



Lessard-Sams Outdoor Heritage Council

Contract Management - FY 2011
Laws of Minnesota 2010 Final Report

General Information

Date: 04/24/2026

Project Title: Contract Management - FY 2011

Funds Recommended: \$175,000

Legislative Citation: ML 2010, Ch. 361, Art. 1, Sec. 2, Subd. 6(a)

Appropriation Language: \$175,000 in fiscal year 2011 is to the commissioner of natural resources for contract management duties assigned in this section.

Manager Information

Manager's Name: Amanda Graeber

Title: Grants Manager

Organization: DNR

Address: 500 Lafayette Road

City: St. Paul, MN 55155-4010

Email: amanda.graeber@state.mn.us

Office Number: 651-259-5533

Mobile Number:

Fax Number: 651-259-6047

Website: <http://www.dnr.state.mn.us/grants/passthrough/index.html>

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

Summary of Accomplishments

The Minnesota Department of Natural Resources (DNR) provided contract management of OHF funds passed through to third party recipients via pass-through agreements. Funding for this activity was provided by the OHF, as recommended by the Lessard-Sams Outdoor Heritage Council.

Process & Methods

The DNR strived to provide excellent customer service balanced with financial integrity, fiduciary responsibilities, and grants management best practices, resulting in the intended conservation work. The following services were provided to OHF pass-through appropriation recipients:

- o Prepared grant agreements and amendments.
- o Encumbered/Unencumbered Funds.
- o Executed Use of Funds Agreements.
- o Advanced funds for land acquisition.
- o Communicated regularly with LSOHC staff and grant recipients, informally and formally.
- o Continued to work on process improvements to improve efficiency and ease for grantee while ensuring fiscal integrity.
- o Contract management documentation, including file management.
- o Trained recipients on state grant requirements, including reporting procedures, proper documentation of expenses, and the Department of Administration's grants management policies, to ensure grantees follow state law and grants management policies set forth by the state.
- o Worked with recipients to ensure grantees understand the state's reimbursement procedures and requirements.
- o Provided ongoing technical assistance/guidance to recipients.
- o Reviewed reimbursement requests to ensure claimed reimbursements include sufficient documentation and complied with state and session laws, LSOHC approved accomplishment plan and the Office of Grants Management Grants Policies.
- o Arranged for prompt payment once grantee submitted a completed reimbursement request and expenses were deemed eligible for reimbursement.
- o Detailed accounting by pass-through appropriation for each grant recipient.
- o Financial reconciliation.

- o Financial reporting.
- o Contract management reporting (fund balance/expenditures).
- o Examined records of recipients.
- o Worked with recipients to successfully close out grants.
- o Worked closely with and responded to requests from the Office of the Legislative Auditor.

Explain Partners, Supporters, & Opposition

Exceptional challenges, expectations, failures, opportunities, or unique aspects of program

What is the plan to sustain and/or maintain this work after the Outdoor Heritage Funds are expended?

Budget

Totals

Item	Requested	AP Amount	Spent	Leverage	Received Leverage	Leverage Source	Original Total	Final Total
Personnel	-	-	-	-	-	-	-	-
Contracts	-	-	-	-	-	-	-	-
Fee Acquisition w/ PILT	-	-	-	-	-	-	-	-
Fee Acquisition w/o PILT	-	-	-	-	-	-	-	-
Easement Acquisition	-	-	-	-	-	-	-	-
Easement Stewardship	-	-	-	-	-	-	-	-
Travel	-	-	-	-	-	-	-	-
Professional Services	\$175,000	\$175,000	\$175,000	-	-	-	\$175,000	\$175,000
Direct Support Services	-	-	-	-	-	-	-	-
DNR Land Acquisition Costs	-	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-	-
Other Equipment/Tools	-	-	-	-	-	-	-	-
Supplies/Materials	-	-	-	-	-	-	-	-
DNR IDP	-	-	-	-	-	-	-	-
Grand Total	\$175,000	\$175,000	\$175,000	-	-	-	\$175,000	\$175,000

Explain any budget challenges or successes:

Total Revenue: -

Revenue Spent: -

Revenue Balance: -

Of the money disclosed above, what are the appropriate uses of the money:

What other dedicated funds may collaborate with or contribute to this program?

N/A

Output Tables

Acres by Resource Type (Table 1)

Type	Wetland (AP)	Wetland (Final)	Prairie (AP)	Prairie (Final)	Forest (AP)	Forest (Final)	Habitat (AP)	Habitat (Final)	Total Acres (AP)	Total Acres (Final)
Restore	0	0	0	0	0	0	0	0	0	0
Protect in Fee with State PILT Liability	0	0	0	0	0	0	0	0	0	0
Protect in Fee w/o State PILT Liability	0	0	0	0	0	0	0	0	0	0
Protect in Easement	0	0	0	0	0	0	0	0	0	0
Enhance	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Total Requested Funding by Resource Type (Table 2)

Type	Wetland (AP)	Wetland (Final)	Prairie (AP)	Prairie (Final)	Forest (AP)	Forest (Final)	Habitat (AP)	Habitat (Final)	Total Funding (AP)	Total Funding (Final)
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 (AP)	Metro / Urban (Final)	Forest / Prairie (AP)	Forest / Prairie (Final)	SE Forest (AP)	SE Forest (Final)	Prairie (AP)	Prairie (Final)	N. Forest (AP)	N. Forest (Final)	Total (AP)	Total (Final)
Restore	0	0	0	0	0	0	0	0	0	0	0	0
Protect in Fee with State PILT Liability	0	0	0	0	0	0	0	0	0	0	0	0
Protect in Fee w/o State PILT Liability	0	0	0	0	0	0	0	0	0	0	0	0
Protect in Easement	0	0	0	0	0	0	0	0	0	0	0	0
Enhance	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

Total Requested Funding within each Ecological Section (Table 4)

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

Target Lake/Stream/River Feet or Miles

Explain the success/shortage of acre goals

Outcomes

Parcels

Sign-up Criteria?

No