

## Trust Fund 2009 Work Program

**Date of Report:** May, 2009

**Date of Next Progress Report:** December, 2009

**Date of Work Program Approval:**

**Project Completion Date:** June 30, 2011

### I. PROJECT TITLE: Contract Management

**Project Manager:** Wayne Sames  
**Affiliation:** Contract Administration  
**Mailing Address:** 500 Lafayette Road  
**City / State / Zip:** St. Paul, MN 55155  
**Telephone Number:** 651-259-5559  
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**Web Site Address:**

**Location:** Statewide

<b>Total Trust Fund Project Budget:</b>	<b>Trust Fund Appropriation</b>	<b>\$158,000</b>
	<b>Minus Amount Spent:</b>	<b>\$ 0</b>
	<b>Equal Balance:</b>	<b>\$158,000</b>

**Legal Citation:** M.L. 2009, Chp. 143, Sec. 2, Subd. 8(a)

### **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.

**II. PROJECT SUMMARY AND RESULTS:** Manage appropriations to DNR to be passed through to third party recipients. Reimburse for allowable expenses only, review of expenditures against work program objectives, and audit of financial records. This includes continued administration of pass-through appropriations from 2007 and 2008, as well as the new appropriations for 2009.

**III. PROGRESS SUMMARY AS OF:**

**May, 2009:** The table below describes the remaining projects as of May, 2009:

<b>Approp. Year</b>	<b>HCP Outstate</b>	<b>MeCC Metro</b>	<b>Other Pass Throughs</b>	<b>Total</b>
2005 # of projects	0	0	3*	3
2005 dollars remaining	0	0	1,820,000	1,820,000
2007 # of projects	7	5	1**	13
2007 dollars remaining	758,886	78,361	0***	837,248
2008 # of projects	13	5	7	25
2008 dollars remaining	1,827,140	557,135	2,349,260	4,733,534
<b>Totals:</b>	20	10	11	41
	2,586,026	635,497	4,169,260	7,390,783

\*Mesabi Trail; Improving Water Quality for Central Sands; Wind to Hydrogen – expected to be closed shortly

\*\*Aitkin County Land Exchange project

\*\*\* \$290,000 advanced to Aitkin County

**IV. OUTLINE OF PROJECT RESULTS:**

**Result 1:** Continue contract administration, including project closeouts when appropriate, for LCCMR projects funded through the 2007 and 2008 appropriations.

**Description:** Contract administration includes:

- Review requests for reimbursement to ensure eligible costs were submitted and arrange for prompt payment
- Work with recipients to ensure that claimed reimbursements are backed by sufficient documentation that expenditure by recipient was made.
- As necessary, examine or audit records of recipients
- Work with recipients to successfully close out projects

**Summary Budget Information for Result 1:** Trust Fund Budget: \$100,000  
 Amount Spent: \$ 0  
 Balance: \$100,000

<b>Deliverable</b>	<b>Completion Date</b>	<b>Budget</b>
<b>1. Administer/closeout 2007 projects</b>	6/30/2010	\$25,000

<b>2. Administer/closeout 2008 projects</b>	6/30/2011	\$75,000
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**Result Completion Date:** June 30, 2011

**Result Status as of December, 2009**

**Result Status as of July, 2010**

**Result Status as of December 2010**

**Final Report Summary, July, 2011:**

**Result 2:** Contract administration for new pass-throughs from the 2009 LCCMR appropriation.

**Description:** Same as for Result 1, except for initiation of contracts for the 2009 funded projects.

**Summary Budget Information for Result 2:** Trust Fund Budget: \$58,000  
Amount Spent: \$0  
Balance: \$158,000

<b>Deliverable</b>	<b>Completion Date</b>	<b>Budget</b>
<b>1. Administer 2009 projects</b>	6/30/2011	\$58,000

**Result Completion Date:** June 30, 2011

**Result Status as of December, 2009:**

**Result Status as of July, 2010:**

**Result Status as of December 2010:**

**Final Report Summary, July, 2011:**

**V. TOTAL TRUST FUND PROJECT BUDGET:**

**Personnel:** \$158,000

**Contracts:** \$0

**Equipment/Tools/Supplies:** \$0

**Acquisition, including easements:** \$0

**Travel:** \$0

**Other:** \$0

**TOTAL TRUST FUND PROJECT BUDGET: \$158,000**

**Explanation of Capital Expenditures Greater Than \$3,500:**

**VI. PROJECT STRATEGY:**

**A. Project Partners:** LCCMR staff.

**B. Project Impact and Long-term Strategy:** Centralized administration of all pass-through appropriations to the commissioner of natural resources will result 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. Other Funds Proposed to be Spent during the Project Period: D. Spending History:** Internal DNR service level agreement funds may be used to support the pass-through administration functions. General Fund dollars may be used if it is necessary to engage the services of the DNR's internal auditor. In addition, DNR is providing other staff contracting, accounting, payable services, and management assistance at no charge.

**VII. DISSEMINATION:** This project's personnel are in frequent contact with project managers and LCCMR staff. In addition, requirements are communicated through manuals, memos and letters.

**VIII. REPORTING REQUIREMENTS:** Periodic work program progress reports will be submitted not later than December, 2009; July, 2010; and December 2010. A final work program report and associated products will be submitted between June 30 and August 1, 2011 as requested by the LCCMR.

**IX. RESEARCH PROJECTS:** Not applicable.

Attachment A: Budget Detail for 2009 Projects - Summary and a Budget page for each partner (if applicable)								
Project Title: Contract Management								
Project Manager Name: Wayne Sames								
Trust Fund Appropriation: \$158,000								
2009 Trust Fund Budget	<u>Result 1 Budget:</u>	Amount Spent <i>(date)</i>	Balance May, 2009	<u>Result 2 Budget:</u>	Amount Spent <i>(date)</i>	Balance May, 2009	TOTAL BUDGET	TOTAL BALANCE
<b>BUDGET ITEM</b>	2007/2008 project management			2009 project management				
<b>PERSONNEL: Wages and Benefits</b> Gail Fox, grant administrator (100% FTE)	100,000	0	100,000	58,000	0	58,000	158,000	158,000
<b>COLUMN TOTAL</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$58,000</b>	<b>\$0</b>	<b>\$58,000</b>	<b>\$158,000</b>	<b>\$158,000</b>

