Lessard-Sams Outdoor Heritage Council
Fiscal Year 2021 / ML 2020 Request for Funding

Date: May 16, 2019

Program or Project Title: Contract Management 2020

Funds Requested: $210,000

Manager's Name: Katherine Sherman-Hoehn
Title: Grants Manager
Organization: MN DNR
Address: 500 Lafayette Road
City: Saint Paul, MN 55155
Office Number: 6512595533
Email: katherine.sherman-hoehn@state.mn.us

County Locations: Not Listed

Eco regions in which work will take place:

- Metro / Urban

Activity types:

- Not Listed

Priority resources addressed by activity:

- Not Listed

Abstract:

Provide contract management and customer service to OHF pass-through appropriation recipients for approximately 160 open grants. 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 continue and enhance contract management services to pass-through recipients of Outdoor Heritage Fund appropriations to the Commissioner of Natural Resources. The goal of contract management is: to ensure that grantees are properly reimbursed; and that organizations operate in compliance with OHF pass-through appropriation procedures, policies from the Department of Administration's Grants Management, OHF statute, and the recommendations of the Legislative Auditor. Contract management includes: grant agreements and amendments, training, technical assistance, reporting, fiscal monitoring, reimbursement request processing, and close-out of grants.

The DNR is currently the administrative agent for this program. The DNR's Office of Management and Budget (OMBS) Grants Unit is applying to continue to provide contract management services to pass-through grant recipients. The unit's goal is to provide pass-through recipients with the contract management, technical assistance, and grant monitoring they need to successfully complete their conservation work. The unit provides grantees with one consistent point of contact for their agreements and delivers timely, responsive, customer service.

Contract management services are billed using a professional services rate. In FY20, 3.53 FTE will be dedicated to contract management. The professional services hourly rate includes salary and fringe for grants management staff, supervisory time, travel costs, supplies, and allocated administrative costs including rent and printing as well as other related costs necessary to carry out the pass-through grant management program. Multiple staff with a variety of grants, financial or other responsibilities provide contract management services to OHF as well as the Environment and Natural Resources Trust Fund (ENRTF). The Grants Unit consults with Lands and Minerals and Fish and Wildlife staff as necessary on technical issues. Cost coding is used to record and differentiate time spent on ENRTF and OHF pass-through grant management. Services not received or provided will not be billed. The rate for FY20 is $66.00/hr and is re-calculated annually. If the rate changes, LSOHC staff will be informed immediately.

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:

Not Listed

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:

OHF funds will be spent appropriately and reimbursed expediently so that project work continues.

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

Not Listed

Outcomes:
Programs in metropolitan urbanizing region:

- Pass-through grants are managed appropriately and grantee expenditures are reimbursed efficiently and correctly.

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

Not Listed

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 ensures that pass-through recipients are compliant with the Department of Administration's Office of G rants Management procedures as well as the recommendations of the Legislative Auditor.

Does this program include leverage in funds:

No

Relationship to other funds:

- Environmental and Natural Resource Trust Fund

Describe the relationship of the funds:

The OMBS Grants Unit also provides contract management services for pass-through recipients of ENRTF dollars appropriated to the Commissioner of Natural Resources.

Per MS 97A.056, Subd. 24, Any state agency or organization requesting a direct appropriation from the OHF must inform the LSOHC at the time of the request for funding is made, whether the request is supplanting or is a substitution for any previous funding that was not from a legacy fund and was used for the same purpose:

This request is for work related to Outdoor Heritage Fund appropriations. It would not be implemented but for the appropriation. No outside funding has been used for this purpose.

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

Not Listed

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 2020
Contract Management for pass-through grant recipients	June 2022
Submit first status report	January 2021
Submit second status report	August 2021
Submit third status report	January 2022
Submit final report	August 2022

Budget Spreadsheet

Total Amount of Request: $210,000

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	$210,000	$0		$210,000
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	$210,000	$0	-	$210,000

Amount of Request: $210,000

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:

Not Listed

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

Please explain why this project can NOT be scaled:

Project costs depend on volume of pass-through grants, which are not under the control of the Grants Unit.

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

Automatic system calculation / not entered by managers

Target Lake/Stream/River Feet or Miles

0

Parcel List

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

Not Listed

Section 1 - Restore / Enhance Parcel List

No parcels with an activity type restore or enhance.

Section 2 - Protect Parcel List
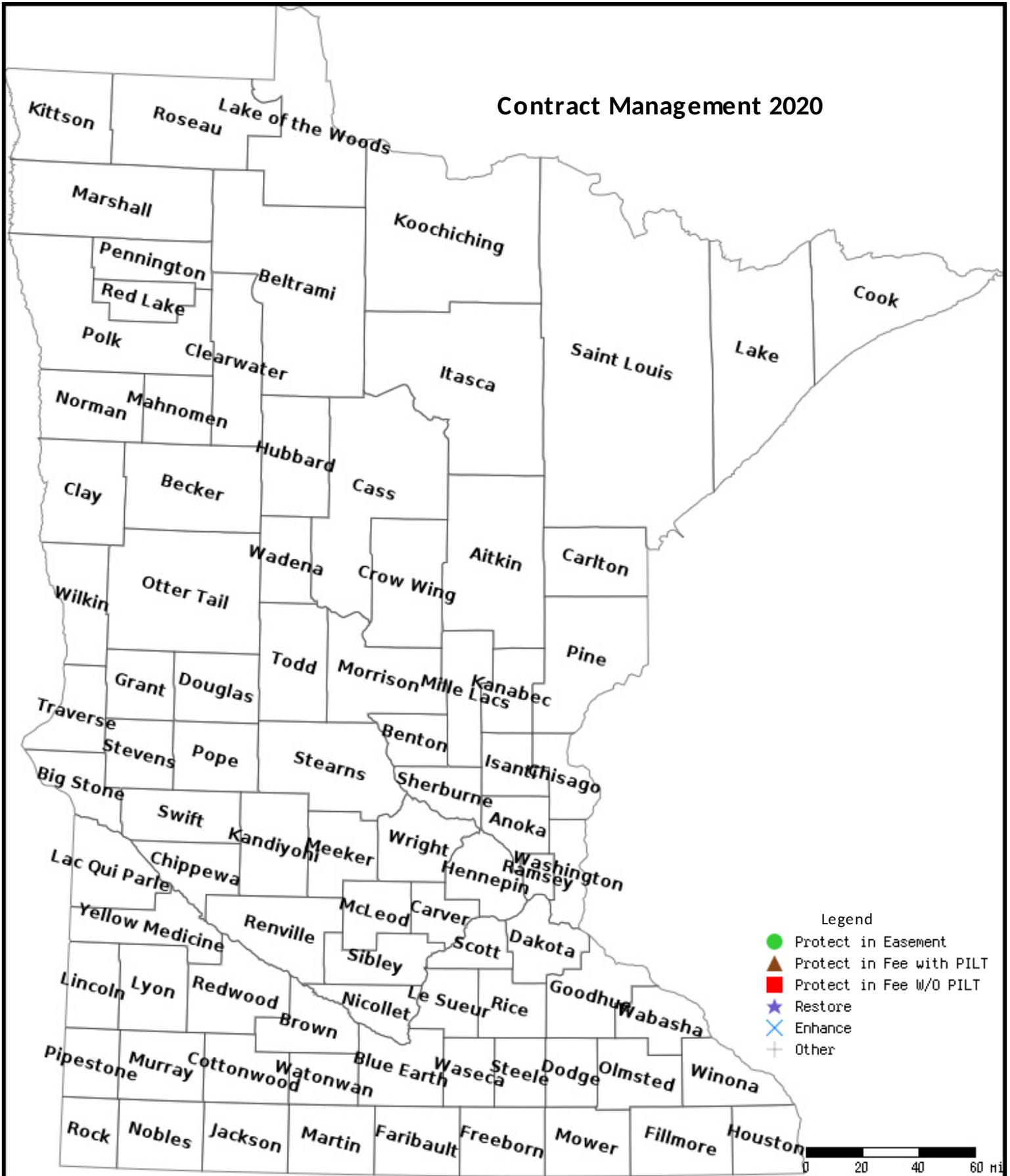
No parcels with an activity type protect.

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 2020

Legend
- 🟢 Protect in Easement
- 🔺 Protect in Fee with PILT
- 🟥 Protect in Fee W/O PILT
- ⭐ Restore
- ✖ Enhance
- ╋ Other

Data Generated From Parcel List