

GOVERNOR OF THE STATE OF MINNESOTA
DELEGATION OF THE AUTHORITY
TO
DEPARTMENT OF CONSERVATION

Pursuant to the provisions of Chapter 810 Sec. 16 and 23, M.S. 1965 I hereby delegate to the Commissioner, Minnesota Department of Conservation:

The authority and responsibility to receive, review and evaluate the propriety of applications from local units of government as provided for in the aforesaid statute. The Department will be held responsible for the administration of the program at the state level, except as specifically designated in the Governor and the Legislative Advisory Committee by statute;

PROVIDED THAT, such authority and responsibility will be exercised in accordance with the following procedure:

Local Unit

1. Submits four (4) copies of the application for Natural Resource Grant (OR Form 5) to the Department of Conservation, Outdoor Recreation Aids, 304 Centennial Building, St. Paul, Minnesota 55101. The supporting documentation required with this application is as follows: Two (2) original copies of acknowledged project agreement with the federal agency administering the grant program involved; one (1) copy of the complete project proposal (if distinct from the project agreement), which was submitted to the federal agency when applying for the grant; two (2) complete copies of the applying unit's 701 supported comprehensive plan, or three (3) complete copies of the applying unit's comprehensive plan (including outdoor recreation) prepared under other than 701 financing, unless such plans have been submitted previously; any other explanatory or background material necessary for full documentation, justification and explanation of the request.

Department

2. The Department's Bureau of Planning reviews the project application as to it's propriety under Chapter 810. Determines the priority position of the project in the local plan, which has been approved as provided by law; or in absence of such plan determines the priority position of the project based on priority evaluation in the State Plan. Identifies the project as a part of the local plan, or the state plan in the absence of a local plan. Determines and certifies that the project has been approved for federal financing.

18478

- Department 3. Forwards to the Secretary four (4) copies of the completed Form OR 5 application, a report on the project with supporting documentation with the Commissioner's recommendations. The Department will also forward eight (8) copies of the following: transmittal memorandum, application and vicinity location map (if any) for use by the members of the Legislative Advisory Committee.
- Department 4. If in finding the project to be apparently ineligible for a grant under Chapter 810, the Commissioner will submit such findings with recommendations to the Secretary for review before advising the applicant local unit of the ineligibility of the project.
- Secretary 5. Reviews recommendations and findings as developed by the Department. Forwards to budget examiner for the Department of Conservation.
- Budget Division 6. Reviews project application in terms of fiscal propriety. Consults as necessary with planning agency staff. Prepares recommendations for approval or disapproval for the Governor.
- Governor 7. After consulting with Legislative Advisory Committee, approves or disapproves the project application. If approved or disapproved, the Governor signs all copies of application, Form OR 5, in the space provided.
- Secretary 8. Prepares a letter for the Governor's signature which will transmit a copy of the acknowledged application (Form OR 5) to the applicant agency.
- Secretary 9. Returns two (2) acknowledged copies of Form OR 5 to the Department. Forwards one (1) copy of Form OR 5 and one (1) copy of the Commissioner's report to State Planning Agency.
- State Planning Agency 10. Files copy of Form OR 5, transmittal memorandum and the report on application.
- Department 11. Forwards two (2) approved original copies of Form OR 5 application to the State Auditor. The Auditor acknowledges both copies, filing one (1) copy and returns one (1) copy to the Department.
- Department 12. Makes a copy of the original and forwards the original acknowledged application to the Department's finance section for filing.

Department

13. Makes determination of the progress on the project where the grantee requests an interim payment. Makes a determination of the actual federal payment before processing payment of the grant from the Natural Resource Account.

Department

14. Payments under Chapter 810 will be made in accordance with normal payment procedures of the State.

This delegation will remain in effect until rescinded.

Ordered by

Karl F. Rolvåg
Karl F. Rolvåg
Governor of the State of Minnesota

Date

Accepted:

Minnesota Department of Conservation

By

Robert L. Herbst
Robert L. Herbst, Deputy
Commissioner of Conservation

Date

#18478

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
NOV 4 - 1966

Joseph P. Johnson
Secretary of State

#18478
D.D.

Attachment to Procedural Statement - Natural Resource Fund

DEFINATION OF TERMS USED IN THE PROCEDURE

1. Governor: Refers to the Governor of the State of Minnesota, acting under the provisions in Chapter 810, Sec. 16 - "There is appropriated from the natural resource fund in the state treasury to the Governor the sums hereinafter set forth for the purposes enumerated. None of such money is to be expended until the Governor consults with the Legislative Advisory Committee in the manner provided by Minnesota Statutes, Sec. 3.30."
2. Local Unit: A county, township or incorporated municipality being a political subdivision having statutory governmental functions or a duly established watershed district and a soil conservation district having statutory functions.
3. Federal Funds: Are grants-in-aid financing a share of the cost to local public entities for the acquisition of public land and development of such public land for outdoor recreational purposes. The following are such:
 - a. Land and Water Conservation Fund Act of 1965, PL 88-578.
 - b. "Open-Space" Program - Title VII Housing Act of 1961 as amended by the Housing and Urban Development Act of 1965, PL 89-117.
 - c. Federal funds grants available to public entities for recreation and development of publicly owned land under PL 566.
 - d. The Cropland Adjustment Program grants to public entities under the Food and Agricultural Act of 1965, for acquiring and developing such land for outdoor recreation purposes.
4. Local Plan: Refers to a comprehensive outdoor recreation plan of a municipality or county; or to a comprehensive community plan in which outdoor recreation is a part. The acceptability of such plans is determined jointly by the Department and the State Planning Agency. The State Planning Agency having approved such plans as to the priorities stated therein, certifying the eligibility of the local unit for grants under Chapter 810 M.S. 1965.
5. Secretary: Refers to the Commissioner of Administration who is by statute the Secretary of the Legislative Advisory Committee.
6. Department: Refers to the Department of Conservation.
7. Commissioner: Refers to the Commissioner of the Department of Conservation.

Instructions for Natural Resource Fund Applications

1. Forward four (4) signed copies to Department of Conservation, Outdoor Recreation Aids, 304 Centennial Building, St. Paul, Minnesota 55101, along with the supporting documentation listed below.

2. For Projects Under Land and Water Fund Program

A local unit applying for a Natural Resource Fund grant to support one half of local share of a Land and Water grant should submit this application along with Form OR 1 or Form OR 2 Project Proposals. The documentation submitted to support the Land and Water Fund application will usually be adequate for the purposes of the Natural Resource Fund application.

3. For Projects Under Other Federal Programs

For the Open-Space Program (Department of Housing and Urban Development), Cropland Adjustment Program (Agricultural Stabilization and Conservation Service) and other federal programs providing grants to public entities for outdoor recreation purposes, the following documentation must accompany Form OR 5 application:

1. Two (2) original copies of executed project agreement with the federal agency administering the grant program involved
2. One (1) copy of the complete project proposal (if distinct from the project agreement) submitted to the federal agency when applying for the federal grant
3. Two (2) complete copies of the local units 701 supported Comprehensive Plan (if completed) or three (3) complete copies of the local units Comprehensive Outdoor Recreation Plan prepared under other than 701 financing (if completed). If the local unit has previously submitted the required plans, they need not be supplied with this application.
4. A detailed map of the project
5. A vicinity map showing the location of the project in relation to the affected urbanized areas, letter size preferred
6. Any other explanatory or background material necessary for full documentation providing justification for the request.

STATE OF MINNESOTA - DEPARTMENT OF CONSERVATION
 APPLICATION FOR GRANT - STATE NATURAL RESOURCE FUND

INSTRUCTIONS - SEE REVERSE

1. Name of unit submitting applications: (Use full legal description) _____ _____ _____	2. Date of application _____	3. Type of project a. ___ Acquisition b. ___ Development
4. Brief description of project (to be accompanied by attachments as necessary to permit full and complete evaluation of project): 		
5. Estimated Project Cost: _____ a. Federal share..... _____ b. Local share..... _____		c. Stategrant requested - 50% of Local share (item 5b) - not to exceed \$50,000: _____
6. Name, title and mailing address to appear on check:	7. Certification of application (by local official): The above are true and correct (Signature) _____ _____ Name and Title	

FOR STATE USE ONLY:

8. Participating federal agency, number and date of the project agreement governing the granting of Federal funds - if known.
9. Certification by Department of Conservation: The undersigned hereby certifies that this project has been identified (priority _____) in the state outdoor recreation plan and is of priority _____ of an acceptable plan for _____ and otherwise meets the provisions of Chapter 810 MS 1965. (Gov't agency) Date _____ Commissioner of Conservation
10. Action by the Governor after consultation with Legislative Advisory Committee: _____ Approved _____ Not approved Amount approved: _____ Date of Action: _____ Governor
11. Legislative Advisory Order No.: _____

18478