		\$ -
Other Equipment/Tools				\$ -
Supplies/Materials				\$ -
	\$ -	\$ -	\$ -	\$ -

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

Item Name	LSOHC Request	Leverage
<i>Truck</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	-	-

Attachment B. Output Tables

Name of Proposal:	Contract Management
Date:	6/30/2011

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 Fee					0
Protect Easement					0
Protect Other					0
Enhance					0
Total	0	0	0	0	0

Total Acres (sum of Total column)	0	<i>These two cells should be the same figure.</i>
Total Acres (sum of Total row)	0	

Table 2. Total Requested Funding by Resource Type

	Wetlands	Prairies	Forest	Habitats	Total
Restore					\$ -
Protect Fee					\$ -
Protect Easement					\$ -
Protect Other					\$ -
Enhance					\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -

Total Dollars (sum of Total column)	\$ -	<i>These two cells should be the same figure.</i>
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.

Table 3. Acres within each Ecological Section

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

Total Acres (sum of Total column)	0	<i>These three cells should be the same figure.</i>
Total Acres (sum of Total row)	0	
Total Acres from Table 1.	0	

Attachment B. Output Tables

Table 4. Total Requested Funding within each Ecological Section

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

Total Dollars (sum of Total column) \$ - *These two cells should be the same figure.*
 Total Dollars (sum of Total row) \$ -
 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 w/o State PILT Liability					0
Permanent Easement <i>PILT Liability</i> <i>NO State</i>					0
	0	0	0	0	

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

	Wetlands	Prairies	Forests	Habitats	Total	
Acquired in Fee with State PILT Liability					\$ -	\$ -
Acquired in Fee w/o State PILT Liability					\$ -	\$ -
Permanent Easement <i>PILT Liability</i> <i>NO State</i>					\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -		

FYI: should match total in budget table that is auto entered below

Attachment C. Parcel List

Name of Proposal: Contract Management
Date: 6/30/2011

County	Township (25-258)	Range (01-51)	Direction most parcels are 2 with the exception of some areas of Cook County which is 1	Section (01 thru 36)	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 PF=Protect Fee PE=Protect Easement PO=Protect Other R=Restore E=Enhance	If Easement, what is the easement cost as a % of the fee acquisition?	Any existing protection? (yes/no)	Open to hunting and fishing? (yes/no)
Parcel Name <i>Not Applicable</i>												