

# Lessard-Sams Outdoor Heritage Council

## Fiscal Year 2018 / ML 2017 Request for Funding



**Date:** May 26, 2016

**Program or Project Title:** Contract Management 2017 (O1)

**Funds Requested:** \$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>

**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 is applying to continue to provide contract management services to pass-through grant recipients in FY17. 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.

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

- Not Listed

### Which other plans are addressed in this proposal:

- Not Listed

### Describe how your program will advance the indicators identified in the plans selected:

Not Listed

**Which LSOHC section priorities are addressed in this proposal:**

**Metro / Urban:**

- Not Listed

**Describe how your program will produce and demonstrate a significant and permanent conservation legacy and/or outcomes for fish, game, and wildlife as indicated in the LSOHC priorities:**

Not Listed

**Describe how the proposal uses science-based targeting that leverages or expands corridors and complexes, reduces fragmentation or protects areas identified in the MN County Biological Survey:**

N/A

**How does the proposal address habitats that have significant value for wildlife species of greatest conservation need, and/or threatened or endangered species, and list targeted species:**

N/A

**Identify indicator species and associated quantities this habitat will typically support:**

N/A

**Outcomes:**

**Programs in metropolitan urbanizing region:**

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

**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

**What is the degree of timing/opportunistic urgency and why it is necessary to spend public money for this work as soon as possible:**

Contract management provides 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.

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

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.

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

## Activity Details

### Requirements:

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

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

### Land Use:

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

## 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 2018
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

# 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
<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%  
 Easement Stewardship: \$0  
 As a % of the Easement Acquisition: -%

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

N/A

**Does this proposal have the ability to be scalable? - No**

## 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

I have read and understand Section 15 of the Constitution of the State of Minnesota, Minnesota Statute 97A.056, and the Call for Funding Request. I certify I am authorized to submit this proposal and to the best of my knowledge the information provided is true and accurate.

# Parcel List

**Explain the process used to select, rank and prioritize the parcels:**

N/A

## 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.

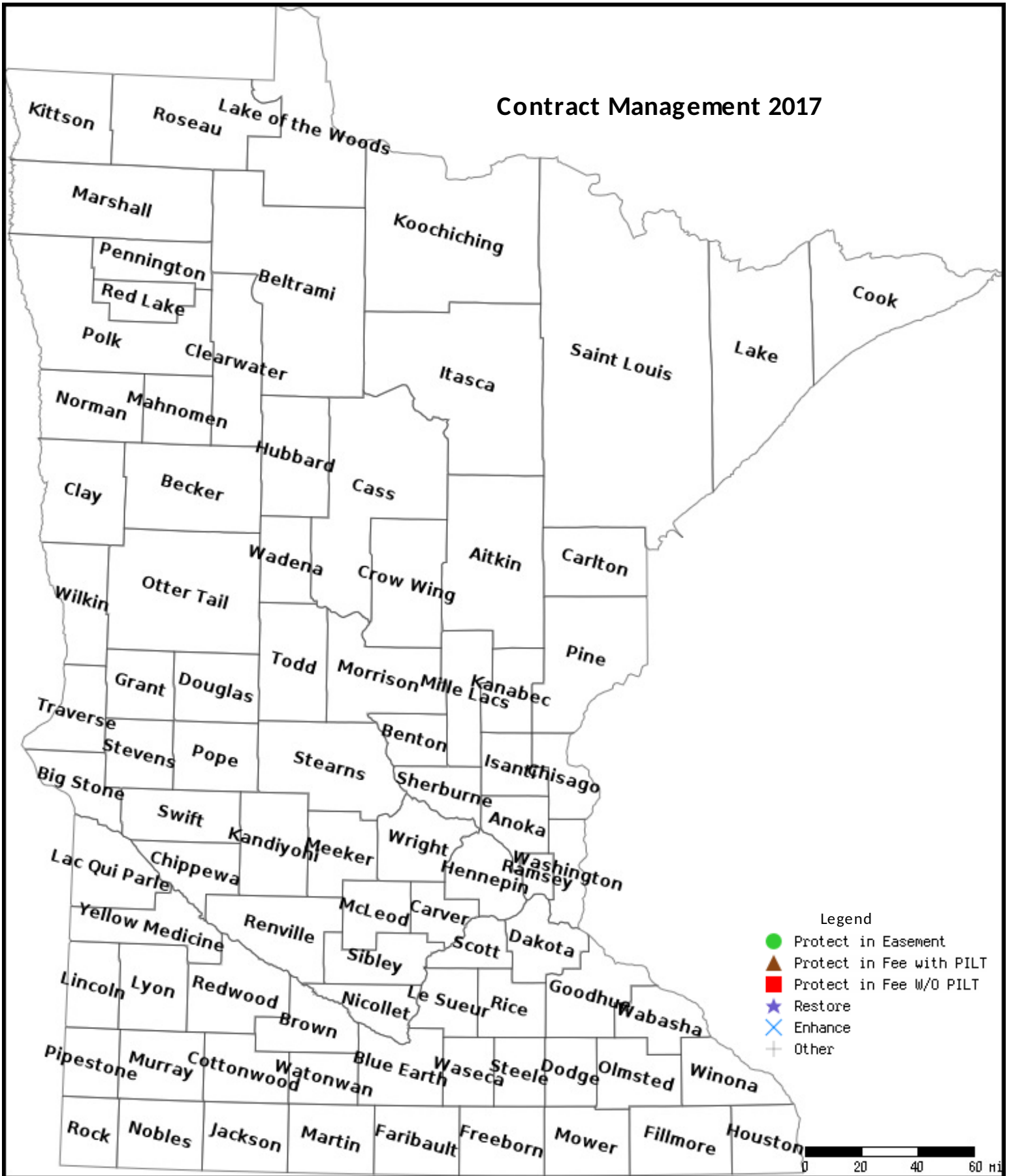
## Section 2a - Protect Parcel with Bldgs

No parcels with an activity type protect and has buildings.

## Section 3 - Other Parcel Activity

No parcels with an other activity type.

# Parcel Map



Data Generated From Parcel List



# Find a state park by location

