

# Final Abstract

Final Report Approved on August 12, 2024

## M.L. 2021 Project Abstract

For the Period Ending June 30, 2023

**Project Title:** Contract Agreement Reimbursement

**Project Manager:** Katherine Sherman-Hoehn

**Affiliation:** MN DNR - Grants Unit

**Mailing Address:** 500 Lafayette Road

**City/State/Zip:** Saint Paul, MN 55155

**Phone:** (651) 259-5533

**E-mail:** katherine.sherman-hoehn@state.mn.us

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

**Funding Source:**

**Fiscal Year:**

**Legal Citation:** M.L. 2021, First Special Session, Chp. 6, Art. 6, Sec. 2, Subd. 10a

**Appropriation Amount:** \$135,000

**Amount Spent:** \$135,000

**Amount Remaining:** -

### Sound bite of Project Outcomes and Results

This appropriation was used to support the ENRTF contract management program, which ensured that ENRTF grantees expended grant funds in compliance with state law, session law, approved work plans, and Office of Grants Management grants policies.

### Overall Project Outcome and Results

This appropriation was used to support the ENRTF contract management program, which ensured that ENRTF grantees expended grant funds in compliance with state law, session law, approved work plans, and Office of Grants Management grants policies.

The DNR Grants Unit managed 116 grants active in FY 2022. In FY 2023, the Grants Unit managed 127 active grants. Between July 1, 2021 and June 30, 2023, the DNR Grants Unit:

- Made 423 reimbursements to grantees totaling 27.461 million dollars.
- Monitored all grants in compliance with Office of Grants Management policies.

### Project Results Use and Dissemination

Project personnel were in frequent contact with appropriation recipients and LCCMR staff. Information was disseminated through manuals, training sessions, orientations, meetings, memos, letters, emails, newsletter, and phone.



## Environment and Natural Resources Trust Fund

M.L. 2021 Approved Final Report

### General Information

**Date:** November 12, 2024

**ID Number:** 2021-027

**Staff Lead:** Becca Nash

**Project Title:** Contract Agreement Reimbursement

**Project Budget:** \$135,000

### Project Manager Information

**Name:** Katherine Sherman-Hoehn

**Organization:** MN DNR - Grants Unit

**Office Telephone:** (651) 259-5533

**Email:** katherine.sherman-hoehn@state.mn.us

**Web Address:** <https://www.dnr.state.mn.us/grants/passthrough/index.html>

### Project Reporting

**Final Report Approved:** August 12, 2024

**Reporting Status:** Project Completed

**Date of Last Action:** August 12, 2024

**Project Completion:** September 30, 2022

### Legal Information

**Legal Citation:** M.L. 2021, First Special Session, Chp. 6, Art. 6, Sec. 2, Subd. 10a

**Appropriation Language:** \$135,000 the first year is from the trust fund to the commissioner of natural resources, at the direction of the Legislative-Citizen Commission on Minnesota Resources, for expenses incurred in preparing and administering contracts for the agreements specified in this section. The commissioner must provide documentation to the Legislative-Citizen Commission on Minnesota Resources on the expenditure of these funds.

**Appropriation End Date:** June 30, 2024

## Narrative

**Project Summary:** Provide contract management to ENRTF pass-through appropriation recipients for approximately 60 open grants. Ensure funds are expended in compliance with appropriation law, state statute, grants policies, and approved work plans.

**Describe the opportunity or problem your proposal seeks to address. Include any relevant background information.**

Provide continued contract management services to pass-through recipients of Environment and Natural Resource Trust Fund (ENRTF) dollars appropriated to the commissioner of natural resources.

**What is your proposed solution to the problem or opportunity discussed above? Introduce us to the work you are seeking funding to do. You will be asked to expand on this proposed solution in Activities & Milestones.**

This appropriation will be used to continue and enhance contract management services to pass-through recipients of ENRTF appropriations to the Commissioner of Natural Resources. The goal of contract management is to ensure that grantees are properly reimbursed and that organizations operate in compliance with ENRTF pass-through appropriation procedures, policies from the Department of Administration's Grants Management, ENRTF statute, and the recommendations of the Legislative Auditor. Contract management includes: grant agreements and amendments, training, technical assistance, reporting, fiscal monitoring, reimbursement request processing, and close-out of grants.

**What are the specific project outcomes as they relate to the public purpose of protection, conservation, preservation, and enhancement of the state's natural resources?**

The OMBS Grants Unit's goal is to provide pass-through recipients with the contract management, technical assistance, and grant monitoring they need to successfully complete their conservation work. The Grants Unit provides grantees with one consistent point of contact for their agreements and delivers timely, responsive, customer service.

## Project Location

**What is the best scale for describing where your work will take place?**

Statewide

**What is the best scale to describe the area impacted by your work?**

Statewide

**When will the work impact occur?**

During the Project

## Activities and Milestones

### Activity 1: Contract Management

**Activity Budget:** \$135,000

**Activity Description:**

The Grants Unit manages grant agreements for special environment and natural resource projects recommended by LCCMR and appropriated by the legislature to ensure that all projects operate in compliance with state and LCCMR requirements. Services include:

Contract Management

- o Meeting statutory and Office of Grants Management (OGM) requirements for grant agreements, including contract creation, payment requests, monitoring, and closeout
- o Processing reimbursement requests promptly, in compliance with state and DNR policies and LCCMR-approved workplan
- o Working closely with and responding to requests from the Office of the Legislative Auditor
- o Developing and maintaining accurate reports on Trust fund and individual project status
- o Working cooperatively with LCCMR staff and recipients to resolve questions and make changes
- o Improving processes to increase efficiency and ease for recipients while ensuring fiscal integrity

Training and Ongoing Communication

- o Training recipients on state requirements to ensure they understand the state’s contract and reimbursement procedures and requirements
- o Providing ongoing technical assistance and one-on-one work with recipients where necessary
- o Responding to LCCMR requests for information or assistance

The Grants Unit uses a professional service rate to charge for work, with expenses charged only for actual hours worked and services delivered.

**Activity Milestones:**

| Description   | Approximate Completion Date |
|---|-----------------------------|
| Pass Through Grant Agreements Provided to Recipients  | August 31, 2021             |
| Contract Management for Pass Through Grant Recipients | June 30, 2023               |

## Dissemination

**Describe your plans for dissemination, presentation, documentation, or sharing of data, results, samples, physical collections, and other products and how they will follow ENRTF Acknowledgement Requirements and Guidelines.**

Minnesota Department of Natural Resources Grants Unit staff are in frequent contact with ENRTF pass-through appropriation recipients through phone calls, emails, letters, training, surveys, quarterly newsletters, and manuals. In addition, a website with grantee resources can be found here:

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

The Minnesota Environment and Natural Resources Trust Fund (ENRTF) will be acknowledged through use of the trust fund logo or attribution language on project print and electronic media, publications, signage, and other communications per the ENRTF Acknowledgement Guidelines.

## Long-Term Implementation and Funding

**Describe how the results will be implemented and how any ongoing effort will be funded. If not already addressed as part of the project, how will findings, results, and products developed be implemented after project completion? If additional work is needed, how will this work be funded?**

The Grants Unit will continue contract management through existing policies and procedures, including Office of Grants Management policies; procedures laid out in ENRTF statute, appropriation language, and workplans; and in Grants Unit policies and procedures laid out in attachments to grantee contracts.

The Grants Unit will continue to track contract management activities and metrics through its database and through state-mandated file retention procedures, and communicate any relevant findings to LCCMR staff. Additional work would be funded with future appropriations.

## Other ENRTF Appropriations Awarded in the Last Six Years

| Name                             | Appropriation   | Amount Awarded |
|----------------------------------|---|----------------|
| Contract Agreement Reimbursement | M.L. 2014, Chp. 226, Sec. 2, Subd. 10a                              | \$135,000      |
| Contract Agreement Reimbursement | M.L. 2015, Chp. 76, Sec. 2, Subd. 11b                               | \$135,000      |
| Contract Agreement Reimbursement | M.L. 2016, Chp. 186, Sec. 2, Subd. 10a                              | \$135,000      |
| Contract Agreement Reimbursement | M.L. 2017, Chp. 96, Sec. 2, Subd. 10a                               | \$135,000      |
| Contract Agreement Reimbursement | M.L. 2018, Chp. 214, Art. 4, Sec. 2, Subd. 12                       | \$135,000      |
| Contract Agreement Reimbursement | M.L. 2019, First Special Session, Chp. 4, Art. 2, Sec. 2, Subd. 10a | \$135,000      |

## Budget Summary

| Category / Name                       | Subcategory or Type                  | Description  | Purpose | Gen. Ineligible | % Benefits | # FTE | Classified Staff? | \$ Amount | \$ Amount Spent | \$ Amount Remaining |
|---------------------------------------|--------------------------------------|--|---------|-----------------|------------|-------|-------------------|-----------|-----------------|---------------------|
| <b>Personnel</b>                      |                                      |  |         |                 |            |       |                   |           |                 |                     |
|                                       |                                      |  |         |                 |            |       | Sub Total         | -         | -               | -                   |
| <b>Contracts and Services</b>         |                                      |  |         |                 |            |       |                   |           |                 |                     |
| OMBS Grants Unit                      | Internal services or fees (uncommon) | The Grants Unit manages grant agreements for special environment and natural resource projects recommended by LCCMR and appropriated by the legislature to ensure that all projects operate in compliance with state and LCCMR requirements. |         | X               |            | 6.86  |                   | \$135,000 | \$135,000       | -                   |
|                                       |                                      |  |         |                 |            |       | Sub Total         | \$135,000 | \$135,000       | -                   |
| <b>Equipment, Tools, and Supplies</b> |                                      |  |         |                 |            |       |                   |           |                 |                     |
|                                       |                                      |  |         |                 |            |       | Sub Total         | -         | -               | -                   |
| <b>Capital Expenditures</b>           |                                      |  |         |                 |            |       |                   |           |                 |                     |
|                                       |                                      |  |         |                 |            |       | Sub Total         | -         | -               | -                   |
| <b>Acquisitions and Stewardship</b>   |                                      |  |         |                 |            |       |                   |           |                 |                     |
|                                       |                                      |  |         |                 |            |       | Sub Total         | -         | -               | -                   |
| <b>Travel In Minnesota</b>            |                                      |  |         |                 |            |       |                   |           |                 |                     |
|                                       |                                      |  |         |                 |            |       | Sub Total         | -         | -               | -                   |
| <b>Travel Outside Minnesota</b>       |                                      |  |         |                 |            |       |                   |           |                 |                     |
|                                       |                                      |  |         |                 |            |       | Sub Total         | -         | -               | -                   |

|                                 |  |  |  |  |  |  |                    |                  |                  |   |  |
|---------------------------------|--|--|--|--|--|--|--------------------|------------------|------------------|---|--|
| <b>Printing and Publication</b> |  |  |  |  |  |  |                    |                  |                  |   |  |
|                                 |  |  |  |  |  |  | <b>Sub Total</b>   | -                | -                | - |  |
| <b>Other Expenses</b>           |  |  |  |  |  |  |                    |                  |                  |   |  |
|                                 |  |  |  |  |  |  | <b>Sub Total</b>   | -                | -                | - |  |
|                                 |  |  |  |  |  |  | <b>Grand Total</b> | <b>\$135,000</b> | <b>\$135,000</b> | - |  |



Classified Staff or Generally Ineligible Expenses

| Category/Name                                       | Subcategory or Type                  | Description  | Justification Ineligible Expense or Classified Staff Request |
|---|--------------------------------------|--|--|
| <b>Contracts and Services - OMBS</b><br>Grants Unit | Internal services or fees (uncommon) | The Grants Unit manages grant agreements for special environment and natural resource projects recommended by LCCMR and appropriated by the legislature to ensure that all projects operate in compliance with state and LCCMR requirements. | Per agreement with LCCMR.                                    |

Non ENRTF Funds

| Category  | Specific Source | Use | Status              | \$ Amount | \$ Amount Spent | \$ Amount Remaining |
|-----------|-----------------|-----|---------------------|-----------|-----------------|---------------------|
| State     |                 |     |                     |           |                 |                     |
|           |                 |     | State Sub Total     | -         | -               | -                   |
| Non-State |                 |     |                     |           |                 |                     |
|           |                 |     | Non State Sub Total | -         | -               | -                   |
|           |                 |     | Funds Total         | -         | -               | -                   |

## Attachments

### Required Attachments

#### *Visual Component*

File: [c3297bf0-dd5.docx](#)

#### *Alternate Text for Visual Component*

Single page showing Contract Management Measures from 2015 to 2019. Two charts, one showing Open Grants per Fiscal Year with a gradual upward trend from 54 to 78. Payments by Fiscal Year showing an upward trend from 2015-2018 and a dip back down in 2019 to 2015 levels. Payments were around 140 in 2015 and around 190 in 2018....

### Supplemental Attachments

#### *Capital Project Questionnaire, Budget Supplements, Support Letter, Photos, Media, Other*

| Title  | File                             |
|--|----------------------------------|
| Background Check form Contract Management 2021 | <a href="#">a2f5114f-a5d.pdf</a> |

### Difference between Proposal and Work Plan

#### *Describe changes from Proposal to Work Plan Stage*

Changed Project category under General Information to "Administration"

## Additional Acknowledgements and Conditions:

The following are acknowledgements and conditions beyond those already included in the above workplan:

**Do you understand and acknowledge the ENRTF repayment requirements if the use of capital equipment changes?**

N/A

**Do you agree travel expenses must follow the "Commissioner's Plan" promulgated by the Commissioner of Management of Budget or, for University of Minnesota projects, the University of Minnesota plan?**

N/A

**Does your project have potential for royalties, copyrights, patents, sale of products and assets, or revenue generation?**

No

**Do you understand and acknowledge IP and revenue-return and sharing requirements in 116P.10?**

N/A

**Do you wish to request reinvestment of any revenues into your project instead of returning revenue to the ENRTF?**

N/A

**Does your project include original, hypothesis-driven research?**

No

**Does the organization have a fiscal agent for this project?**

No

## Work Plan Amendments

| Amendment ID | Request Type    | Changes made on the following pages                                     | Explanation & justification for Amendment Request (word limit 75) | Date Submitted | Approved | Date of LCCMR Action |
|--------------|-----------------|---|---|----------------|----------|----------------------|
| 1            | Completion Date | Previous Completion Date: 06/30/2024<br>New Completion Date: 09/30/2022 | Project completed early   | May 9, 2023    | Yes      | May 9, 2023          |

# Status Update Reporting

## Final Status Update September 30, 2022

**Date Submitted:** June 12, 2023

**Date Approved:** July 24, 2023

### **Overall Update**

The OMBS Grants Unit provided pass-through recipients with the contract management, technical assistance, and grant monitoring they need to successfully complete their conservation work. Activities on this appropriation are complete.

### **Activity 1**

This activity was previously marked complete.

*(This activity marked as complete as of this status update)*

### **Dissemination**

The Grants Unit provided contract management activities including technical assistance, training, and publications.

# Status Update Reporting

## Status Update September 1, 2022

**Date Submitted:** September 29, 2022

**Date Approved:** October 6, 2022

### **Overall Update**

The OMBS Grants Unit provided pass-through recipients with the contract management, technical assistance, and grant monitoring they need to successfully complete their conservation work. Activities on this appropriation are complete.

### **Activity 1**

Activities included management of 113 active grants, completing 84 reimbursement requests for \$4,228,933.13, pre-award financial review and monitoring activities on selected projects in coordination with LCCMR staff, and execution of COVID-related amendments to prior-year projects.

*(This activity marked as complete as of this status update)*

### **Dissemination**

The Grants Unit provided contract management activities including technical assistance, training, and publications.