

# Lessard-Sams Outdoor Heritage Council Laws of Minnesota 2015 Accomplishment Plan



**Date:** June 24, 2015

**Program or Project Title:** Contract Management

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

**Manager's Name:** Amanda Graeber

**Title:** Grants Manager

**Organization:** Minnesota Department of Natural Resources

**Address:** 500 Lafayette Road

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

**Office Number:** 6512595533

**Email:** amanda.graeber@state.mn.us

**Website:** www.dnr.state.mn.us/index.html

**Legislative Citation:** ML 2015, First Sp. Session, Ch. 2, Art. 1, Sec. 2, Subd. 6(a)

**Appropriation Language:** \$150,000 in the first year is to the commissioner of natural resources for contract management duties assigned in this section. The commissioner shall provide an accomplishment plan in the form specified by the Lessard-Sams Outdoor Heritage Council on the expenditure of this appropriation. The accomplishment plan must include a copy of the grant contract template and reimbursement manual. No money may be expended prior to the Lessard-Sams Outdoor Heritage Councils approval of the accomplishment plan.

**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 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 contact for their agreements and excellent customer service.

## Crops:

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

**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:**

Not applicable

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

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.

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

Not applicable

**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

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

**Metro / Urban:**

- Not 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.

**How does this proposal accelerate or supplement your current efforts in this area:**

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.

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

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

**Date of Final Report Submission:** 8/31/2017

## Federal Funding:

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

## Outcomes:

**Programs in metropolitan urbanizing region:**

- Not Listed

# 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%

## 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	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 Requested 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

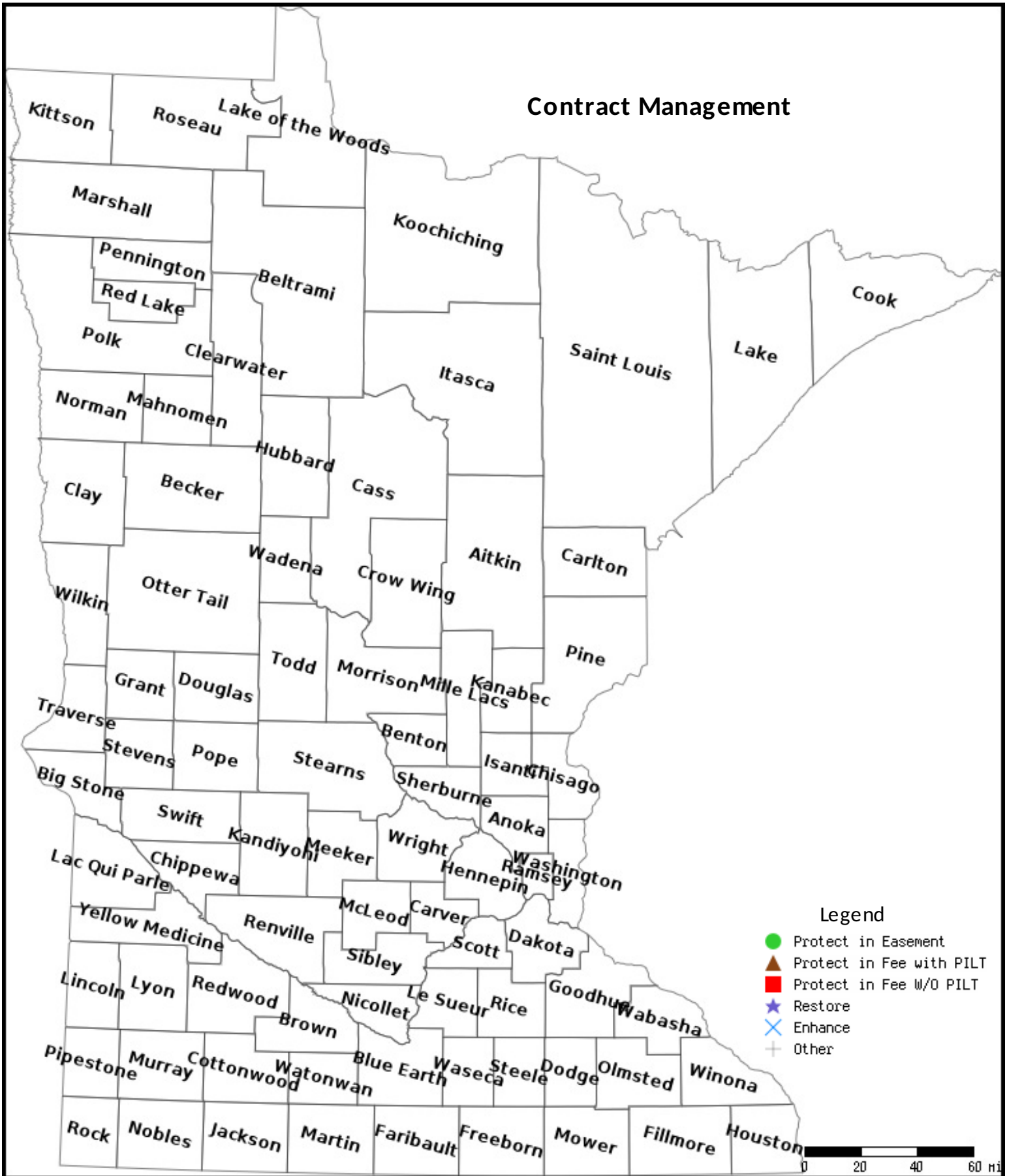
No parcels with an activity type protect and has buildings.

## Section 3 - Other Parcel Activity

No parcels with an other activity type.

# Parcel Map

## Contract Management



Data Generated From Parcel List