

# Lessard-Sams Outdoor Heritage Council Laws of Minnesota 2014 Accomplishment Plan

**Date:** December 30, 2013

**Program or Project Title:** Contract Management

**Funds Recommended:** \$ 150,000

**Manager's Name:** Amanda Graeber

**Title:** Grant Manager

**Organization:** MN DNR

**Street Address:** 500 Lafayette Road

**City:** St. Paul, MN 55155

**Telephone:** 651-259-5533

**E-Mail:** amanda.graeber@state.mn.us

**Organization Web Site:** <http://www.dnr.state.mn.us/grants/passthrough/index.html>

**Legislative Citation:**

**Appropriation Language:**

**County Locations:** No Counties Listed

**Ecological Planning Regions:**

- Metro / Urban

**Activity Type:**

- Contract Management

**Priority Resources Addressed by Activity:**

- No Priority Resources Listed

## Abstract:

Provide continued contract management and customer service to OHF pass-through appropriation recipients. Ensure funds are expended in compliance with appropriation law, state statute, grants policies, and approved accomplishment plans.

## Design and Scope of Work:

This appropriation will be used to provide continued contract management services to pass-through recipients of Outdoor Heritage Fund dollars appropriated to the Commissioner of Natural Resources.

The major components of contract management include: grant agreements and amendments, training, technical support, reporting, auditing, reimbursement request review and processing, and grant close-out.

Contract management ensures oversight of reimbursement for project deliverables and meets the requirements of the Department of Administration's Office of Grants Management procedures as well as the recommendations of the Legislative Auditor. It aids recipients with financial compliance and ensures project consistency with appropriation law, state statute, grants policies, and approved work plans.

The goal of the DNR Grants Unit is to provide grantees with one consistent point of contact for their agreements and excellent customer service.

## Planning:

### MN State-wide Conservation Plan Priorities:

- No State-wide Conservation Plans Listed

### Plans Addressed:

- No Plans Listed

### LSOHC Statewide Priorities:

- No Statewide Priorities Listed

### LSOHC Metro Urban Section Priorities:

- No Metro Urban Priorities Listed

## Relationship to Other Constitutional Funds:

- Environmental and Natural Resource Trust Fund

The DNR Grants Unit provides contract management services for pass-through recipients of Environment and Natural Resources Trust Fund dollars appropriated to the Commissioner of Natural Resources as well.

## Accelerates or Supplements Current Efforts:

The DNR is currently the administrative agent for this program and is applying to continue to provide contract management services to pass-through grant recipients in FY15.

This appropriation would fund contract management services billed using a professional services rate of \$60/hr. Multiple staff with a variety of grant, financial, and/or audit responsibilities provide contract management services to OHF pass-through recipients.

## Sustainability and Maintenance:

There are no other funds available for this program's service activity.

## Accomplishment Timeline

Activity	Approximate Date Completed
Pass-through grant agreements prepared and provided to recipients	July 2014
Contract management for pass-through grant recipients	June 2016
Submit first biannual status report	January 2015
Submit second biannual status report	July 2015
Submit third biannual status report	January 2016
Submit final report	July 2016

## Outcomes

### **Programs in metropolitan urbanizing region:**

- Outdoor Heritage Fund dollars are expended in compliance with appropriation law, state statute, grants policies, and approved work plans.

# Budget Spreadsheet

*Budget reallocations up to 10% do not require an amendment to the Accomplishment Plan*

**Total Amount of Request: \$ 150000**

## Budget and Cash Leverage

Budget Name	LSOHC Request	Anticipated Leverage	Leverage Source	Total
Personnel	\$0	\$0		\$0
Contracts	\$0	\$0		\$0
Fee Acquisition w/ PILT	\$0	\$0		\$0
Fee Acquisition w/o PILT	\$0	\$0		\$0
Easement Acquisition	\$0	\$0		\$0
Easement Stewardship	\$0	\$0		\$0
Travel	\$0	\$0		\$0
Professional Services	\$150,000	\$0		\$150,000
Direct Support Services	\$0	\$0		\$0
DNR Land Acquisition Costs	\$0	\$0		\$0
Capital Equipment	\$0	\$0		\$0
Other Equipment/Tools	\$0	\$0		\$0
Supplies/Materials	\$0	\$0		\$0
DNR IDP	\$0	\$0		\$0
Total	\$150,000	\$0		\$150,000

## Output Tables

**Table 1. Acres by Resource Type**

Type	Wetlands	Prairies	Forest	Habitats	Total
Restore	0	0	0	0	0
Protect in Fee with State PILT Liability	0	0	0	0	0
Protect in Fee W/O State PILT Liability	0	0	0	0	0
Protect in Easement	0	0	0	0	0
Enhance	0	0	0	0	0
Total	0	0	0	0	0

**Table 2. Total Requested Funding by Resource Type**

Type	Wetlands	Prairies	Forest	Habitats	Total
Restore	\$0	\$0	\$0	\$0	\$0
Protect in Fee with State PILT Liability	\$0	\$0	\$0	\$0	\$0
Protect in Fee W/O State PILT Liability	\$0	\$0	\$0	\$0	\$0
Protect in Easement	\$0	\$0	\$0	\$0	\$0
Enhance	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0

**Table 3. Acres within each Ecological Section**

Type	Metro Urban	Forest Prairie	SE Forest	Prairie	N Forest	Total
Restore	0	0	0	0	0	0
Protect in Fee with State PILT Liability	0	0	0	0	0	0
Protect in Fee W/O State PILT Liability	0	0	0	0	0	0
Protect in Easement	0	0	0	0	0	0
Enhance	0	0	0	0	0	0
Total	0	0	0	0	0	0

**Table 4. Total Requested Funding within each Ecological Section**

Type	Metro Urban	Forest Prairie	SE Forest	Prairie	N Forest	Total
Restore	\$0	\$0	\$0	\$0	\$0	\$0
Protect in Fee with State PILT Liability	\$0	\$0	\$0	\$0	\$0	\$0
Protect in Fee W/O State PILT Liability	\$0	\$0	\$0	\$0	\$0	\$0
Protect in Easement	\$0	\$0	\$0	\$0	\$0	\$0
Enhance	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0

**Table 5. Target Lake/Stream/River Miles**

0 miles

## **Parcel List**

*For restoration and enhancement programs ONLY: Managers may add, delete, and substitute projects on this parcel list based upon need, readiness, cost, opportunity, and/or urgency so long as the substitute parcel/project forwards the constitutional objectives of this program in the Project Scope table of this accomplishment plan. The final accomplishment plan report will include the final parcel list.*

### **Section 1 - Restore / Enhance Parcel List**

No parcels with an activity type restore or enhance.

### **Section 2 - Protect Parcel List**

No parcels with an activity type protect.

### **Section 2a - Protect Parcel with Bldgs**

No parcels with an activity type protect and has buildings.

### **Section 3 - Other Parcel Activity**

No parcels with an other activity type.