

Office Memorandum

DATE: December 20, 2016

TO: Sarah Strommen, Assistant Commissioner for Parks and Trails and Fish and Wildlife

THROUGH: Jim Leach, Director Fish and Wildlife Division Department of Natural Resources ^{JL} 12-21-16

FROM: Heather Kieweg, Federal Assistance Coordinator Fish and Wildlife Division HCK

PHONE: 651-259-5214

SUBJECT: Approval of Pittman-Robertson Reimbursement of Third Party Conservation Partner Outdoor Heritage Fund Grants

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The purpose of this memorandum is to document the rationale and process for including eligible Outdoor Heritage Funding (OHF) expenditures from grants awarded to third party conservation partners in the Minnesota Department of Natural Resources' U.S. Fish and Wildlife Service (USFWS) Pittman-Robertson Wildlife Restoration and Dingell-Johnson Sport Fish Restoration grants program (PRDJ grants).

On April 17, 2013, it was determined that eligible OHF expenditures would be included in the PRDJ grant program. See attached memorandum. OHF funds can be used to acquire land either directly by the DNR or by a conservation partner who then transfers the land to the DNR. These are two different procedures that result in acquisition of DNR owned and managed land. To the extent that acquisitions are eligible, acquisitions conducted by the DNR and acquisitions conducted by conservation partners will both be included in the PRDJ grants.

Inclusion of these third party grants to conservation partners will occur in the following circumstances:

- Other sources of eligible expenditures have been substantially utilized,
- Conservation partners have agreed to reimbursement, and
- The administrative requirements of the grants do not put an undue burden on the conservation partner, or on the Office of Management and Budget Services Grants Management Unit.

The procedure for reimbursement will be as follows:

1. Potential grants for reimbursement will be identified by the Fish and Wildlife Division Federal Assistance Coordinator (FAC).
2. The FAC will approach conservation partners to discuss reimbursement with the assistance of other DNR staff.
3. The FAC will work with the Office of Management and Budget Services Grants Management Unit to write or amend OHF grant documents to include the use of federal funds.
4. The Office of Management and Budget Services Grants Management Unit will process grant documents.
5. The FAC will be responsible for all PRDJ grant reporting requirements.

ATTACHMENT

HCK

c Barb Juelich, Chief Financial Officer Office of Management and Budget Services,
Emily Engel, Budget and Financial Analysis Unit Manager, Office of Management and Budget Services
Katherine Sherman-Hoehn, Grants Manager, Office of Management and Budget Services
Grant Wilson, Policy Planning Unit Supervisor, Fish and Wildlife Division,
Heather Kieweg, Federal Assistance Coordinator, Fish and Wildlife Division

Office Memorandum

DATE: April 17, 2013

TO: Erika Rivers
Assistant Commissioner for
Department of Natural Resources

FROM: Edward K. Boggess, Director
Division of Fish and Wildlife
Department of Natural Resources

PHONE: 651-259-5180

SUBJECT: Use of Outdoor Heritage Funds for the Federal Wildlife and Sport fish Restoration Program


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The purpose of this memorandum is to document the rationale for including eligible Outdoor Heritage Funding (OHF) expenditures in the DNR's U.S. Fish and Wildlife Service (USFWS) Wildlife and Sport Fish Restoration (WSFR-aka Pittman-Robertson-Dingle-Johnson [PR-DJ]) program.

The WSFR program is managed by the DNR's Division of Fish and Wildlife (FAW). The Division of FAW expends funds toward eligible activities under WSFR and requests a 75 percent reimbursement of eligible expenditures.

Minnesota Statutes 97A.055 directs reimbursements from WSFR and program income from game and fish lands be deposited into the Game and Fish fund.

The Outdoor Heritage Fund (OHF) was first appropriated for restoration, enhancement, and protection of habitat in FY2010. The Division of FAW has received OHF through legislative appropriations for programs and projects contained in approved accomplishment plans under M.S. 97A.056. Outdoor Heritage Fund expenditures may include activities consistent with grant activities in the WSFR program.

Minnesota Statutes 97A.056, which directs the use of the OHF, states that all money earned by the OHF must be credited to the fund. However, neither WSFR program regulations, Federal OMB Circular, nor state law define reimbursements as program income or money earned.

The Division of FAW will use OHF expenditures for submission to the WSFR program and federal reimbursement for eligible WSFR activities will be deposited in the Game and Fish Fund.

EKB/PJS/jls

c Ms. Denise Anderson, Administrator, Office of Management and Budget Services,
Division of Operations Services

Mr. Jerry Hampel, Assistant Administrator, Office of Management and Budget Services,
Division of Operations Services

Ms. Jeanne Daniels, Federal Assistance Coordinator, Division of Fish and Wildlife
Mr. Grant Wilson, Policy/Planning Coordinator, Division of Fish and Wildlife