



Lessard-Sams Outdoor Heritage Council

Contract Management Laws of Minnesota 2013 Final Report

General Information

Date: 06/29/2026

Project Title: Contract Management

Funds Recommended: \$175,000

Legislative Citation: ML 2013, Ch. 137, Art. 1, Sec. 2, Subd. 6(a)

Appropriation Language: \$175,000 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 Lessard-Sams Outdoor Heritage Council approval of the accomplishment plan.

Manager Information

Manager's Name: Katherine Sherman-Hoehn

Title:

Organization: DNR

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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

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 DNR Grants Unit managed 101 active grants in FY 2015. Between 7/1/2014 when spending on this grant began, and 12/31/2015 when it ended, the DNR Grants Unit

- Made 452 reimbursements to grantees totaling \$58,831,739
- Prepared and executed ML 2014 grant agreements
- Published 7 editions of the quarterly newsletter for grantees
- Monitored projects according to Office of Grants Management policies

Process & Methods

This appropriation will be used to provide continued customer service and contract management services to pass-through recipients of Outdoor Heritage Fund dollars appropriated to the Commissioner of Natural Resources. DNR provides this fiduciary service to ensure funds are expended in compliance with state law, session law, and approved work plans. Contract management ensures oversight of reimbursement for project deliverables and meets the requirements of the Department of Administration's Grants Management procedures as well as the recommendations of the Legislative Auditor. It aids recipients with financial compliance and ensures project consistency with appropriation law, state statute, grants policies and approved work plans.

Ensuring timely access to the funds through streamlined grant agreements and prompt processing of reimbursement requests is an overarching goal of DNR's contract management. Services provided under this appropriation include the following:

Contract Management Services

Prepare grant agreements and amendments.

Encumber/unencumber funds.

Execute Use of Funds agreements.

Communicate regularly with LSOHC staff and grant recipients, informally and formally.

Continue to work on process improvements that improve efficiency and ease for the grantee while ensuring fiscal integrity.

Contract management documentation, including file management.

Training and Communications

Train 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.

Work with recipients to ensure grantees understand the state's reimbursement procedures and requirements.

Provide ongoing technical assistance/guidance to recipients.

Reimbursement Services

Review reimbursement requests to ensure claimed reimbursements include sufficient documentation and comply with state and session laws, L-SOHC approved Accomplishment Plan and the Office of Grants Management's grants policies.

Arrange for prompt payment once grantee has submitted a completed reimbursement request and expenses have been deemed eligible for reimbursement.

Detailed accounting by pass-through appropriation for each grant recipient.

Fiscal and Close-out Services

Financial reconciliation.

Financial reporting.

Contract management reporting (fund balance/expenditures).

Examine records of recipients.

Work with recipients to successfully close out grants.

Work closely with and respond 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: \$0

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

E. This is not applicable as there was no revenue generated.

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

Environment and Natural Resource Trust Fund

How were the funds used to advance the program?

<p>The DNR also administers pass-through appropriations from the Environment and Natural Resources Trust Fund.</p>

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 (Amend)	Total Acres (Final)
Restore	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
Protect in Fee w/o State PILT Liability	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
Enhance	0	0	0	0	0	0	0	0	0	0	0
Total	0	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 (Amend)	Total (Final)
Restore	0	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	0
Protect in Fee w/o State PILT Liability	0	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	0
Enhance	0	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	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

Programs in metropolitan urbanizing region:

Other ~ *OHF funds were spent appropriately and reimbursed expediently so that project work could continue.*

Parcels

Sign-up Criteria?

No