

Request for Funding

Lessard-Sams Outdoor Heritage Council Fiscal Year 2016 / ML 2015

Program or Project Title: Contract Management

Funds Requested: \$150,000

Manager's Name: Amanda Graeber

Title: Grants Manager

Organization: Minnesota Department of Natural Resources

Street Address: 500 Lafayette Road

City: St. Paul, MN 55155

Telephone: 6512595533

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

Organization Web Site: www.dnr.state.mn.us/index.html

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 work 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.

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

How the request addresses MN habitats:

Not applicable

Please explain the nature of urgency:

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 law, statute, grants policies, and work plans.

Planning

MN State-wide Conservation Plan Priorities:

- No State-wide Conservation Plans Listed

Plans Addressed:

- No Plans Listed

Please describe the science based planning and evaluation model used:

Not applicable

LSOHC Metro Urban Section Priorities:

- No Metro Urban Priorities Listed

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 FY16.

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.

Non-OHF Money Spent in the Past:

Appropriation Year	Source	Amount
--------------------	--------	--------

Sustainability and Maintenance:

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

Maintain Project Outcomes:

Year	Source of Funds	Step 1	Step 2	Step 3
------	-----------------	--------	--------	--------

Applicable Criteria:

If funded, this proposal will meet all applicable criteria set forth in MS 97A.056? - **Yes**

Other Activity:

Contract Management

Contract Management

Accomplishment Timeline

Activity	Approximate Date Completed
Pass-through grant agreements prepared and provided to recipients	July 2015
Contract management for pass-through grant recipients	June 2017
Submit first biannual status report	January 2016
Submit second biannual status report	August 2016
Submit third biannual status report	January 2017
Submit final report	August 2017

Outcomes

Programs in metropolitan urbanizing region:

- No Programs Listed

Relationship to Other 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.

Budget Spreadsheet

Total Amount of Request: \$150,000

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

Amount of Request: \$150,000

Amount of Leverage: \$0

Leverage as a percent of the Request: 0.00%

Output Tables

Table 1a. 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	Northern 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	Northern 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. Average Cost per Acre by Resource Type

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

Table 6. Average Cost per Acre by Ecological Section

Type	Metro/Urban	Forest/Prairie	SE Forest	Prairie	Northern Forest
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

Target Lake/Stream/River Feet or Miles

0

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.