

# Minnesota Department of Natural Resources

## Division of Fish and Wildlife

### *Heritage Enhancement Grants 2010*

### *AND*

### *Turkey Stamp Habitat Grants*

## *Request for Proposal*

### General Information

Award Type:	Grant
Posted Date:	January 22, 2010
Due Date for Applications:	February 12, 2010 Applications must be received not later than 3:00 pm local time. Electronic applications are preferred. Email applications to: <a href="mailto:HEGrants.dnr@state.mn.us">HEGrants.dnr@state.mn.us</a>
Application Method:	Electronic submission of forms (available on grant webpage)
Expected Award Announcement Date:	March 23, 2010
Project Completion Date:	June 30, 2012
Expected Number of Awards:	20
Estimated Funding This Year:	\$460,000
Maximum Award:	None
Minimum Award:	\$1,000
Match Requirement:	None
Fund Source:	The Heritage Enhancement Account within the Game and Fish Fund, and the Turkey Stamp fund.
Grant Program Webpage:	<a href="http://www.dnr.state.mn.us/grants/habitat/heritage.html">http://www.dnr.state.mn.us/grants/habitat/heritage.html</a>
Grant Program Website:	<a href="mailto:HEGrants.dnr@state.mn.us">HEGrants.dnr@state.mn.us</a>
Grant Program Contact:	Leslie Tannahill Conservation Grants Coordinator MN Department of Natural Resources 500 Lafayette Road St. Paul, MN 55155-4020 651-259-5242 <a href="mailto:HEGrants.dnr@state.mn.us">HEGrants.dnr@state.mn.us</a>

## Program Purpose

### Heritage Enhancement Grants to Local Outdoors Clubs

The Minnesota Department of Natural Resources (DNR) manages this program to provide competitive grants to local outdoors clubs to complete wildlife habitat projects on State Wildlife Management Areas (WMAs) or other lands under control of DNR - Section of Wildlife. Funds for the program come from the Heritage Enhancement Account within the Game and Fish Fund.

### Turkey Stamp Habitat Grants

This year an additional \$15,000 from the Turkey Stamp fund is included to provide competitive grants to local outdoors clubs for projects that develop, restore and maintain suitable habitat for wild turkeys on public or private lands.

Bill Penning, DNR – Fish and Wildlife Farmland Coordinator, will provide oversight for this program.

### Program Comparison

The differences between the two programs are:

1. The funding source (see above)
2. Where the work can be done
  - a. HE Grants: WMA or other DNR – Section of Wildlife lands, no private lands
  - b. Turkey Stamp: Any public or private lands
3. Types of work:
  - a. HE Grants: See Habitat Activity List
  - b. Turkey Stamp: See Habitat Activity List. Applicants must describe how the activity will directly benefit wild turkeys.

*This RFP and other associated documents provide as much information as possible about the grant program. It is not possible to anticipate all questions and circumstances; therefore please contact Grant Program Staff at [HEGrants.DNR@state.mn.us](mailto:HEGrants.DNR@state.mn.us), or Bill Penning at [bill.penning@state.mn.us](mailto:bill.penning@state.mn.us), 651-259-5230, with any questions.*

### **Eligible Applicants**

This grant program is available only to *Local Outdoor Sports Clubs* as defined below:

Local Outdoor Sports Clubs: (a) Statewide wildlife habitat conservation organizations that have 2 or more local or regional chapters. (b) Local, nonprofit outdoor recreation oriented clubs that are unaffiliated with state or national organizations and that list wildlife habitat conservation as a primary focus of their organizations by-laws.

Grant contracts will be signed with the state officers of the parent organization but the organization's local or regional chapters will do project identification, implementation, and reporting. **Note: Local chapters should coordinate grant applications with their respective parent offices and not submit individual applications directly to the state.**

## Ineligible Applicants

Lake Associations  
Boy/Girl Scout Troops

Youth Development Groups  
Job Training Programs

## Eligible Projects and Locations

### Heritage Enhancement Grants to Local Outdoors Clubs

Habitat improvement projects must occur on lands owned by, under easement to, or under the control of the State of Minnesota Department of Natural Resources—Section of Wildlife. This includes: Wildlife Administered WMAs (acquired, tax-forfeit, trust fund, Con Con), WMAs under formal a Cooperative Agreement or lease (state forest, federal forest, COE, USFWS), private land under perpetual easement to the State, and County or Federal lands covered under a formal cooperative management agreement.

Work on private lands is not eligible for this program.

### Turkey Stamp Habitat Grants

Wild turkey habitat projects may be done on either public or private lands. The public land manager and/or private landowner's permission is required and should be confirmed in the application.

## Eligible Activities

The objective of both grant programs is to *supplement* habitat improvement work normally performed by DNR Wildlife staff, other public land managers, or private landowners. Habitat improvement projects are “on the ground” manipulation of landscapes to improve existing wildlife habitat or develop new habitat including:

Forest Opening Management	Water Control Installation
Forest Stand Burns	Wetland Enhancement
Hunter Walking Trails	Wetland Habitat Maintenance
Openland/Brushland Burns	Wetland Impoundment Dev.
Openland/Brushland Mgmt	Wetland Restoration
Prairie/Grassland Burning	Woody Cover Development
Prairie/Grassland Mgmt	

More detail on each activity is included in Habitat Management Activities (page 16).

Turkey Stamp Habitat projects must specifically benefit wild turkeys, and be consistent with DNR's [Long Range Plan for the Wild Turkey in Minnesota](#). Artificial feeding projects are not allowed.

*Facility development or improvement* projects such as parking lots, roads, water access sites, hunter blinds, information signs, boundary management, or building site/well clean-up activities are generally not considered wildlife habitat projects and will only be permitted on a very limited basis if necessary to accomplish a primary wildlife habitat improvement project. Work on hunter walking trails is allowed as described on page 16, Habitat Management Activities.

## **Eligible Expenses**

Project related expenses incurred through direct use of grantee staff, equipment, and material costs are defined as “Grant Account” expenses. These expenses must fall within the grant period, which begins when the final signature on the grant contract is obtained and continues until all work is completed but no later than June 30, 2012. All grant account labor, equipment, and material costs must be *directly* related to the completion of the project and documented in the Budget section of the Work Program.

## **Ineligible Expenses**

This grant program attempts to put all funds “into the ground”. Therefore, costs related to administration of the project and indirect costs are not considered eligible grant expenditures. Travel and meal expenses are also not allowed. See the Payment Manual for further details.

## **Cost Sharing or Matching**

There is no cost-sharing or matching requirement for this award. Cost-sharing or matching funds will be considered as part of the proposal evaluation process. Cost share includes contribution of money, labor, or materials.

## **Contractors vs. Volunteers**

Contractors are individuals or groups paid by the club to perform all or portions of the work as outlined in the grant. It is strongly recommended that all contractors meet the same insurance requirements as the grantee. Volunteers are individuals or groups who perform the work as outlined in the grant and are not paid. Volunteers must register as DNR volunteers and are then covered by DNR’s Worker’s Compensation Insurance.

## **Contractor Requirements**

Grantees may award contracts for goods or services to accomplish work described in the work program (application). The contract awards must be based on two competitive bids. Contractors are subject to the same responsibilities and restrictions as the grantee. (These contracts may also be called subcontracts.)

## **Grants and Public Information**

Under Minnesota Statute [13.599](#), responses to a RFP are nonpublic until the application deadline is reached. At that time, the name and address of the grantee, and the amount requested becomes public. All other data is nonpublic until the negotiation of the grant agreement with the selected grantee is completed.

After the application evaluation process is completed, all data (except trade secret data) becomes public. Data created during the evaluation process is nonpublic until the negotiation of the grant agreement with the selected grantee(s) is completed.

## **Financial Review of Nongovernmental Organizations**

The State Grant Policy 08-06, [Financial Review of Nongovernmental Organizations](#), requires that before awarding a grant of over \$25,000 to a nongovernmental organization, Minnesota state agencies must assess a recent financial statement from that organization. Items of significant concern must be discussed with the grant applicant and resolved to the satisfaction of state agency staff before a grant is awarded.

1. Grant applicants with annual income of under \$25,000 or who have not been in existence long enough to have a completed IRS Form 990 or audit must submit their most recent board-reviewed financial statements.
2. Grant applicants with annual income of over \$25,000 and under \$750,000 must submit their most recent IRS Form 990.
3. Grant applicants with annual income of over \$750,000 must submit their most recent certified financial audit.

*Please submit the appropriate financial documents with your application.*

## **Funding Method**

### **Grant Contract**

The grant contract is the legal document containing the project description and amount of the grant. The grant contract must be signed by the grantee and the DNR. Any changes to the project description or significant changes to the budget must be submitted to and approved by the Conservation Grant Coordinator before the work begins. All or part of an application may be funded. **Work may not begin until the grant contract is “executed”, meaning all signatures have been obtained.**

### Work Program

If funded, the application will be attached to the grant contract as Attachment A, and be called the Work Program. The Work Program describes the details of what the grantee is doing— outcomes (acres, miles, etc.), location of the work, who is doing the work, budget details, etc.

### Types of Grants

Each grant awarded is for a specific habitat management activity but may include more than one site. Two types of grants are awarded in this program: large block grants and smaller site-specific grants.

#### *Block grants*

Block grants are large grants (generally greater than \$25,000) usually awarded to statewide organizations for large-scale habitat projects such as planting prairie grassland nesting cover, restoring wetlands, enhancing forest openings, etc. Block grants can also be used by a local outdoors club to do the same type of work on many sites within a specific area. One large grant will be signed rather than several small grants in order to reduce paperwork.

#### *Site grants*

Smaller (generally less than \$25,000) site grants tend to be for work at only one site. Clubs that find it easier to manage several small grants rather than one large grant can also use site grants.

### **Project Period**

The grant project period starts when the grant agreement is “executed,” meaning all required signatures have been obtained. Work that occurs before this date is not eligible for reimbursement with grant funds. All grants must be completed by June 30, 2012, at which time all grant projects must be completed.

**Partnerships**

Partnerships are encouraged. DNR will award funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to DNR for the proper expenditure of funds and on-the-ground accomplishments.

**Subgrants**

Grantees may provide subgrants to fund partner work within the overall project. Subgrantees are subject to the same responsibilities and restrictions as the original grantee.

## Working on State Lands

### **DNR Operational Orders and Other Guidelines**

DNR uses Operational Orders to define policies and procedures regarding work on state lands. Grantees and any subcontractors must also follow these orders. The following Operational Orders are linked to the Heritage Enhancement Grant webpage at <http://www.dnr.state.mn.us/grants/habitat/heritage.html> Other guidelines that must be followed when working on state land are also described below.

For the HE and Turkey Stamp Habitat Grant Programs, some requirements (such as Natural Heritage Review) will be done by Area Wildlife Staff when working on WMAs.

### Prescribed Burning

Burning on state land requires a high level of training, experience, and insurance. Please contact the Grant Program Staff before applying for a grant involving this type of work. The DNR's Operational Order 47 - Prescribed Burning and additional information is available on the DNR's Prescribed Burn Home Page, <http://www.dnr.state.mn.us/rxfire/index.html> The guidelines discussed apply anyone doing prescribed burns on DNR lands, including grantees and any subcontractors. All personnel must meet the required training, experience, and physical fitness standards necessary for the complexity of the burn as outlined in the op order. Proof that these standards have been met will be required before burns can be conducted.

### Pesticide Use

Due to restrictions on pesticide application on state lands, please contact the Grant Program Staff before applying for a grant involving any use of pesticides. Operational Order 59 – Pesticides and Pest Control, and the Division of Fish and Wildlife's Guidelines must be followed, and are found on the HE Grant webpage. In addition, DNR has been awarded the Forest Stewardship Council and Sustainable Forestry Initiative certification. In order to maintain this certification, the DNR, and its cooperators and contractors, cannot use certain pesticides on the certified state forests and WMAs it manages; *all other pesticides can be used*. This includes all but the Prairie Parklands Province of the state (shown in white on map below). The list of banned pesticides is available at <http://www.dnr.state.mn.us/forestry/certification/index.html>

### Invasive Species

Because invasive species have the potential to adversely affect natural resources, it is the DNR's policy to limit the introduction of invasive species onto DNR managed lands and waters, limit their rate of geographical spread, and reduce their impact on high value resources. Operational Order 113 - Invasive Species - must be followed. [http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder\\_113.pdf](http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf)

### Use of Native Species

To the extent possible, a person conducting prairie restorations with money with money from the HE or Turkey Stamp Habitat Grant Programs must plant vegetation or sow seed only of ecotypes native to Minnesota, and preferably of the local ecotype, using a high diversity of species originating from as close to the restoration site as possible, and protect existing native prairies from genetic contamination.

Approved materials (e.g. grass seed or tree species lists, etc.) and procedures (e.g. pesticide spraying, planting or shearing method, etc.) must be adhered to and only changed with the approval of the Area Wildlife Manager.

### Biomass Harvesting Guidelines for Forestlands, Brushlands and Open Lands

These guidelines or best management practices (BMPs) for *sustainably managing woody biomass* have been developed to guide the use of woody biomass harvesting as a tool for “managing and maintaining brushland and open land habitat on public and private lands” (as designated in M.S. § 216B.2424, Subd. 1a, Paragraph h). The guidelines can be found at [http://www.frc.state.mn.us/Info/MFRCdocs/brushland\\_biomass\\_harvesting.pdf](http://www.frc.state.mn.us/Info/MFRCdocs/brushland_biomass_harvesting.pdf) Grantees are expected to follow these guidelines.

For purposes of these guidelines, the term “biomass harvesting” includes the process of cutting, collecting and removing woody biomass from brushland or open land management sites. This woody biomass might include tops and limbs from trees, snags and coarse woody debris (CWD). Primarily, however, it would include woody shrubs (e.g., willow and alder) harvested on lowland brushland sites. Woody biomass may also include upland brush species harvested on upland sites.

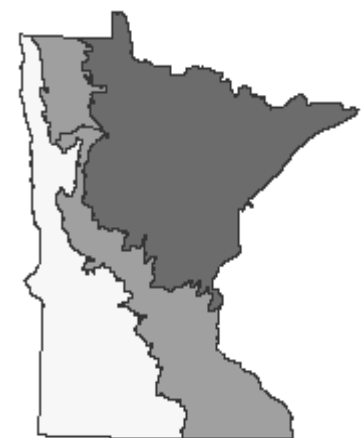
### Use of Genetically Modified Organisms (GMOs) on WMAs

In 2005 the Department received dual sustainable forest certification by the Forest Stewardship Council (FSC) and the Sustainable Forestry Initiative (SFI). The certified lands include all state administered lands, including Wildlife Management Areas, in the forested region of the state. This includes all but the Prairie Parklands Province of the state (shown in white on map below).

The FSC Lake States Standard, Principle 6.8, states that the “Use of biological control agents shall be documented, minimized, monitored, and strictly controlled in accordance with national laws and internationally accepted scientific protocols. **Use of genetically modified organisms shall be prohibited.**”

In accordance with this restriction, use of GMO products is prohibited in the management of all state lands in the forested ecological provinces of the state (all areas except the Prairie Parklands Province). Furthermore, use of GMO products is prohibited on agricultural leases on all state lands in the forested ecological provinces of the state (all areas except the Prairie Parklands Province).

Genetically Modified Organisms (GMOs) are plants or animals that are modified by genetic engineering. In Minnesota the plants of greatest concern are typically called ‘Roundup-ready corn and soybeans’ and genetically modified hybrid poplar. These do not include hybrids or other Mendelian crosses.



Ecological Classification System Provinces

## **Working on Public Lands**

*For Turkey Stamp Habitat Grants only*

Public lands and waters are governed by numerous statutes, rules, policies, and other guidelines. **Contact the public land manager responsible for the tract of land you are interested in working on as soon as possible.** Grantees must follow all applicable laws, rules, and regulations.

### Natural Heritage Review

Natural Heritage Review is required of all projects *before* applying. Completing the review will help projects conform to the MN Statewide Conservation and Preservation Plan, will protect federally or state listed threatened or endangered species, and prevent the destruction or adverse modification of critical habitats of these species. The public land manager may be able to do this, or contact the DNR - Division of Ecological Resources [Natural Heritage Program](#). See additional information in the [Working on Private Lands](#) section, below.

### Use of Native Species

To the extent possible, a person conducting prairie restorations with money from the Turkey Stamp Habitat Grant Programs must plant vegetation or sow seed only of ecotypes native to Minnesota, and preferably of the local ecotype, using a high diversity of species originating from as close to the restoration site as possible, and protect existing native prairies from genetic contamination.

## **Working on Private Lands**

*For Turkey Stamp Habitat Grants only*

Applicants must follow Federal, State, and local laws, regulations, policies, and codes, as applicable, and must obtain all required approvals and permits.

### Consent of the Private Landowner

Any project to be done on private lands must have the consent of the private landowner.

### Natural Heritage Review

Natural Heritage Review is required of all projects *before* applying. Completing the review will help projects conform to the MN Statewide Conservation and Preservation Plan, will protect federally or state listed threatened or endangered species, and prevent the destruction or adverse modification of critical habitats of these species. Contact the DNR as directed below.

Special attention will be given to all projects that propose to alter existing habitat either temporarily or permanently. This includes: prescribed burning, grassland conversion, woody cover plantings, wetland/impoundment construction, timber harvest, pesticide spraying, grassland mowing, new road/trail construction, new bridge construction etc.

The Division of Ecological Resources Natural Heritage Program maintains the Natural Heritage Information System (NHIS), a collection of databases that provides information on Minnesota's rare plants and animals, native plant communities, and other rare features. The NHIS is continually updated as new information becomes available. Many

DNR and other public land managers can access this database to do the review. The [NHIS](#) website has more information.

### Use of Native Species

To the extent possible, a person conducting prairie restorations with money from the HE or Turkey Stamp Habitat Grant Programs must plant vegetation or sow seed only of ecotypes native to Minnesota, and preferably of the local ecotype, using a high diversity of species originating from as close to the restoration site as possible, and protect existing native prairies from genetic contamination.

Approved materials (e.g. grass seed or tree species lists, etc.) and procedures (e.g. pesticide spraying, planting or shearing method, etc.) must be adhered to and only changed with the approval of the DNR's Farmland Coordinator.

## **Grant Program Requirements**

### **Grantee's Requirements**

Grantees must:

1. Be a local outdoors club, as defined above.
2. Be willing and able to perform the administrative work required, and serve as project manager to ensure that all fieldwork is completed as described in the work program. **The grantee (not DNR staff) is responsible for managing any bid, contract or purchase process needed to complete work under the grant. The grantee is also responsible for project oversight. DNR staff will provide general direction to the grantee.**
3. Provide federal tax identification number so that a contract can be developed. This is required under [Laws of 2005, Chapter 151, Article 1, Section 71, subd 3](#) to do business with the State of Minnesota. If you are required to have a State tax identification number, this must also be provided.
4. Register as a vendor with the State of MN via the State's [online registration system](#) so payment can be made.
5. Grantees working on State lands must provide evidence of liability insurance prior to executing the grant agreement. Insurance Requirements can be found at <http://www.dnr.state.mn.us/grants/habitat/heritage.html> Grantees are liable for activities of contractors working under their contract and it is strongly suggested that they obtain evidence of contractor liability insurance before any contractors begin work.
6. Submit accurate annual and final reports by the deadline in the grant contract.
6. The club's Project Manager must have a valid email address and computer capable of reading MS Word and Excel documents. Email is the primary means of communicating grant information, and needs to be checked regularly.

### **Accounting and Record Retention Requirements**

The grantee is responsible for maintaining fiscal controls and fund accounting procedures that are based on generally accepted accounting standards and principles. The following practices are required:

1. Grant funds may only be used for the purpose of the grant.

2. Establish adequate internal systems of financial control following generally accepted accounting and auditing principles. Accounts must be set up separately in the Recipient's accounting ledger system. Any accounting issues not addressed in the contract or this document are subject to the Department of Natural Resources Standards as interpreted by their internal auditors. All projects are subject to final audit.
3. Itemize all supporting records of project expenditures in sufficient detail to identify the grant, project site and purpose of the expenditure. Retain original supporting documents for each project including all expenditures, and receipts. All invoices from vendors must include the date work was performed or product delivered.
4. Cross-reference each expenditure with the supporting purchase order, contract voucher, invoice, etc. These supporting documents must contain the signature of the individual authorized to approve such expenditures.
5. All invoices from vendors must be paid within 30 days.
6. When a payment for project expenditure is by check, the check must be properly identified with the project item and invoice number written on the check.
7. All paid (Grant Account) employees working on a grant must fill out daily timesheets or log books. The timesheets must show the date, hours worked, project site, and grant that the funds are coming from. Both the employee and supervisor must sign Timesheets. Original time records must be available for review.
8. Maintain payroll vouchers for salaries and wages paid and cross reference with timesheets.
9. All volunteers working on state lands are required to fill out volunteer applications and record volunteer hours on the forms provided on the HE Grant website. This also provides coverage under the State's Worker's Compensation Program.
10. Records for recipient-owned equipment used on a project must include the time actually used for the project and the computation used to arrive at the charged use rate.
11. All accounting records, project agreements, and correspondence related to the grant must be maintained by the grantee for a minimum of six (6) years following the final report. Records are subject to examination by DNR staff, and audit as stated in the grant contract.

### **Miscellaneous Project Requirements**

1. The appropriate Regional Project Coordinator (RPC) (or Farmland Coordinator for Turkey Stamp grants) must approve each project prior to work being done.
2. Approved materials (e.g. grass seed or tree species lists, construction materials etc.) and procedures (e.g. pesticide spraying, construction techniques etc.) must be adhered to and only changed by approval of the Area Wildlife Manager (or Farmland Coordinator for Turkey Stamp grants).
3. All applicable administrative requirements must be completed and documented by the Area Wildlife Manager (or Farmland Coordinator for Turkey Stamp grants) prior to the start of any project. This includes cultural/historic archeological reviews, local, state or national permits, engineering designs, endangered, threatened or special concern species review, prescribed burn and pesticide plans, and others as appropriate.
4. All volunteers will be required to complete a volunteer application and record hours worked. These hours must be reported annually. Documented volunteers will be covered by workers compensation if injured on the job site.
5. Non-DNR personnel will not be allowed to operate state equipment unless trained and licensed appropriately.

6. For-profit private contractors cannot borrow or rent state owned equipment to complete a vendor contract.
7. Indirect costs of the grantee organization for administration of the project are not an eligible grant expense.
8. Donations and volunteer contributions to the project should be recorded on available forms.

## **Application and Selection Process**

*See flowchart page 18*

1. Applicant organization confers with members and/or board of directors to determine the type of habitat improvement projects to be considered and the amount of the grant application.
2. Applicant organization contacts the appropriate Regional Project Coordinator(s) (or Farmland Coordinator for Turkey Stamp grants) to identify projects. (See map, page 15)
3. A Heritage Enhancement Grants to Local Outdoors Clubs / Turkey Stamp Habitat Grant Work Program is completed, signed by the organization and submitted to the Grant Program Staff for each habitat improvement activity. Each type of habitat improvement activity (e.g. prairie grass development, forest opening maintenance etc) should be submitted as a separate application.
4. After the close of the application deadline, DNR reviews, evaluates, modifies and approves or does not approve the work program. The Grants Selection Committee has the right to approve all or part of a grant.
5. Applicants are notified of their application status and if not approved, suggestions are made to improve chances of success in future applications. The Grant Program Staff will notify Regional Project Coordinators, Farmland Coordinator, and Area Wildlife Staff of the approved grants.
6. Successful applicants are required to finalize the work program including an approved site list with a detailed budget and work procedure. Work program preparation will be coordinated with the Area Wildlife staff (or Farmland Coordinator for Turkey Stamp grants) with final work programs approved by the Regional Project Coordinators. Proof of insurance is also required at this time. Grant contract documents are prepared by the Grant Program Staff and routed for signatures.
7. Fully executed Grant Contract copies are distributed. **All grants must be executed by April 30, 2010. No funds can be expended, or purchases made, and no work can begin before the grant contracts are fully executed.** See Payment Manual for information on obtaining payment for completed work.
8. Grantees accomplish the habitat improvement project and provide annual reports. **All project work must be completed by June 30, 2012.** A final report is also required on or before August 1, 2012 describing all accomplishments and expenditures.

### **Application Submission**

Do not embed photos or maps in the application form. Maps or photos should be sent as separate documents or attachments, with the club name, project title, and DNR proposal number listed at the top of each document. The application and attachments may be submitted in Word or pdf format.

All applications must be received by 3:00 pm local time, **February 12, 2010**. The application on the HE Grant website must be used. Applications should be emailed to [HEGrants.dnr@state.mn.us](mailto:HEGrants.dnr@state.mn.us)

DO NOT submit applications for the same project to both programs. Select one program only.

If applying for a grant or combination of grants that exceed \$25,000, please include the appropriate financial statements as described under Financial Review, page 4.

### **Grant Selection**

Grants for both programs are selected by the Grant Selection Committee, which consists of the Division of Fish and Wildlife's Management Team, Development Consultant, Program Consultants, Regional Project Coordinators, and the Grant Program Staff. The Director of the Division of Fish and Wildlife will make the final decision on grants to be funded.. The Director has the right to approve all or part of a grant application.

The selection committee will meet in early March. Grant Program Staff will meet with the Division Director as soon as possible after that to obtain his approval. Grantees are generally notified of their application status within a week of the Director's meeting.

### Funding Priorities

Grants are selected for funding for both programs by the Grant Selection Committee based on the individual project or activity using multiple criteria that include (in no particular order):

- Rank by Regional Managers and Project Coordinators
- Rank by Program Consultants
- Current Division work priorities
- Support of species plans
- Support of appropriate Forest Management and landscape plans
- Length of benefit and cost efficiency
- Support of DNR's Conservation Agenda and Comprehensive Wildlife Conservation Strategy
- Habitat benefits
- Habitat benefits for wild turkeys (Turkey Stamp grants only)
- Support of DNR's [Long Range Plan for the Wild Turkey in Minnesota](#) (Turkey Stamp grants only)
- Support of the Division's Strategic Plan
- Amount of local club involvement
- Cost share or match by club
- Club and/or contractor's record of performance and expertise

Each application will be scored on each of these criteria from 0 – 10 (with 10 being highest). Applications for each program will be scored separately.

### *Open Landscape Priority Areas*

DNR is in the process of selecting and designating Open Landscape Priority Areas for Sharp-tailed Grouse and other open landscape species. Some priority areas have been determined and will be used to prioritize funding for open land/brushland projects. Work

includes prescribed burning, mowing, shearing, herbicide application and firebreak development. Please contact the appropriate Regional Project Coordinator (see map, page 11) for more information on these priority areas.

## **Forms**

The following manuals and blank forms are available on the HE Grant website (<http://www.dnr.state.mn.us/grants/habitat/heritage.html>):

- Heritage Enhancement Grant Payment Manual
- Heritage Enhancement Payment Request Form
- Heritage Enhancement Report Form

## **Grant Payment**

Under [MS 84.026](#), Payment for all or part of the grant may be made to the grantee after work has been performed or materials purchased, but before vendors are paid by the grantee. Proof that the work has been completed or purchase made must be provided. See the Payment Manual on the HE Grant website for details.

## **Grant Reviews**

All grants awarded by the Division of Fish and Wildlife are subject to field and financial review. Field reviews are intended to ensure that work was performed as described in the grant contract. Financial reviews ensure State funds are properly spent and accounted for. Ideas for improving the program are also discussed during both reviews. Reviews may occur while grant work is in progress, or after it is completed.

Field reviews generally involve the Grant Program Staff and Regional or Area Wildlife staff, and the Grantee's Project Manager, if available. Work site(s) are visited and projects checked for completion, quality, and satisfaction of all parties. Any corrective action indicated by the review must be taken immediately.

Financial reviews are conducted by the Grant Program Staff and the Administrative Services Manager. Grantees are requested to submit all pertinent documents related to the grant. Any corrective action indicated by the review must be taken immediately. Grants may be cancelled if the review indicates misuse of grant funds or inadequate accounting procedures.

## **Project Reports**

Project reports document the project accomplishments and actual costs on the forms provided (see Forms, below) for a specific time period. It is expected that grantees will meet or exceed the planned accomplishments as outlined in their application. These reports allow DNR to fulfill MS 97A.055, which requires the Commissioner of Natural Resources to submit to the Legislature an annual expenditure report for Game and Fish Funds.

This grant requires two types of project reports:

### Annual Progress Reports

Annual Progress Reports must be submitted for the reporting periods (fiscal years) as shown below. Progress reports must be completed even if no work was accomplished during that time period.

Reporting period  
Execution – June 30, 2010  
July 1, 2010 – June 30, 2011  
July 1, 2011 – June 30, 2012

Report due  
August 1, 2010  
August 1, 2011  
August 1, 2012

### Final Project Report

A final project report and expenditure summary must be submitted within 30 days of the end date of the grant. This should cover all project accomplishments and actual costs during the life of the grant.

### Other reports

DNR must report volunteer hours and pesticide usage. Pesticide usage reports should be submitted to the Area Manager upon completion of the project. Volunteer reports should be submitted with each annual and final project report.

### **Insurance Requirements**

All **grantees** must carry the appropriate levels of insurance coverage based upon the work they will be performing. Insurance Requirements can be found on the HE Grant website at <http://www.dnr.state.mn.us/grants/habitat/heritage.html>. Examples of the work activities are also given. Final determination of the insurance level required will be based upon the approved grant work program. It is strongly recommended that grantees require any subcontractor to carry equal or greater insurance.

Worker's Compensation insurance coverage is required for all grantees with paid employees and/or all subcontractors paid for by the grant.

The State of Minnesota must be named as Additional Insured on all policies.

A copy of the Certificate of Insurance must be submitted to the Grant Program Staff at the address below **before** the grant contract is signed. Most policies are for one year; the grantee is responsible for submitting updated policies as needed.

Please be sure to use the exact mailing information below for correct delivery. Maintain a copy in your files.

### **Mail insurance certificates to:**

Conservation Grants Coordinator  
Division of Fish and Wildlife  
500 Lafayette Road  
St. Paul, MN 55155-4020  
[HEGrants.dnr@state.mn.us](mailto:HEGrants.dnr@state.mn.us)

OR fax to: Conservation Grants Coordinator, Division of Fish and Wildlife, 651-297-4961, or 651-297-7272.

## Regional Project Coordinators and Farmland Coordinator Contacts



### **Region 1**

John Williams  
2115 Birchmont Beach Road NE  
Bemidji, MN 56601  
218-681-0946  
[john.williams@state.mn.us](mailto:john.williams@state.mn.us)

### **Region 3**

Bob Welsh  
5463-C W. Broadway  
Forest Lake, MN 551025  
651-296-3450  
[bob.welsh@state.mn.us](mailto:bob.welsh@state.mn.us)

### **Region 2**

Dave Olfelt  
1201 East Highway 2  
Grand Rapids, MN 55744  
218-999-7945  
[dave.olfelt@state.mn.us](mailto:dave.olfelt@state.mn.us)

### **Region 4**

Paul Hansen  
261 Hwy 15 South  
New Ulm, MN 56073  
507-359-6031  
[paul.hansen@state.mn.us](mailto:paul.hansen@state.mn.us)

### **Farmland Coordinator**

Bill Penning  
500 Lafayette Road, Box 20  
St. Paul, MN 55155-4020  
[bill.penning@state.mn.us](mailto:bill.penning@state.mn.us)

## **Habitat Management Activity Definitions and *Measures***

### **Forest Opening Management**

*Sites, acres*

All efforts related to developing, improving, and maintaining forest openings for wildlife that are created during normal timber harvest management. Includes slash clearing, seeding of log landings and logging roads and trails to legumes for improvement of wildlife habitat, periodic or regular maintenance to maintain openings, etc.

### **Forest Stand Burns**

*Burns, acres*

The use of prescribed burning to enhance and restore forest communities and related wildlife habitat including openings. Includes firebreak development.

### **Forest Stand Improvement**

*Stands, acres*

All efforts relating to forest stand improvement including timber harvest, regeneration, mast enhancement, thermal cover establishment, browse regeneration, and oak wilt control.

### **Hunter Walking Trail Maintenance**

*Sites, linear miles*

Maintenance of hunter walking (HW) trails that provide access to hunters in public forests. Work includes trail mowing, disking, seeding, gating, and signing. Priority will be given to work on HW trails that have been designated. Priority will be given to work on designated HW trails. Contact the Regional Project Coordinator (see map page 15) for more information on the location of HW trails.

### **Openland/Brushland Burns**

*Burns, acres*

The use of prescribed burning to enhance and restore brushland communities and related wildlife habitat. Includes firebreak development.

### **Openland/Brushland Management**

*Sites, acres*

Non-prescribed burn efforts (i.e., shearing, herbicides, etc.) relating to the restoration of brushland habitats and related complexes. Any pesticide use must follow DNR pesticide guidelines.

### **Prairie/Grassland Burns**

*Burns, acres*

The use of prescribed burning to enhance and restore remnant or planted native prairie and other grassland communities and related wildlife habitat. Also include firebreak development here. Firebreaks are measured by area (width x length in acres). Operational Order 47 - Prescribed Burning, must be followed.

### **Prairie/Grassland Management**

*Plantings, acres*

All efforts related to the initial planting of native prairie/cool season grasslands as well as efforts undertaken to improve existing stands of grass by converting cool season stands to native grass, interseeding with additional grass or forbs, or brushing out invading woody vegetation. This includes the necessary follow up management needed to establish the cover (e.g. clipping, spot mowing or spot herbicide), harvesting and cleaning local native grass seed to be used for native prairie planting, efforts to stop erosion in grasslands and addition of nesting structures such as bluebird or kestrel houses. Operational Order 59 – Pesticides and Pest Control must be followed when using pesticides.

### **Wetland Enhancement**

*Wetlands, acres*

All activities that enhance wetland habitats for wildlife including dugouts/scrapeouts, aquatic vegetation removal, aquatic seeding, and bog removal at basin outlets. Also includes the enhancement of a wetland through the removal of unwanted fish (i.e., carp, bullheads) but this activity must have an approved project proposal and will require environmental assessment. Cattail management using both mechanical and chemical means should be included here.

**Wetland Impoundment Development**

*Wetlands, acres*

The development of a new wetland where none historically existed by constructing a dike and water control structure in the appropriate topographic area.

**Wetland Restoration**

*Wetlands, acres*

The restoration of a drained wetland by the plugging of drainage ditches or removal of drain tiles. Often a new water control structure and dike is necessary to contain water within property boundaries. **Note:** may include the restoration of part of an original basin where full restoration is not possible.

**Wetland Water Controls**

*Wetlands, acres*

The addition or rehabilitation of water control structures, fish barriers, dikes and related inlets and outlets that enhance the value of existing wetland habitat.

**Woody Cover Development**

*Plantings, acres*

The initial and all follow up efforts to establish woody cover for the improvement of farmland wildlife habitat for the first 5 years after planting. Include all replacement of stock as part of establishment costs. Woody cover development work is limited in the Prairie Parkland Province.

# HE / Turkey Stamp Grants Flowchart

