

2009 Project Abstract

For the Period Ending June 30, 2012

PROJECT TITLE: Contract Management

PROJECT MANAGER: Kristel Lynch

AFFILIATION: MN DNR

MAILING ADDRESS: 500 Lafayette Road

CITY/STATE/ZIP: St. Paul, MN 55155-4010

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

FUNDING SOURCE: Environment and Natural Resources Trust Fund

LEGAL CITATION: ML2009, Chapter 143, Section 2, Subd.8(a) Contract Management

APPROPRIATION AMOUNT: \$158,000

Overall Project Outcome and Results

This appropriation was used to provide continued contract management services to pass-through recipients of Environment and Natural Resources Trust Fund dollars. The DNR provided this fiduciary service to ensure funds were expended in compliance with session law, state statute, grants policies, and approved work plans. Contract management ensured oversight of reimbursement for project deliverables and met the requirements of the Department of Administration's Grants Management procedures.

Ensuring timely access to the funds through streamlined grant agreements and prompt processing of reimbursement requests was an overarching goal of DNR's contract management. Services provided under this appropriation included the following:

- **Contract Management Services**
 - Prepare grant agreements and amendments.
 - Encumber/unencumber funds.
 - Execute Use of Funds agreements.
 - Communicate with LCCMR staff and pass-through grant recipients, informally and formally.
 - Continue to work on process improvements that improve efficiency and ease for 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's grant agreement.
 - 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, LCCMR approved Work Plan and 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 recipient.

- Fiscal and Close-out Services
 - Financial reconciliation/reporting.
 - Contract management reporting (fund balance/expenditures).
 - Examine records of recipients.
 - Work with recipients to successfully close-out grants.

Project Results Use and Dissemination

This project's grants specialists are in frequent contact with pass-through grant recipients. The grants manager and DNR's liaison communicate with LCCMR staff. In addition, grant agreement requirements are communicated through manuals, emails, and letters.



Environment and Natural Resources Trust Fund (ENRTF) 2009 Work Program Final Report

Date of Status Update: 6/30/2012

Final Report

Date of Work Plan Approval: 9/27/2011

Project Completion Date: 6/30/2012

Is this an amendment request? NO

Project Title: Contract Administration

Project Manager: Kristel Lynch

Affiliation: MN DNR

Address: 500 Lafayette Rd, Box 10

City: St Paul State: MN Zipcode: 55155

Telephone Number: 651-259-5533

Email Address: kristel.lynch@state.mn.us

Web Address: <http://www.dnr.state.mn.us>

Location:

Counties Impacted: Statewide

Ecological Section Impacted: Lake Agassiz Aspen Parklands (223N), Minnesota and Northeast Iowa Morainal (222M), North Central Glaciated Plains (251B), Northern Minnesota and Ontario Peatlands (212M), Northern Minnesota Drift and lake Plains (212N), Northern Superior Uplands (212L), Paleozoic Plateau (222L), Red River Valley (251A), Southern Superior Uplands (212J), Western Superior Uplands (212K)

Total ENRTF Project Budget:	ENRTF Appropriation \$:	158,000
	Amount Spent \$:	158,000
	Balance \$:	0

Legal Citation: Laws 2009, chapter 143, section 2, subdivision 8, paragraph (a), Contract Management

Appropriation Language:

\$158,000 is from the trust fund to the commissioner of natural resources for contract management for duties assigned in Laws 2007, chapter 30, section 2, and Laws 2008, chapter 367, section 2, and for additional duties as assigned in this section.

Amended by M.L. 2011, First Special Session, Chapter 2, Article 3, Section 2, Subd, 18(a)(7) Carryforward

The availability of the appropriation for the following projects is extended to June 30, 2012:

...

(7) Laws 2009, chapter 143, section 2, subdivision 8, paragraph (a), Contract Management,

I. PROJECT TITLE: Contract Management

II. and III. FINAL PROJECT SUMMARY

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 - Encumber/unencumber funds.
 - Execute Use of Funds agreements.
 - Communicate with LCCMR staff and pass-through grant recipients, informally and formally.
 - Continue to work on process improvements that improve efficiency and ease for 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's grant agreement.
 - 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, LCCMR approved Work Plan and 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 recipient.
- **Fiscal and Close-out Services**
 - Financial reconciliation/reporting.
 - Contract management reporting (fund balance/expenditures).
 - Examine records of recipients.
 - Work with recipients to successfully close-out grants.

IV. OUTLINE OF PROJECT RESULTS

ACTIVITY 1: Manage the Environment and Natural Resources Trust Fund Pass-through Program Description:

Activity 1: Administer agreements for pass-through grant recipients. The DNR provided contract management services to pass-through grant recipients. This appropriation funds contract management services billed using a professional services rate of \$60/hr. The professional services hourly rate

includes salary and fringe for grants management staff, supervisory time, travel costs, supplies, agency directs, and related costs necessary to carry out the pass-through management functions. Multiple staff with a variety of grants, financial or responsibilities provide contract management services to ENRTF pass-through recipients.

Contract management costs will be billed using a professional services rate of \$60/hr up to the level that this appropriation supports. The professional services hourly rate includes salary and fringe for grants management staff, supervisory time, travel costs, supplies, agency directs, and related costs necessary to carry out the pass-through management functions.

Summary Budget Information for Activity 1:

ENRTF Budget: \$ 158,000
Amount Spent: \$ 158,000
Balance: \$ 0

Activity Completion Date:

Outcome	Completion Date	Budget
1. Administer Environment and Natural Resources Trust Fund Pass-through Program. Activities include: grant agreements and amendments, grants training, technical support, reporting, auditing, payment reimbursement review and processing, and grant close-out. Reporting for both the carry-forward and new funding will be reported jointly.	June 30, 2012	\$158,000*

*Amount spent is not tracked by result; services are billed at an hourly rate of \$60.

Final Report Summary June 2012: In order to streamline the agreement process, a contract template was designed and implemented for new pass-through grantees. In addition to the new contract template, staff revised the 2010 reimbursement manual and the DNR land acquisition procedures. The development of a training module for the reimbursement manual has begun along with an external grants unit website for pass-through recipients.

The Grants Unit is now fully staffed. Grant specialists were assigned pass-through recipients, providing the grantee one point of contact for their agreement. The DNR continues to work through project closeout and processing reimbursement requests on existing agreements.

V. TOTAL TRUST FUND PROJECT BUDGET

A. ENRTF Budget:

Budget Category	\$ Amount	Explanation
Other: (Professional Services)	\$ 158,000	DNR provides contract management services at a rate of \$60/hr. Staff working on ENRTF contract management document time worked by project codes built into the timesheets. Because DNR provides contract management services for other funds, project coding for ENRTF contract management is unique. Services unrelated to this appropriation are not charged to this project code.
TOTAL ENRTF BUDGET:	\$ 158,000	

Explanation of Use of Classified Staff: This appropriation funds contract management services. This service may or may not be provided by staff in classified positions. Multiple staff with a variety of grants, financial or responsibilities provide contract management services to ENRTF pass-through recipients. These funds are for professional services and are not used to fund a position.

Explanation of Capital Expenditures Greater Than \$3,500: N/A

Number of Full-time Equivalent (FTE) funded with this ENRTF appropriation: N/A

Number of Full-time Equivalent (FTE) estimated to be funded through contracts with this ENRTF appropriation: N/A

B. Other Funds:

Source of Funds	\$ Amount Proposed	\$ Amount Spent	Use of Other Funds
State			
	\$	\$ 0	
TOTAL OTHER FUNDS:	\$	\$ 0	

The DNR will continue to review the professional services rate to ensure there is no under/over-recovery of funds for Contract Management Services.

VI. PROJECT STRATEGY

A. Project Partners: Grantees, LCCMR staff, Office of Grants Management Staff, DNR staff, other agency and legislative staff.

B. Project Impact and Long-term Strategy: Centralized administration of Trust Fund pass-through appropriations to the commissioner of natural resources results in more efficient and consistent management of these grants and better communication among the recipients, LCCMR staff and DNR contract administrators and financial management staff.

C. Spending History:

Funding Source	M.L. 2005 or FY 2006-07	M.L. 2007 or FY 2008	M.L. 2008 or FY 2009	M.L. 2009 or FY 2010	M.L. 2010 or FY 2011
Environment and Natural Resources Trust Fund	\$150,000 Sec. 11, Subd. 3b	\$40,000 Subd. 3b		\$158,000 Subd. 8a	

VII. DISSEMINATION

This project’s grants specialists are in frequent contact with pass-through grant recipients. The grants manager and DNR’s liaison communicate with LCCMR staff. In addition, grant agreement requirements are communicated through manuals, emails, and letters.

VIII. REPORTING REQUIREMENTS

A final report and associated products will be submitted between June 30 and August 15, 2012 as requested by the LCCMR.

IX. RESEARCH PROJECTS

N/A

Attachment A: Final Budget Detail for 2009 Project					
Project Title: Contract Management					
Legal Citation: M.L. 2009, Chp. 143, Sec. 2, Subd. 8(a)					
M.L. 2011, 1st Special Session, Chp. 2, Art. 3, Sec. 2, Subd 18(a)(7) authorization to carry-forward \$31,241 from M.L. 2009					
Project Manager: Kristel Lynch, Grants Manager					
Project Length and Completion Date: June 30, 2012					
Date of Final Report: June 30, 2012					
ENVIRONMENT AND NATURAL RESOURCES TRUST FUND BUDGET	Activity 1 Budget	Amount Spent	Balance	TOTAL BUDGET	TOTAL BALANCE
BUDGET ITEM	<i>Contract Management Services</i>				
Other : DNR provides ENTRF pass-through appropriation administration as a professional service; services are billed at rate of \$60/hr up to the level this appropriation supports	158,000	158,000	0	158,000	0
COLUMN TOTAL	\$158,000	\$158,000	\$0	\$158,000	\$0