

**Environment and Natural Resources Trust Fund
2020 Request for Proposals (RFP)**

Project Title:

ENRTF ID: 290-I

Contract Agreement Reimbursement

Category: I. Other

Sub-Category:

Total Project Budget: \$ 135,000

Proposed Project Time Period for the Funding Requested: June 30, 2022 (2 yrs)

Summary:

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

Name: Katherine Sherman-Hoehn

Sponsoring Organization: MN DNR

Job Title: OMBS Grants Manager

Department: _____

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St. Paul MN 55155

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

Location:

Region: Statewide

County Name: Statewide

City / Township:

Alternate Text for Visual:

ENRTF Pass-Through Appropriation Contract Management Measures

_____ Funding Priorities	_____ Multiple Benefits	_____ Outcomes	_____ Knowledge Base
_____ Extent of Impact	_____ Innovation	_____ Scientific/Tech Basis	_____ Urgency
_____ Capacity Readiness	_____ Leverage	_____ TOTAL	_____ %



PROJECT TITLE: Contract Agreement Reimbursement

I. PROJECT STATEMENT

With this appropriation, the Department of Natural Resources (DNR) Grants Unit will 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.

The goal of contract management is to ensure that the Grants Unit reimburses organizations for their deliverables and that they operate in compliance with the Department of Administration's Grants Management policies, as well as ENRTF statute and the recommendations of the Legislative Auditor.

The Grants Unit provides grantees with the contract management, technical assistance, and grant monitoring they need to successfully complete their conservation work. It aids recipients with financial compliance and ensures project consistency with appropriation law, state statute, grants policies and approved work plans. Grants specialists in the unit serve as a consistent point of contact for grantees and deliver timely, responsive, customer service.

II. PROJECT ACTIVITIES AND OUTCOMES

Activity 1 Title: Contract Management

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

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

Training and Ongoing Communication

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

The Grants Unit uses a professional service rate to charge for work done on this project. The rate for FY19 is \$64.00/hr; if it changes for the fiscal year covered by this appropriation, LCCMR staff will be informed immediately and an amendment sought. The rate includes only personnel and non-personnel costs necessary to



**Environment and Natural Resources Trust Fund (ENRTF)
2020 Main Proposal**

carry out the pass-through grant management program, and expenses are charged only for actual hours worked and services delivered.

ENRTF BUDGET: \$135,000

Outcome	Completion Date
1. Administration of Environment and Natural Resources Trust Fund pass-through contracts and reimbursements.	June 30, 2022

III. PROJECT PARTNERS AND COLLABORATORS:

Becca Nash, Executive Director of the LCCMR. The DNR manages contracts for ENRTF recipients.

IV. LONG-TERM IMPLEMENTATION AND FUNDING:

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. These include the Grants Unit’s Reimbursement Manual, Subcontracting Policy, Conflict of Interest Policy, and Land Acquisition procedures.

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 in future years would be funded through future ENRTF contract management appropriations.

V. SEE ADDITIONAL PROPOSAL COMPONENTS:

- A. Proposal Budget Spreadsheet**
- B. Visual Component or Map**
- C. Parcel List Spreadsheet**
- D. Acquisition, Easements, and Restoration Requirements**
- E. Research Addendum (Not required at proposal submission stage. Required later in process, if proposal is recommended. Staff will provide further information at that time)**
- F. Project Manager Qualifications and Organization Description**
- G. Letter or Resolution**
- H. Financial Capacity**

Attachment A: Project Budget Spreadsheet
 Environment and Natural Resources Trust Fund
 M.L. 2020 Budget Spreadsheet



Legal Citation:

Project Manager: Katherine Sherman-Hoehn

Project Title: Contract Agreement Reimbursement

Organization: MN Department of Natural Resources

Project Budget: \$135,000

Project Length and Completion Date: 1 year, June 30, 2021

Today's Date: 4/15/2019

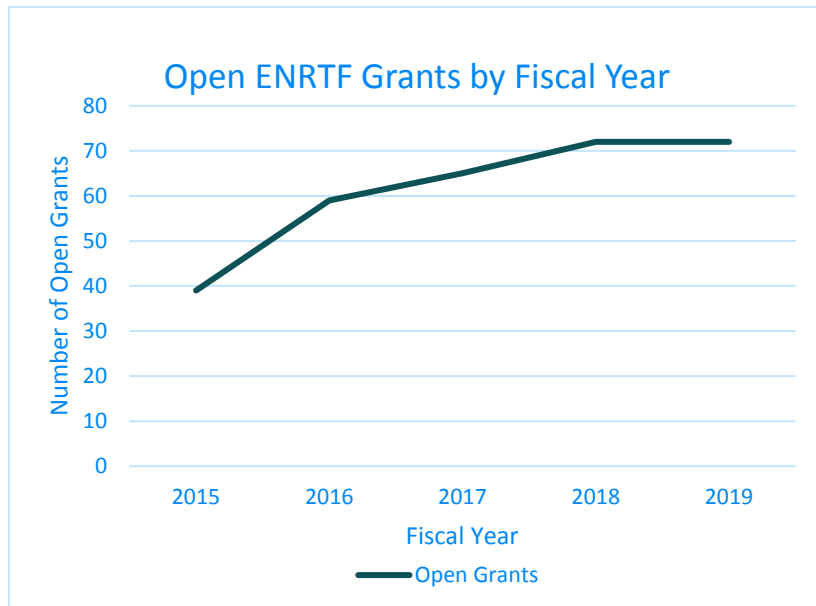
ENVIRONMENT AND NATURAL RESOURCES TRUST FUND BUDGET		Budget	Amount Spent	Balance
BUDGET ITEM				
Professional/Technical/Service Contracts				
Professional Services		\$ 135,000	\$ -	\$ 135,000
This appropriation funds contract management services for active ENRTF grants (approximately 75 in FY19) billed using a professional services rate. The professional services hourly rate (\$64/hr for FY19) includes salary and fringe for grants management staff, supervisory time, travel costs, supplies, allocated administrative costs including rent and printing, as well as other related costs necessary to carry out the pass-through grant management program. Multiple staff with a variety of grants, financial or other responsibilities provide contract management services to ENRTF and OHF. Cost coding is used to record and differentiate time spent on ENRTF and OHF pass-through grant management. Services not received or provided will not be billed.				
COLUMN TOTAL		\$ 135,000	\$ -	\$ 135,000
SOURCE AND USE OF OTHER FUNDS CONTRIBUTED TO THE PROJECT				
	Status (secured or pending)	Budget	Spent	Balance
Non-State:		\$ -	\$ -	\$ -
State:		\$ -	\$ -	\$ -
In kind:		\$ -	\$ -	\$ -
Other ENRTF APPROPRIATIONS AWARDED IN THE LAST SIX YEARS				
	Amount legally obligated but not yet spent	Budget	Spent	Balance
M.L. 2017, Chp. 96, Sec. 2, Subd. 10	\$ 59,914	\$ 135,000	\$ 75,086	\$ 59,914
M.L. 2018, Chp. 214, Art. 4, Sec. 02, Subd. 012	\$ 135,000	\$ 135,000	\$ -	\$ 135,000

Environment and Natural Resources Trust Fund Measures

The OMBS Grants Unit tracks several basic metrics to judge trends in contract management work and set strategic and staffing goals for the year.

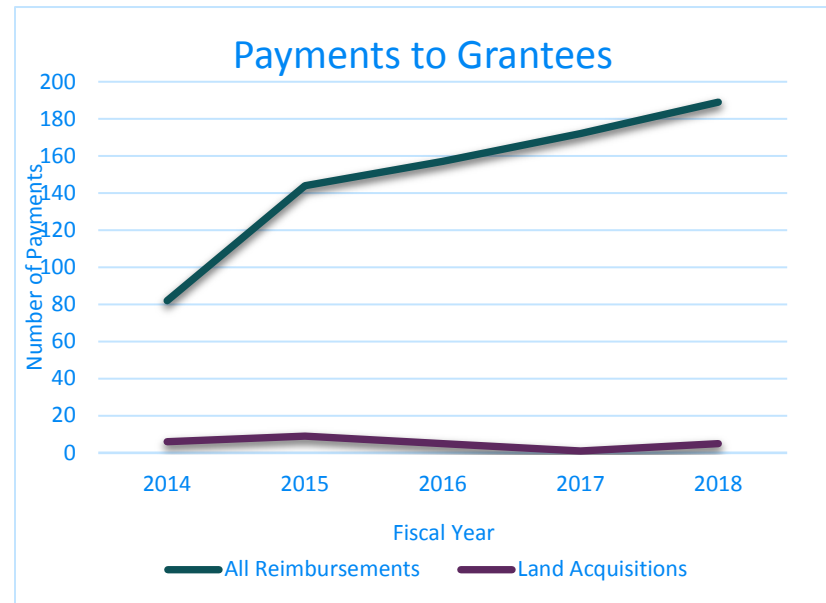
Open Grants Per Year

The number of open Environment and Natural Resources Grants per year increased sharply from 2015 to 2017, but has held steady for the past two years. Grants last an average of 2.25 years.



Payments to Grantees

Currently, grant specialists process over 180 payments a year. The trend has been increasing over the past five years, reflecting a greater number of open grants. Land acquisitions per year remains low.



Environment and Natural Resources Trust Fund (ENRTF) 2020 Proposal

Project Manager Qualifications and Organization Description

1. Summary of Project Manager Qualifications and Responsibilities Pertaining Specifically to Project Proposal

- Seven years of professional full-time grant management experience with progressive levels of responsibility
- Currently supervise the Grants Unit in the Office of Management and Budget Services at the Minnesota Department of Natural Resources

2. Organization Description and Mission

- The Minnesota Department of Natural Resources (DNR) works to integrate and sustain the interdependent values of a healthy environment, a sustainable economy, and livable communities. DNR's integrated resource management strategy shares stewardship responsibility with citizens and partners to manage for multiple interests. DNR protects the state's natural heritage by conserving the diversity of natural lands, waters, and fish and wildlife that provide the foundation for Minnesota's recreational and natural resource-based economy (M.S. 84, M.S. 97A). DNR manages natural lands such as forests, wetlands, and native prairies; maintains healthy populations of fish and wildlife; and protects rare plant and animal communities throughout the state. DNR manages the state's water resources, sustaining healthy waterways and ground water resources. DNR provides access to enrich public outdoor recreational opportunities, such as hunting, fishing, wildlife-watching, camping, skiing, hiking, biking, motorized recreation, and conservation education through a state outdoor recreation system that includes parks, trails, wildlife management areas, scientific and natural areas, water trails, and other facilities (M.S. 86A). DNR supports natural resource-based economies, managing state forest lands for multiple forest values (M.S. 89), ensuring the maximum long-term economic return from school trust lands (M.S. 127A), and providing other economic opportunities in a manner consistent with sound natural resource conservation and management principles.
- The mission of the Minnesota Department of Natural Resources is to work with citizens to conserve and manage the state's natural resources, to provide outdoor recreation opportunities, and to provide for commercial uses of natural resources in a way that creates a sustainable quality of life.