

# Lessard-Sams Outdoor Heritage Council

## Laws of Minnesota 2017 Accomplishment Plan



**Date:** October 07, 2016

**Program or Project Title:** Contract Management 2017

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

**Manager's Name:** Katherine Sherman-Hoehn

**Title:** Grant Manager

**Organization:** MN DNR

**Address:** 500 Lafayette Road

**City:** Saint Paul, MN 55155

**Office Number:** 6512595533

**Email:** katherine.sherman-hoehn@state.mn.us

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

**Legislative Citation:** ML 2017, Ch. X, Art. X, Sec. X

**Appropriation Language:**

**County Locations:** Not Listed

**Regions in which work will take place:**

- Metro / Urban

**Activity types:**

- Contract Management

**Priority resources addressed by activity:**

- Not 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, fiscal monitoring, 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 contact for their agreements and excellent customer service. The DNR is currently the administrative agent for this program and would continue to provide contract management services to pass-through grant recipients in FY18. This appropriation would fund contract management services billed using a professional services rate (rate for FY17 is \$62). Multiple staff with a variety of grant financial and/or audit responsibilities provide contract management services to OHF pass-through recipients.

### How does the request address MN habitats that have: historical value to fish and wildlife, wildlife species of greatest conservation need, MN County Biological Survey data, and/or rare, threatened and endangered species inventories:

N/A

## Describe the science based planning and evaluation model used:

N/A

## Which sections of the Minnesota Statewide Conservation and Preservation Plan are applicable to this program:

- Not Listed

## Which other plans are addressed in this program:

- Not Listed

## Which LSOHC section priorities are addressed in this program:

### Metro / Urban:

- Not Listed

## Relationship to other funds:

- Environmental and Natural Resource Trust Fund

### Describe the relationship of the funds:

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

## How does this program include leverage in funds or other effort to supplement any OHF appropriation:

Not Listed

## Describe the source and amount of non-OHF money spent for this work in the past:

Not Listed

## How will you sustain and/or maintain this work after the Outdoor Heritage Funds are expended:

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

## Explain the things you will do in the future to maintain project outcomes:

Not Listed

## Activity Details:

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

Will there be planting of corn or any crop on OHF land purchased or restored in this program - **No**

### Contract Management

Contract management services provided include:

1. Contract Management
  - a. Prepare grant agreements and amendments.
  - b. Contract related policy and procedure development.
  - c. Process improvements that improve efficiency and ease for grantees while ensuring fiscal integrity.
  - d. Contract management documentation, including file management.

2. Training and Communications

- a. Communicate regularly, informally and formally, with LSOHC staff and grant recipients (including website updates and newsletter).
- b. Train recipients on state grant requirements, including reporting procedures, proper documentation of expenses, and the Department of Administration's grants management policies, to ensure grantees follow state law and grants management policies set forth by the state.
- c. Work with recipients to ensure grantees understand the state's reimbursement procedures and requirements.
- d. Provide ongoing technical assistance/guidance to recipients.
- e. Participate in grants governance committees and meetings.
- f. Consultation with subject matter experts on land acquisition.

3. Reimbursement

- a. Review reimbursement requests to ensure claimed reimbursements include sufficient documentation and comply with state and session laws, the LSOHC approved accomplishment plan, and the Office of Grants Management (OGM) grants policies.
- b. Consult with grantees on documentation submitted.
- c. Arrange for prompt payment once grantee has submitted a completed reimbursement request and expenses have been determined eligible for reimbursement.

4. Fiscal and Close-out

- a. Encumber/Unencumber Funds.
- b. Detailed accounting by pass-through appropriation for each grant recipient.
- c. Electronically transfer funds for land acquisition.
- d. Execute Use of Funds Agreements.
- e. Financial reconciliation.
- f. Financial reporting.
- g. Contract management reporting (fund balance/expenditures).
- h. Work with recipients to successfully close out grants.
- i. Work closely with and respond to requests from the Office of the Legislative Auditor.
- j. Grant monitoring in compliance with OGM polic.
- k. Provide/confirm information to assist with grantee audits.
- l. Process returned grant funds.
- m. Analyze and report on individual grantee and overall contract progress as appropriate.

**Accomplishment Timeline:**

Activity	Approximate Date Completed
Pass through grant agreements prepared and provided to recipients	July 2017
Contract management for pass through grant recipients	June 2019
Submit first biannual status report	January 2018
Submit second biannual status report	August 2018
Submit third biannual status report	January 2019
Submit final report	August 2019

**Date of Final Report Submission:** 8/31/2019

**Federal Funding:**

Do you anticipate federal funds as a match for this program - **No**

**Outcomes:**

**Programs in metropolitan urbanizing region:**

- Ensure that OHF funds are spent appropriately and funds are reimbursed expediently so project work continues.

# Budget Spreadsheet

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

**How will this program accommodate the reduced appropriation recommendation from the original proposed requested amount**

Not Listed

**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
<b>Total</b>	<b>\$150,000</b>	<b>\$0</b>		<b>\$150,000</b>

Amount of Request: \$150,000

Amount of Leverage: \$0

Leverage as a percent of the Request: 0.00%

DSS + Personnel: \$0

As a % of the total request: 0.00%

**Describe and explain leverage source and confirmation of funds:**

Not Listed

## 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 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	ForestPrairie	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 Funding within each Ecological Section**

Type	Metro Urban	ForestPrairie	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. 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

*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

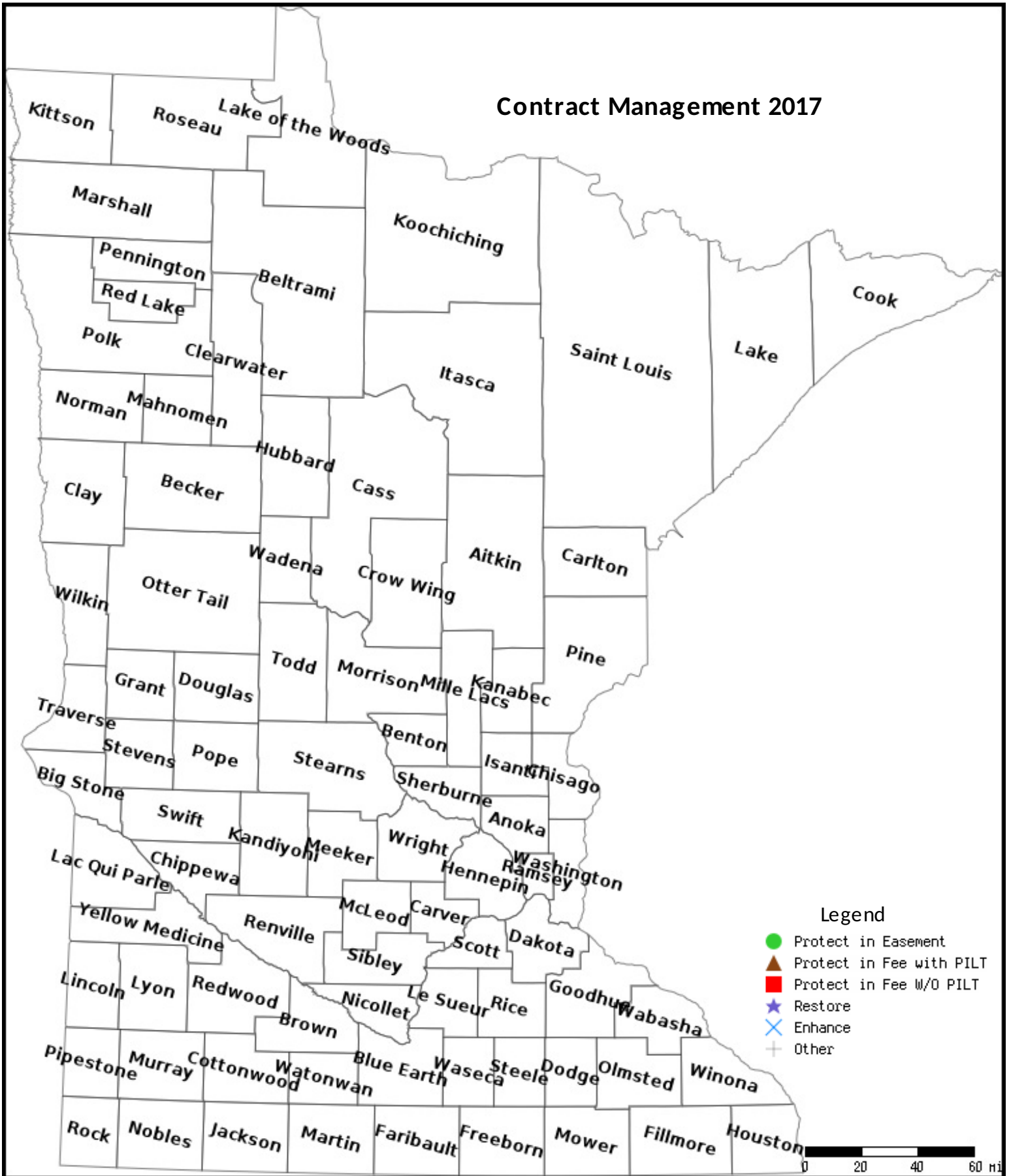
No parcels with an activity type protect and has buildings.

## Section 3 - Other Parcel Activity

No parcels with an other activity type.

# Parcel Map

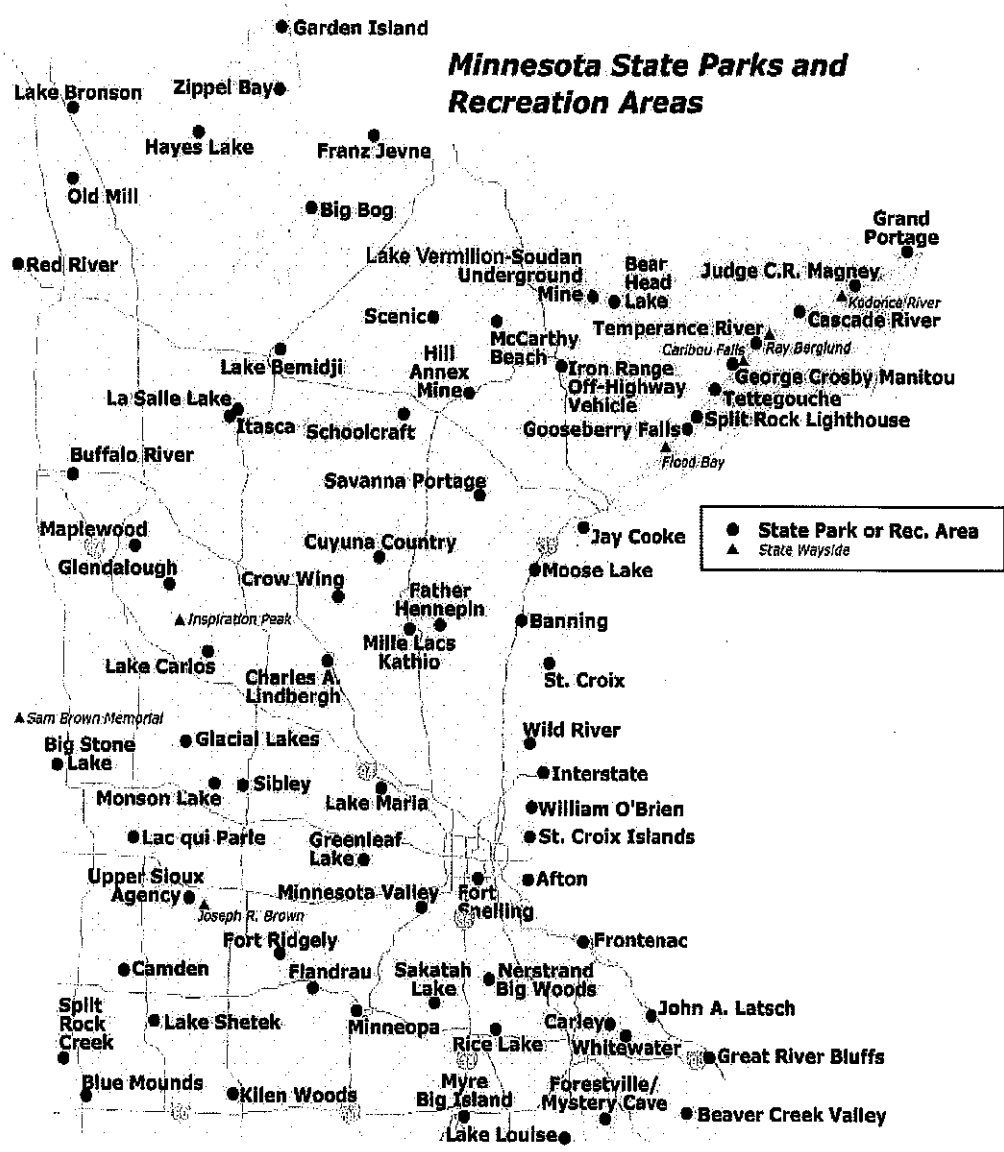
## Contract Management 2017



Data Generated From Parcel List



# Find a state park by location





# Lessard-Sams Outdoor Heritage Council Comparison Report

**Program Title:** 2017 - Contract Management 2017

**Organization:** MN DNR

**Manager:** Katherine Sherman-Hoehn

## Budget

Requested Amount: \$150,000

Appropriated Amount: \$150,000

Percentage: 100.00%

Budget Item	Total Requested		Total Appropriated		Percentage of Request	
	LSOHC Request	Anticipated Leverage	Appropriated Amount	Anticipated Leverage	Percentage of Request	Percentage of Leverage
Personnel	\$0	\$0	\$0	\$0	-	-
Contracts	\$0	\$0	\$0	\$0	-	-
Fee Acquisition w/ PILT	\$0	\$0	\$0	\$0	-	-
Fee Acquisition w/o PILT	\$0	\$0	\$0	\$0	-	-
Easement Acquisition	\$0	\$0	\$0	\$0	-	-
Easement Stewardship	\$0	\$0	\$0	\$0	-	-
Travel	\$0	\$0	\$0	\$0	-	-
Professional Services	\$150,000	\$0	\$150,000	\$0	100.00%	-
Direct Support Services	\$0	\$0	\$0	\$0	-	-
DNR Land Acquisition Costs	\$0	\$0	\$0	\$0	-	-
Capital Equipment	\$0	\$0	\$0	\$0	-	-
Other Equipment/Tools	\$0	\$0	\$0	\$0	-	-
Supplies/Materials	\$0	\$0	\$0	\$0	-	-
DNR IDP	\$0	\$0	\$0	\$0	-	-
<b>Total</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$0</b>	<b>100.00%</b>	<b>-</b>

**How will this program accommodate the reduced appropriation recommendation from the original proposed requested amount?**

Not Listed

# Output

**Table 1a. Acres by Resource Type**

Type	Total Proposed	Total in AP	Percentage of Proposed
Restore	0	0	-
Protect in Fee with State PILT Liability	0	0	-
Protect in Fee W/O State PILT Liability	0	0	-
Protect in Easement	0	0	-
Enhance	0	0	-

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

Type	Total Proposed	Total in AP	Percentage of Proposed
Restore	0	0	-
Protect in Fee with State PILT Liability	0	0	-
Protect in Fee W/O State PILT Liability	0	0	-
Protect in Easement	0	0	-
Enhance	0	0	-

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

Type	Total Proposed	Total in AP	Percentage of Proposed
Restore	0	0	-
Protect in Fee with State PILT Liability	0	0	-
Protect in Fee W/O State PILT Liability	0	0	-
Protect in Easement	0	0	-
Enhance	0	0	-

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

Type	Total Proposed	Total in AP	Percentage of Proposed
Restore	0	0	-
Protect in Fee with State PILT Liability	0	0	-
Protect in Fee W/O State PILT Liability	0	0	-
Protect in Easement	0	0	-
Enhance	0	0	-