



## Lessard-Sams Outdoor Heritage Council

Contract Management  
Laws of Minnesota 2014 Final Report

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### General Information

**Date:** 06/29/2026

**Project Title:** Contract Management

**Funds Recommended:** \$150,000

**Legislative Citation:** ML 2014, Ch. 256, Art. 1, Sec. 2, Subd. 6(a)

**Appropriation Language:** \$150,000 in the second 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**

Provide continued contract management and customer service to OHF pass-through appropriation recipients. Ensure funds are expended in compliance with appropriation law, state statute, grants policies, and approved accomplishment plans.

The DNR Grants Unit managed 153 active grants in FY 2016. Between November 2015 when spending on this grant began, and March 2017 when it ended, the DNR Grants Unit

- Made 584 reimbursements to grantees totaling \$61,526,684.67
- Prepared and executed ML 2015 grant agreements
- Published 8 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 contract management services to pass-through recipients of Outdoor Heritage Fund dollars appropriated to the Commissioner of Natural Resources.

The major components of contract management include: grant agreements and amendments, training, technical support, reporting, auditing, reimbursement request review and processing, and grant close-out.

Contract management ensures oversight of reimbursement for project deliverables and meets the requirements of the Department of Administration's Office of 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      | \$150,000        | \$150,000        | \$150,000        | -        | -                 | -               | \$150,000        | \$150,000        |
| Direct Support Services    | -                | -                | -                | -        | -                 | -               | -                | -                |
| DNR Land Acquisition Costs | -                | -                | -                | -        | -                 | -               | -                | -                |
| Capital Equipment          | -                | -                | -                | -        | -                 | -               | -                | -                |
| Other Equipment/Tools      | -                | -                | -                | -        | -                 | -               | -                | -                |
| Supplies/Materials         | -                | -                | -                | -        | -                 | -               | -                | -                |
| DNR IDP                    | -                | -                | -                | -        | -                 | -               | -                | -                |
| <b>Grand Total</b>         | <b>\$150,000</b> | <b>\$150,000</b> | <b>\$150,000</b> | <b>-</b> | <b>-</b>          | <b>-</b>        | <b>\$150,000</b> | <b>\$150,000</b> |

**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:**

**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?**

The DNR Grants Unit provides contract management services for pass-through recipients of Environment and Natural Resources Trust Fund dollars appropriated to the Commissioner of Natural Resources as well.

## 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                   |
| <b>Total</b>                             | <b>0</b>     | <b>0</b>        | <b>0</b>     | <b>0</b>        | <b>0</b>    | <b>0</b>       | <b>0</b>     | <b>0</b>        | <b>0</b>         | <b>0</b>            | <b>0</b>            |

**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                                  | -            | -               | -            | -               | -           | -              | -            | -               | -                  | -                     |
| <b>Total</b>                             | <b>-</b>     | <b>-</b>        | <b>-</b>     | <b>-</b>        | <b>-</b>    | <b>-</b>       | <b>-</b>     | <b>-</b>        | <b>-</b>           | <b>-</b>              |

**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             |
| <b>Total</b>                             | <b>0</b>           | <b>0</b>              | <b>0</b>              | <b>0</b>                 | <b>0</b>       | <b>0</b>          | <b>0</b>     | <b>0</b>        | <b>0</b>       | <b>0</b>          | <b>0</b>   | <b>0</b>      | <b>0</b>      |

## Total Requested Funding within each Ecological Section (Table 4)

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

## 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