Lessard-Sams Outdoor Heritage Council

2027 Contract Management

Laws of Minnesota 2027 Accomplishment Plan

General Information

Date: 10/12/2026

Project Title: 2027 Contract Management

Funds Recommended: $550,000

Legislative Citation:

Appropriation Language:

Manager Information

Manager's Name: Andrea Sternberg
Title: OMBS Pass-Thru Grants Supervisor
Organization: DNR
Address: 500 Lafayette Road
City: Saint Paul, MN 55155
Email: Andrea.Sternberg@state.mn.us
Office Number: 6512595177
Mobile Number:
Fax Number:
Website:

Location Information

County Location(s):

Eco regions in which work will take place:

Metro / Urban

Activity types:

Other : Contract Management

Priority resources addressed by activity:

Narrative

Abstract

Provide contract management and customer service to OHF pass-through appropriation recipients for approximately 330 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 OMBS Grants 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 Grants Unit provides grantees with one consistent point of contact for their agreements and delivers timely, responsive, customer service.

This proposal includes a funding request of $550,000, an increase of $100,000 from the ML 2026 appropriation. The increase will fully support the increased FTE from ML26, in order to allow the DNR to continue to provide effective contracts management as activities continue to increase.

Contract management services are billed using a professional services rate. In FY28, 5.5 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 FY26-7 is $92.00/hr and is re-calculated at least biennially. If the rate changes, LSOHC staff will be informed immediately.

Explain how the plan addresses habitat protection, restoration, and/or enhancement for fish, game & wildlife, including threatened or endangered species conservation

N/A

What are the elements of this plan that are critical from a timing perspective?

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 Grants Management procedures as well as the recommendations of the Legislative Auditor.

Describe how the plan expands habitat corridors or complexes and/or addresses habitat fragmentation:

N/A

Which top 2 Conservation Plans referenced in MS97A.056, subd. 3a are most applicable to this project?

Which LSOHC section priorities are addressed in this program?

Outcomes

Programs in metropolitan urbanizing region:

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

Per MS 97A.056, Subd. 24, Please explain 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.

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

N/A

Provide an assessment of how your program celebrates cultural diversity or reaches diverse communities in Minnesota, including reaching low- and moderate-income households:

The Grants Unit is bringing more focus to BIPOC and diverse communities in our grant management work. The Minnesota DNR has adopted advancing diversity, equity and inclusion (DEI) as a key priority in its 2020-22 strategic plan. The plan focuses on increasing the cultural competence of our staff, creating a workforce that is reflective of Minnesota, continuing to strengthen tribal consultation and building partnerships with diverse communities. The DNR has DEI strategies that benefit all OHF projects:

- Multilingual and culturally specific hunting and fishing education programs take place on public lands.
- All hiring is equal opportunity, affirmative action, and veteran-friendly.
- Contracting seeks out Targeted Group, Economically Disadvantaged and Veteran-Owned businesses. Subcontracting requirements for pass-through organizations also follow these guidelines.
- Public engagement seeks out BIPOC voices and involves diverse communities. Outreach and marketing of projects has this focus as well.

The Grants Unit participates in all trainings and have been leaders in developing the grants guidance, and members of our team helped launch the OGM's DEI community of practice. The Grants Unit only provides contract management activities to organizations who receive pass-through appropriations, so our scope for some activities is limited. In OHF contract management work, we concentrate on identifying and improving elements in our processes that may fall more heavily on or become barriers to participation by organizations from communities that have experienced disparities, and increasing our capacity for technical assistance. In FY21 we made several revisions to our reimbursement processes to:

- reduce the administrative burden on partners and provide flexibility in our process, while maintaining our high levels of risk mitigation

- focus on reaching out proactively to new organizations to set new projects up for success.

Our goal is to continue and increase these efforts, so that OHF contract management work is responsive to and supports the success of organizations and projects from BIPOC and diverse communities, as well as all pass-through organizations.

Activity Details

Requirements

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

Land Use

Will there be planting of any crop on OHF land purchased or restored in this program, either by the proposer or the end owner of the property, outside of the initial restoration of the land?
No

Will insecticides or fungicides (including neonicotinoid and fungicide treated seed) be used within any activities of this program either in the process of restoration or use as food plots?
No

Timeline

Activity Name	Estimated Completion Date
Pass-through grant agreements prepared and provided to recipients	August 2027
Submit final report	August 2029
Contract management for Pass-through grant recipients	June 2029
Submit first annual status report	August 2028

Date of Final Report Submission: 10/01/2029

Availability of Appropriation: Subd. 7. Availability of Appropriation
(a) Money appropriated in this section may not be spent on activities unless they are directly related to and necessary for a specific appropriation and are specified in the accomplishment plan approved by the Lessard-Sams Outdoor Heritage Council. Money appropriated in this section must not be spent on indirect costs or other institutional overhead charges that are not directly related to and necessary for a specific appropriation. Money appropriated for fee title acquisition of land may be used to restore, enhance, and provide for public use of the land acquired with the appropriation. Public-use facilities must have a minimal impact on habitat in acquired lands.
(b) Money appropriated in this section is available as follows:
(1) money appropriated for acquiring real property is available until June 30, 2031;
(2) money appropriated for restoring and enhancing land acquired with an appropriation in this section is available for four years after the acquisition date with a maximum end date of June 30, 2035;
(3) money appropriated for restoring or enhancing other land is available until June 30, 2032;
(4) notwithstanding clauses (1) to (3), money appropriated for a project that receives at least 15 percent of its funding from federal funds is available until a date sufficient to match the availability of federal funding to a maximum of six years if the federal funding was confirmed and included in the original approved draft accomplishment plan; and
(5) money appropriated for other projects is available until the end of the fiscal year in which it is appropriated.

Budget

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

Totals

Item	Funding Request	Leverage	Leverage Source	Total
Personnel	-	-	-	-
Contracts	-	-	-	-
Fee Acquisition w/ PILT	-	-	-	-
Fee Acquisition w/o PILT	-	-	-	-
Easement Acquisition	-	-	-	-
Easement Stewardship	-	-	-	-
Travel	-	-	-	-
Professional Services	$550,000	-	-	$550,000
Direct Support Services	-	-	-	-
DNR Land Acquisition Costs	-	-	-	-
Capital Equipment	-	-	-	-
Other Equipment/Tools	-	-	-	-
Supplies/Materials	-	-	-	-
DNR IDP	-	-	-	-
Grand Total	**$550,000**	**-**	**-**	**$550,000**

Amount of Request: $550,000
Amount of Leverage: -
Leverage as a percent of the Request: 0.0%
DSS + Personnel: -
As a % of the total request: 0.0%
Easement Stewardship: -
As a % of the Easement Acquisition: -

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

Does this project have the ability to be scalable?
No

Professional Services

What is included in the Professional Services line?

Other : DNR grants unit activities, billed using a professional services rate for actual hours worked.

Federal Funds

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

Output Tables

Acres by Resource Type (Table 1)

Type	Wetland	Prairie	Forest	Habitat	Total Acres
Restore	-	-	-	-	-
Protect in Fee with State PILT Liability	-	-	-	-	-
Protect in Fee w/o State PILT Liability	-	-	-	-	-
Protect in Easement	-	-	-	-	-
Enhance	-	-	-	-	-
Total	**-**	**-**	**-**	**-**	**-**

Total Requested Funding by Resource Type (Table 2)

Type	Wetland	Prairie	Forest	Habitat	Total Funding
Restore	-	-	-	-	-
Protect in Fee with State PILT Liability	-	-	-	-	-
Protect in Fee w/o State PILT Liability	-	-	-	-	-
Protect in Easement	-	-	-	-	-
Enhance	-	-	-	-	-
Total	**-**	**-**	**-**	**-**	**-**

Acres within each Ecological Section (Table 3)

Type	Metro/Urban	Forest/Prairie	SE Forest	Prairie	N. Forest	Total Acres
Restore	-	-	-	-	-	-
Protect in Fee with State PILT Liability	-	-	-	-	-	-
Protect in Fee w/o State PILT Liability	-	-	-	-	-	-
Protect in Easement	-	-	-	-	-	-
Enhance	-	-	-	-	-	-
Total	**-**	**-**	**-**	**-**	**-**	**-**

Total Requested Funding within each Ecological Section (Table 4)

Type	Metro/Urban	Forest/Prairie	SE Forest	Prairie	N. Forest	Total Funding
Restore	-	-	-	-	-	-
Protect in Fee with State PILT Liability	-	-	-	-	-	-
Protect in Fee w/o State PILT Liability	-	-	-	-	-	-
Protect in Easement	-	-	-	-	-	-
Enhance	-	-	-	-	-	-
Total	**-**	**-**	**-**	**-**	**-**	**-**

Average Cost per Acre by Resource Type (Table 5)

Type	Wetland	Prairie	Forest	Habitat
Restore	-	-	-	-
Protect in Fee with State PILT Liability	-	-	-	-
Protect in Fee w/o State PILT Liability	-	-	-	-
Protect in Easement	-	-	-	-
Enhance	-	-	-	-

Average Cost per Acre by Ecological Section (Table 6)

Type	Metro/Urban	Forest/Prairie	SE Forest	Prairie	N. Forest
Restore	-	-	-	-	-
Protect in Fee with State PILT Liability	-	-	-	-	-
Protect in Fee w/o State PILT Liability	-	-	-	-	-
Protect in Easement	-	-	-	-	-
Enhance	-	-	-	-	-

Target Lake/Stream/River Feet or Miles

Parcels

Parcel Information

Sign-up Criteria?
No

Explain the process used to identify, prioritize, and select the parcels on your list:
N/A

Lessard-Sams Outdoor Heritage Council

2027 Contract Management

Comparison Report

Program Title: ML 2027 - 2027 Contract Management
Organization: DNR
Manager: Andrea Sternberg

Budget

Requested Amount: $550,000
Appropriated Amount: $550,000
Percentage: 100.0%

Item	Requested Proposal	Leverage Proposal	Appropriated AP	Leverage AP	Percent of Request	Percent of Leverage
Personnel	-	-	-	-	-	-
Contracts	-	-	-	-	-	-
Fee Acquisition w/ PILT	-	-	-	-	-	-
Fee Acquisition w/o PILT	-	-	-	-	-	-
Easement Acquisition	-	-	-	-	-	-
Easement Stewardship	-	-	-	-	-	-
Travel	-	-	-	-	-	-
Professional Services	$550,000	-	$550,000	-	100.0%	-
Direct Support Services	-	-	-	-	-	-
DNR Land Acquisition Costs	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-
Other Equipment/Tools	-	-	-	-	-	-
Supplies/Materials	-	-	-	-	-	-
DNR IDP	-	-	-	-	-	-
Grand Total	**$550,000**	**-**	**$550,000**	**-**	**100.0%**	**-**

If the project received 70% of the requested funding

Describe how the scaling would affect acres/activities and if not proportionately reduced, why?

Describe how personnel and DSS expenses would be adjusted and if not proportionately reduced, why?

If the project received 50% of the requested funding

Describe how the scaling would affect acres/activities and if not proportionately reduced, why?

Describe how personnel and DSS expenses would be adjusted and if not proportionately reduced, why?

Output

Acres by Resource Type (Table 1)

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

Total Requested Funding by Resource Type (Table 2)

Type	Total Proposed	Total in AP	Percentage of Proposed
Restore	-	-	-
Protect in Fee with State PILT Liability	-	-	-
Protect in Fee w/o State PILT Liability	-	-	-
Protect in Easement	-	-	-
Enhance	-	-	-

Acres within each Ecological Section (Table 3)

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

Total Requested Funding within each Ecological Section (Table 4)

Type	Total Proposed	Total in AP	Percentage of Proposed
Restore	-	-	-
Protect in Fee with State PILT Liability	-	-	-
Protect in Fee w/o State PILT Liability	-	-	-
Protect in Easement	-	-	-
Enhance	-	-	-