



Environment and Natural Resources Trust Fund (ENRTF) M.L. 2013 Work Plan

Date of Status Update Report: June 12, 2013

Date of Next Status Update Report: December 31, 2013

Date of Work Plan Approval:

Project Completion Date: June 30, 2014

Is this an amendment request? No

PROJECT TITLE: Contract Management

Project Manager: Amanda Graeber

Affiliation: Minnesota Department of Natural Resources

Mailing Address: 500 Lafayette Road

City/State/Zip Code: St. Paul, MN 55155

Telephone Number: (651) 259-5533

Email Address: Amanda.Graeber@state.mn.us

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

Location: Statewide

Total ENRTF Project Budget:

ENRTF Appropriation: \$135,000

Amount Spent: \$0

Balance: \$135,000

Legal Citation: ML 2013, Chp. 52, Sec. 2, Subd. 8b

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 for contract agreement reimbursement for the agreements specified in this section. The commissioner shall provide documentation to the Legislative-Citizen Commission on Minnesota Resources on the expenditure of these funds.

I. PROJECT TITLE: Contract Management

II. PROJECT STATEMENT: This appropriation will be used to provide continued contract management services to pass-through recipients of Environment and Natural Resource Trust Fund dollars appropriated to the commissioner of natural resources. DNR provides this fiduciary service to ensure funds are expended in compliance with state law, session law, and approved work plans. The goal of the DNR Grants Unit is to provide grantees with one consistent point of contact for their agreements and excellent customer service.

Contract management ensures oversight of reimbursement for project deliverables and meets the requirements of the Department of Administration's Grants Management procedures as well as the recommendations of the Legislative Auditor. It aids recipients with financial compliance and ensures project consistency with appropriation law, state statute, grants policies and approved work plans.

III. PROJECT STATUS UPDATES:

Project Status as of *(December 31, 2013):*

IV. PROJECT ACTIVITIES AND OUTCOMES:

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

Description:

The DNR Grants Unit will continue to balance the needs of appropriation recipients and the intended conservation work outcomes with financial integrity and fiduciary responsibility in order to ensure funds are expended in compliance with appropriation law, state statute, grants policies, and approved work plans.

Services to be provided under this appropriation include the following:

1. Contract Management
 - a. Prepare grant agreements and amendments.
 - b. Contract related policy and procedure development.
 - c. Process improvements that improve efficiency and ease for grantees while ensuring fiscal integrity.
 - d. Contract management documentation, including file management.
2. Training and Communications
 - a. Communicate regularly, informally and formally, with LCCMR staff and grant recipients (including website updates and newsletter).
 - b. 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.
 - c. Work with recipients to ensure grantees understand the state's reimbursement procedures and requirements.
 - d. Provide ongoing technical assistance/guidance to recipients.
 - e. Participate in grants governance committees and meetings.
 - f. Consultation with subject matter experts on land acquisition.

3. Reimbursement

- a. Review reimbursement requests to ensure claimed reimbursements include sufficient documentation and comply with state and session laws, the LCCMR approved accomplishment plan, and the Office of Grants Management (OGM) grants policies.
- b. Consult with grantees on documentation submitted.
- c. Arrange for prompt payment once grantee has submitted a completed reimbursement request and expenses have been deemed eligible for reimbursement.

4. Fiscal and Close-out

- a. Encumber/Unencumber Funds.
- b. Detailed accounting by pass-through appropriation for each grant recipient.
- c. Electronically transfer funds for land acquisition.
- d. Execute Use of Funds Agreements.
- e. Financial reconciliation.
- f. Financial reporting.
- g. Contract management reporting (fund balance/expenditures).
- h. Examine records of recipients.
- i. Work with recipients to successfully close out grants.
- j. Work closely with and respond to requests from the Office of the Legislative Auditor.
- k. Grant monitoring in compliance with OGM policy.
- l. Provide/confirm information to assist with grantee audits.
- m. Process returned grant funds.

Please see the attached list of current pass-through contracts managed by the DNR. A document outlining the agreements made jointly by LCCMR and DNR staff regarding process and guidelines for pass-through projects is also attached.

Summary Budget Information for Activity 1:

ENRTF Budget: \$ 135,000
Amount Spent: \$ 0
Balance: \$135,000

Activity Completion Date: June 30, 2014

Outcome	Completion Date	Budget
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.	June 30, 2014	\$135,000*

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

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 grant management program. Multiple staff with a variety of grants, financial or other responsibilities provide contract management services to ENRTF and OHF. Cost coding will be used to record and differentiate time spent on ENRTF and OHF pass-through grant management. Services not received or provided will not be billed.

This rate is calculated as follows:

Salary and Fringe (2.65 FTE)	\$192,975	
Related Other Costs Listed Above	<u>\$49,943</u>	
Total Grant Unit Cost		\$242,918

Estimated billable hours = 4,100

$\$242,918 / 4,100 \text{ hours} = \$60.00/\text{hour (rounded)}$

Activity Status as of (December 31, 2013):

Final Report Summary:

V. DISSEMINATION:

Description: Minnesota Department of Natural Resources Grants Unit staff are in frequent contact with pass-through grant recipients through phone calls, emails, letters, trainings, and manuals. An external website with grantee resources has been established and can be found here:

<http://www.dnr.state.mn.us/grants/passthrough/index.html>. The Grants Manager and DNR's liaison communicate with LCCMR staff.

Status as of (December 31, 2013):

Final Report Summary:

VI. PROJECT BUDGET SUMMARY:

A. ENRTF Budget:

Budget Category	\$ Amount	Explanation
Other: Professional Services	\$135,000	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 grant management program. Multiple staff with a variety of grants, financial or other responsibilities provide contract management services to ENRTF and OHF. Cost coding will be used to record and differentiate time spent on ENRTF and OHF pass-through grant management. Services not received or provided will not be billed.
TOTAL ENRTF BUDGET:	\$135,000	

Explanation of Use of Classified Staff: 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:

N/A

VII. 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, DNR contract administrators, and financial management staff.

C. Spending History:

Funding Source	M.L. 2007 or FY08	M.L. 2008 or FY09	M.L. 2009 or FY10	M.L. 2010 or FY11	M.L. 2011 or FY12-13
Environment and Natural Resources Trust Fund	\$40,000 Subd. 3b		\$158,000 Subd. 8a		\$175,000 Subd. 10b

VIII. ACQUISITION/RESTORATION LIST: N/A

IX. MAP(S): N/A

X. RESEARCH ADDENDUM: N/A

XI. REPORTING REQUIREMENTS:

A work plan status update report will be submitted not later than December 31, 2013. A final report and associated products will be submitted between June 30 and August 15, 2014 as requested by the LCCMR.

Attachment A: Budget Detail for M.L. 2013 Environment and Natural Resources Trust Fund Projects					
Project Title: <i>Contract Agreement Reimbursement</i>					
Legal Citation: <i>ML 2013, Chapter 52, Subd. 8 paragraph (b), Contract Agreement Reimbursement</i>					
Project Manager: <i>Amanda Graeber</i>					
M.L. 2013 ENRTF Appropriation: <i>\$135,000</i>					
Project Length and Completion Date: <i>June 30, 2014</i>					
Date of Update: <i>June 12, 2013</i>					
ENVIRONMENT AND NATURAL RESOURCES TRUST FUND BUDGET	Activity 1 Budget	Amount Spent	Balance	TOTAL BUDGET	TOTAL BALANCE
BUDGET ITEM	<i>Manage the Environment and Natural Resources Trust Fund Pass-through Program</i>				
Other: Professional Services <i>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 grant management program. Multiple staff with a variety of grants, financial or other responsibilities provide contract management services to ENRTF and OHF. Cost coding will be used to record and differentiate time spent on ENRTF and OHF pass-through grant management. Services not received or provided will not be billed.</i>	135,000		135,000	135,000	135,000
COLUMN TOTAL	135,000		135,000	135,000	135,000

Pass-Through Appropriations to be Managed under ML 2013, Chp. 52, Sec. 2, Subd. 8b

Project Title: *Contract Agreement Reimbursement*

Project Manager: *Amanda Graeber*

Appropriation	Fund:	Grantee:	Project Title:	\$ Appropriated:	Expiration:	Assigned to:	Notes:
ML 2010 - 8i	ENRTF	Association for the Advancement of Hmong Women in MN	Fishing: Cross Cultural Gateway to Environmental Education	\$155,000.00	6/30/2013	Jason Tidemann	
ML 2010 - 4h	ENRTF	Cass County	Conserving Sensitive and Priority Shorelands in Cass County	\$300,000.00	6/30/2013	Jason Tidemann	
ML 2011 - 4i 2.7/3.7	ENRTF	Dakota County	MECC Phase VI: Dakota County Riparian and Lakeshore Protection	\$1,035,000.00	6/30/2014	Jason Tidemann	
ML 2013 - 4d 2.6/3.7	ENRTF	Dakota County	Metro Conservation Corridors Phase 7: Dakota County Lakeshore and Riparian Protection	\$368,000.00	6/30/2016	Jason Tidemann	
ML 2013 - 4d 2.1/3.4	ENRTF	Friends of the Mississippi River	Metro Conservation Corridors Phase 7: Protect, Restore and Enhance Significant Watershed Habitat	\$304,000.00	6/30/2016	Jason Tidemann	
ML 2011 - 4i 2.1	ENRTF	Friends of the Mississippi River	MECC Phase VI: Restore and Enhance Significant Watershed Habitat	\$200,000.00	6/30/2014	Jason Tidemann	
ML 2011 - 4i 2.3	ENRTF	Great River Greening	MECC Phase VI: Restoring Our Lands and Waters	\$400,000.00	6/30/2014	Jason Tidemann	
ML 2013 - 4d 2.3	ENRTF	Great River Greening	Metro Conservation Corridors Phase 7: Restoring Our Lands and Waters	\$208,000.00	6/30/2016	Jason Tidemann	

Pass-Through Appropriations to be Managed under ML 2013, Chp. 52, Sec. 2, Subd. 8b

Project Title: *Contract Agreement Reimbursement*

Project Manager: *Amanda Graeber*

Appropriation	Fund:	Grantee:	Project Title:	\$ Appropriated:	Expiration:	Assigned to:	Notes:
ML 2013 - 6g	ENRTF	Hiawatha Valley Resource Conservation and Development Inc.	Controlling Terrestrial Invasive Plants with Grazing Animals	\$52,000.00	6/30/2016	Jason Tidemann	
ML 2010 - 8j	ENRTF	International Wolf Center	Minnesota Wolf Link	\$193,000.00	6/30/2013	Jason Tidemann	
ML 2011 - 5a	ENRTF	Itasca County Soil and Water Conservation District	Itasca County Sensitive Lakeshore Identification	\$160,000.00	6/30/2014	Jason Tidemann	
ML 2011 - 4j 2e	ENRTF	Leech Lake Band of Ojibwe	HCP Phase VII: Wild Rice/Waterfowl Habitat: Enhancement and Log-Term Monitoring	\$50,000.00	6/30/2014	Jason Tidemann	
ML 2011 - 3e	ENRTF	National Eagle Center	Golden Eagle Survey	\$60,000.00	6/30/2014	Jason Tidemann	
ML 2011 - 4j 1a	ENRTF	Pheasants Forever Inc.	HCP Phase VII: Coordination, Mapping, and Data Management	\$51,000.00	6/30/2014	Jason Tidemann	
ML 2011 - 4j 4a	ENRTF	Pheasants Forever Inc.	HCP Phase VII: WMA/WPA Acquisition Beyond Boundaries	\$434,000.00	6/30/2014	Jason Tidemann	
ML 2011 - 8a	ENRTF	Prairie Woods Environmental Learning Center	Youth-Led Renewable Energy and Energy Conservation in West and Southwest MN	\$246,000.00	6/30/2014	Jason Tidemann	
ML 2011 - 4p	ENRTF	Trout Unlimited	Southeast MN Stream Restoration	\$250,000.00	6/30/2014	Jason Tidemann	
ML 2011 - 4f	ENRTF	Trust for Public Land	LaSalle Lake State Recreation Area Acquisition	\$1,000,000.00	7/15/2014	Jason Tidemann	Amended End Date of 6/30/14; Appropriation reduced from \$2,000,000 to \$1,000,000 in ML 2012

Pass-Through Appropriations to be Managed under ML 2013, Chp. 52, Sec. 2, Subd. 8b

Project Title: *Contract Agreement Reimbursement*

Project Manager: *Amanda Graeber*

Appropriation	Fund:	Grantee:	Project Title:	\$ Appropriated:	Expiration:	Assigned to:	Notes:
ML 2011 - 4i 3.1	ENRTF	Trust for Public Land	MECC Phase VI: TPL's Critical Land Protection Program	\$500,000.00	6/30/2014	Jason Tidemann	
ML 2013 - 4d 3.1	ENRTF	Trust for Public Land	Metro Conservation Corridors Phase 7: Critical Land Protection Program	\$400,000.00	6/30/2016	Jason Tidemann	
ML 2011 - 4j 4c	ENRTF	Trust for Public Land	HCP Phase VII: TPL's Critical Land Protection Program	\$490,000.00	6/30/2014	Jason Tidemann	
ML 2013 - 4k	ENRTF	Trust for Public Land	Frogtown Farm and Park Acquisition	\$1,500,000.00	6/30/2015	Jason Tidemann	
ML 2011 - 8d	ENRTF	Wilderness Inquiry	Urban Wilderness Youth Outdoor Education	\$557,000.00	6/30/2013	Jason Tidemann	
ML 2013 - 7b	ENRTF	Wilderness Inquiry	Youth Outdoors: Mississippi River Education and Employment Opportunities	\$450,000.00	6/30/2016	Jason Tidemann	
ML 2011 - 5d	ENRTF	Zumbro Watershed Partnership	Zumbro River Watershed Restoration Prioritization	\$150,000.00	6/30/2014	Jason Tidemann	
ML 2010 - 3i	ENRTF	Chippewa River Watershed Project	Ecosystem Services in Agricultural Watersheds	\$247,000.00	6/30/2014	Patrick Donnell	
ML 2011 - 7	ENRTF	Dovetail Partners Inc.	Supporting-Community Driven Sustainable Bioenergy Projects	\$150,000.00	6/30/2014	Patrick Donnell	
ML 2011 - 4j 3c	ENRTF	Ducks Unlimited Inc.	HCP Phase VII: Shallow Lake Conservation Easements	\$500,000.00	6/30/2014	Patrick Donnell	
ML 2011 - 4j 3d	ENRTF	Ducks Unlimited Inc.	HCP Phase VII: Wetlands Reserve Program	\$775,000.00	6/30/2014	Patrick Donnell	

Pass-Through Appropriations to be Managed under ML 2013, Chp. 52, Sec. 2, Subd. 8b

Project Title: *Contract Agreement Reimbursement*

Project Manager: *Amanda Graeber*

Appropriation	Fund:	Grantee:	Project Title:	\$ Appropriated:	Expiration:	Assigned to:	Notes:
ML 2011 - 8c	ENRTF	Hennepin County	Experiential Environmental Education for Urban Youth	\$200,000.00	6/30/2014	Patrick Donnell	
ML 2011 - 4i 1.1/1.2	ENRTF	MN Land Trust	MECC Phase VI: Coordination, Mapping, and Outreach (1.1) & Mapping and Database Work (1.2)	\$40,000.00	6/30/2014	Patrick Donnell	
ML 2011 - 4i 3.2	ENRTF	MN Land Trust	MECC Phase VI: Protect Significant Habitat by Acquiring Conservation Easements	\$400,000.00	6/30/2014	Patrick Donnell	
ML 2013 - 4d 3.2	ENRTF	MN Land Trust	Metro Conservation Corridors Phase 7: Protect Significant Habitat by Acquiring Conservation Easements	\$310,000.00	6/30/2016	Patrick Donnell	
ML 2011 - 4j 3a	ENRTF	MN Land Trust	HCP Phase VII: Shoreland Protection Program	\$450,000.00	6/30/2014	Patrick Donnell	
ML 2011 - 4i 2.6/3.3	ENRTF	MN Valley National Wildlife Refuge Trust	MECC Phase VI-Priority Expansion and Restoration MN Valley NW Refuge	\$600,000.00	6/30/2014	Patrick Donnell	
ML 2013 - 4d 3.3	ENRTF	MN Valley National Wildlife Refuge Trust	Metro Conservation Corridors Phase 7: Priority Expansion of Minnesota Valley National Wildlife	\$400,000.00	6/30/2016	Patrick Donnell	

Pass-Through Appropriations to be Managed under ML 2013, Chp. 52, Sec. 2, Subd. 8b

Project Title: *Contract Agreement Reimbursement*

Project Manager: *Amanda Graeber*

Appropriation	Fund:	Grantee:	Project Title:	\$ Appropriated:	Expiration:	Assigned to:	Notes:
ML 2011 - 4j 4h	ENRTF	MN Valley National Wildlife Refuge Trust	HCP Phase VII -Priority Acquisition, MN Valley Wetland Management District	\$400,000.00	6/30/2014	Patrick Donnell	
ML 2011 - 4g	ENRTF	Redwood Area Communities Foundation	Minnesota River Valley Green Corridor Scientific and Natural Area Acquisition	\$2,000,000.00	6/30/2014	Patrick Donnell	
ML 2013 - 5e	ENRTF	Red Lake Watershed District	Measuring Hydrologic Benefits from Glacial Ridge Habitat Restoration	\$400,000.00	6/30/2016	Patrick Donnell	
ML 2009 - 5b1	ENRTF	St. Cloud State University	Vulnerability of Fish Population in Lakes to Endocrine Disrupting Contaminants	\$107,900.00	6/30/2013	Patrick Donnell	
ML 2011 - 3o	ENRTF	St. Croix River Association	St. Croix Basin Conservation Planning and Protection	\$120,000.00	6/30/2014	Patrick Donnell	
ML 2005 - 6m	ENRTF	St. Louis and Lake Counties Regional Railroad Authority	Mesabi Trail System	\$1,000,000.00	6/30/2015	Patrick Donnell	
ML 2013 - 4j	ENRTF	St. John's University	Preserving the Avon Hills Landscape-Phase 2	\$772,000.00	6/30/2016	Patrick Donnell	
ML 2011 - 3n	ENRTF	Stearns County Soil and Water Conservation District	Mississippi River Central Minnesota Conservation Planning	\$175,000.00	6/30/2014	Patrick Donnell	
ML 2010 - 8e	ENRTF	City of St. Paul	Get Outside - Urban Woodland for Kids	\$218,000.00	6/30/2014	Patrick Donnell	
ML 2010 - 4i	ENRTF	The Nature Conservancy	Reconnecting Fragmented Prairie Landscapes	\$380,000.00	6/30/2014	Patrick Donnell	

Pass-Through Appropriations to be Managed under ML 2013, Chp. 52, Sec. 2, Subd. 8b

Project Title: *Contract Agreement Reimbursement*

Project Manager: *Amanda Graeber*

Appropriation	Fund:	Grantee:	Project Title:	\$ Appropriated:	Expiration:	Assigned to:	Notes:
ML 2011 - 5e	ENRTF	University of St. Thomas	Assessment of Minnesota River Antibiotic Concentrations	\$190,000.00	6/30/2014	Patrick Donnell	
ML 2013 - 5h	ENRTF	University of St. Thomas	Assessment of Minnesota River Antibiotic Concentrations-Phase 2 Mississippi River	\$203,000.00	6/30/2016	Patrick Donnell	
ML 2009 - 5b2	ENRTF	U.S. Geological Survey	Vulnerability of Fish Population in Lakes to Endocrine Disrupting Contaminants	\$189,100.00	6/30/2013	Patrick Donnell	
ML 2013 - 6f	ENRTF	U.S. Geological Survey	Zebra Mussel Control Research and Evaluation in MN Waters	\$600,000.00	6/30/2016	Patrick Donnell	
ML 2010 - 8b	ENRTF	Will Steger Foundation	Engaging Students in Environmental Stewardship through Adventure Learning	\$250,000.00	6/30/2013	Patrick Donnell	
ML 2013 - 4d 1.1/1.2	ENRTF	MN Land Trust	Metro Conservation Corridors Phase 7: Coordination and Mapping	\$20,000.00	6/30/2016	Patrick Donnell	