



July 1, 2016

Katherine Sherman-Hoehn
Department of Natural Resources
500 Lafayette Road
St. Paul, MN 55155-4010

Re: (Project Name / MNDNR Agreement SWIFT PO Number)

Dear Ms. Sherman-Hoehn:

(Grantee/Organization Name) was recently awarded an Outdoor Heritage Fund/Environment and Natural Resource Trust Grant for the amount of (dollar amount). The terms of the agreement outlined in the approved Accomplishment Plan includes acquisition and transfer of (# of acres and parcel name) to the Department of Natural Resources. The plan specifies the following costs associated with this land transfer:

1. (Dollar amount) for DNR Land Acquisition costs incurred prior to the contract end date.
2. (Dollar amount) for initial site development/restoration costs incurred prior to the contract end date.

Please remove (Dollar Amount) to pay for these costs. I understand that any unutilized funds will be made available to (Grantee/Organization).

The acquisition work will be completed by the DNR's Land and Minerals Division, (DNR Contact Name, Title, Division Name) Department of Natural Resources, 500 Lafayette Road (651-259-xxxx), (Email Address). The initial site development/restoration work will be completed by (DNR Contact Name, Title, Division Name) Department of Natural Resources, 500 Lafayette Road (651-259-xxxx), (Email Address).

I understand that the State will provide (Grantee/Organization Name) with regular expenditure reports for this pool of funds. All costs will be direct for the specific projects identified within the approved Accomplishment Plan. However, recognizing that individual payments will be made on (Grantee/Organization Name) behalf based on this authorization, the State assumes liability for misapplication of any such funds withdrawn for payment. In order to reduce the opportunity for

error in the use of these funds, the State will provide (Grantee/Organization Name) with a Final Report showing how the funds were allocated. Upon receiving the State's Final Report, (Grantee/Organization Name) will review the expense allocations and will bring to the attention of the State any expenses it determined were not associated with the land transferred to the DNR. (Grantee/Organization Name) will include these expenditures in its Final Report.

Sincerely,

Grantee Authorized Representative
Title

Sample