

Environment and Natural Resources Trust Fund (ENRTF) M.L. 2015 Work Plan

Date of Report: May 13, 2015

Date of Next Status Update Report: January 31, 2016

Date of Work Plan Approval:

Project Completion Date: June 30, 2017

Does this submission include an amendment request? No

PROJECT TITLE: Contract Agreement Reimbursement

Project Manager: Amanda Graeber

Organization: Minnesota Department of Natural Resources

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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: M.L. 2015, Chp. 76, Sec. 2, Subd. 11b

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.

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I. PROJECT TITLE: Contract Agreement Reimbursement

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. OVERALL PROJECT STATUS UPDATES:

Project Status as of January 31, 2016:

Project Status as of August 31, 2016:

Project Status as of January 31, 2017:

Overall Project Outcomes and Results:

IV. PROJECT ACTIVITIES AND OUTCOMES:

ACTIVITY 1: Contract Management

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.

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- 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 work 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.
- I. Provide/confirm information to assist with grantee audits.
- m. Process returned grant funds.

The DNR Grants Unit works in cooperation with LCCMR staff to ensure that ENRTF funds are spent appropriately and reimbursed expediently in order to facilitate recommended project work.

Please see the attached list of open pass-through contracts managed by the DNR under previous/existing ENRTF appropriations and to be managed with these funds when the prior year funds are expended. A document outlining the agreements made jointly by LCCMR and DNR staff regarding process and guidelines for pass-through projects is also attached.

This appropriation funds contract management services billed using a professional services rate (\$56.94/hr for FY15). 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. The rate is calculated as follows (numbers are for FY15):

Salary and Fringe \$215,497 Related Other Costs Listed Above \$21,948 Total Grants Unit Cost \$237,445

Estimated billable hours = 4,170

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\$237,445/4,170 hours = \$56.94/hour (rounded)

Multiple staff with a variety of grants, financial or other responsibilities provide the above 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.

Summary Budget Information for Activity 1: ENRTF Budget: \$ 135,000

Amount Spent: \$0

Balance: \$ 135,000

Outcome	Completion Date
1. Administer Environment and Natural Resources Trust Fund Pass-through Program.	June 30, 2017

Activity Status as of January 31, 2016:

Activity Status as of August 31, 2016:

Activity Status as of January 31, 2017:

Final Report Summary:

V. DISSEMINATION:

Description: Minnesota Department of Natural Resources Grants Unit staff are in frequent contact with ENRTF pass-through appropriation recipients through phone calls, emails, letters, trainings, 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 Grants Manager and Grants Specialists communicate with LCCMR staff.

Status as of January 31, 2016:

Status as of August 31, 2016:

Status as of January 31, 2017:

Final Report Summary:

VI. PROJECT BUDGET SUMMARY:

A. ENRTF Budget Overview:

Budget Category	\$ Amount	Overview Explanation
Other: Professional Services		This appropriation funds contract management services billed using a professional services rate (\$56.94/hr for FY15).
TOTAL ENRTF BUDGET:	\$135,000	

Explanation of Use of Classified Staff: Classified staff receive funds from this appropriation through the professional services rate included.

Explanation of Capital Expenditures Greater Than \$5,000: N/A

Number of Full-time Equivalents (FTE) Directly Funded with this ENRTF Appropriation: 2

Number of Full-time Equivalents (FTE) Estimated to Be Funded through Contracts with this ENRTF

Appropriation: N/A

B. Other Funds: N/A

VII. PROJECT STRATEGY:

A. Project Partners: Appropriation recipients, LCCMR staff, Office of Grants Management staff, and other agency and legislative staff will be carrying out the proposed activities.

B. Project Impact and Long-term Strategy: Centralized administration of ENRTF pass-through appropriations to the Commissioner of Natural Resources results in more efficient and consistant management of these appropriations and better communication among the project partners.

C. Funding History:

Funding Source and Use of Funds	Funding Timeframe	\$ Amount
Environment and Natural Resources Trust Fund	FY12/13	\$175,000
Environment and Natural Resources Trust Fund	FY14/15	\$135,000
Environment and Natural Resources Trust Fund	FY15/16	\$135,000

VIII. FEE TITLE ACQUISITION/CONSERVATION EASEMENT/RESTORATION REQUIREMENTS:

A. Parcel List: N/A

B. Acquisition/Restoration Information: N/A

IX. VISUAL COMPONENT or MAP(S): The most recent edition of our quarterly newsletter is attached.

X. RESEARCH ADDENDUM: N/A

XI. REPORTING REQUIREMENTS:

Periodic work plan status update reports will be submitted no later than January 31, 2016, August 31, 2016, and January 31, 2017. A final report and associated products will be submitted between June 30 and August 15, 2017.

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Environment and Natural Resources Trust Fund M.L. 2015 Project Budget

Project Title: Contract Agreement Reimbursement

Legal Citation:

Project Manager: Amanda Graeber

Organization: Minnesota Department of Natural Resources

M.L. 2015 ENRTF Appropriation: \$135,000

Project Length and Completion Date: 2 Years, June 30, 2017

Date of Report:



ENVIRONMENT AND NATURAL RESOURCES TRUST FUND BUDGET	Activity 1 Budget	Amount Spent	Activity 1 Balance	TOTAL BUDGET	TOTAL BALANCE
BUDGET ITEM	Contract Manag	ement			
Other	\$135,000	\$0	\$135,000	\$135,000	\$135,000
Professional Services: This appropriation funds contract management services billed using a professional services rate (\$56.94/hr for FY15). 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 is used to record and differentiate time spen on ENRTF and OHF pass-through grant management. Services not received or provided will not be billed.		\$0	\$135,000	\$135,000	\$135,000
COLUMN TOTAL	\$135,000	\$0	\$135,000	\$135,000	\$135,000

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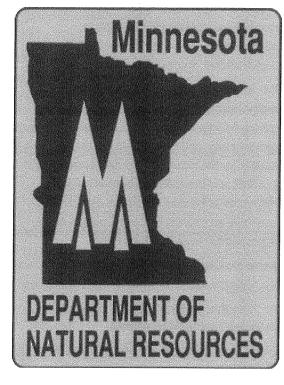
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DNR Grants Journal: Issue #7 (July 2014)

Minnesota Department of Natural Resources sent this bulletin at 07/02/2014 09:05 AM CDT



DNR Grants Journal

for Pass-through
Appropriation
Recipients
Courtesy of the
DNR Grants Unit

July 2014 - Issue #7 Visit our website at http://www.dnr.state.mn.us/grants/passthrough/

Topics Include:

FY15 ENRTF and OHF

 FY15 OHF and ENRTF Contracts

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Up-Coming Training

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Contracts

The DNR Pass-Through Grants Unit is preparing to send out FY15 contracts to ENRTF and OHF 2015 appropriation recipients in early July. If your organization is a prior recipient, you will notice a few changes to Attachment E and the Reimbursement Manual.

The changes are few and are a mixture of addressing changes in statute, questions that came up through the last year, and clarifying existing language/requirements. They include:

Attachment E - ENRTF

- Acquisitions specifically identified in appropriation law are not subject to commissioner approval
- Per Minnesota Statute 116P.17, appropriation recipients must submit the most recent tax assessed value, most recent tax statement of the real property, and the amount the recipient plans to offer for the interest in the real property to LCCMR and the commissioner of natural resources at least ten business days prior to acquiring an interest in real property with an appropriation from the Trust Fund
- Separate Certifications required
- Appraisals/reviews must have been completed no more than one year prior to obtaining an executed purchase agreement
- Administrative reviews need to be completed by someone not involved with the negotiations
- Title Insurance policy required 60 days after closing
- 110% of appraised value language added. The Recipient will not be entitled to use funds available under this Agreement (alone or in combination with other funds) for a land purchase price in excess of the appraised value. Up to 110% of appraised value may be approved following review by the LCCMR.

Attachment E - OHF

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The DNR's Mission Statement:

Our mission 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.



- Removed requirement that mapping information be submitted to the DNR
- Separate Certifications required
- Appraisals/reviews must have been completed no more than one year prior to obtaining an executed purchase agreement
- Administrative reviews need to be completed by someone not involved with the negotiations
- Title Insurance policy required 60 days after closing

Reimbursement Manual - ENRTF and OHF

- Added a link to the contact pages of the council's websites
- Guidance on allowable expenses on the LCCMR website
- Budget line item definitions on the LSOHC website
- Added additional brief statements on travel eligibility, capital equipment, and monitoring focus based on questions that arose in FY14

Changes to Threshold amounts:

- Supplies and Materials/Subcontractors less than \$5,000 require two or more verbal quotes
- Supplies and Materials/Subcontractors \$5,000 -\$50,000 require two or more written quotes
- If the supplies and materials/subcontractors exceed \$50,000 it must be awarded through a process of competitive bidding unless the subcontractor is listed in session law or listed in the approved work/accomplishment plan

Grant Monitoring

The Grants Unit has been busy the past few months finishing up monitoring visits for FY14. A big "Thank You!" to the grantees who have graciously met with us in person or over the phone. We have enjoyed meeting you and learning more about your organization while

conducting State-required fiscal monitoring.

Friendly Reminders

When submitting reimbursement requests please use the appropriate budget spreadsheet for your project; the LCCMR and LSOHC have different <u>spreadsheets</u>.

Allowable Amounts

Mileage is .56 per mile

Meal reimbursement is as follows:

Breakfast; \$9.00

Lunch; \$11.00

Dinner; \$16.00

Up-Coming Training

The Grants Unit will again be offering training on the Reimbursement Manual and the associated processess on September 4th. Email notifications will be sent out in August. We encourage everyone who is involved with your internal payment process to attend, as there is a lot of pertinent information shared. Even if you have attended before, there are some changes (to your benefit) that would be helpful to you.



Minnesota Department of Natural Resources info.dnr@state.mn.us







SUBSCRIBER SERVICES:

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project_i.d.	grantee	project_name	grants_specialist	grant_total_a ward	expiration_ date
M.L. 2013, Chp. 52, Sec. 2, Subd. 6g	Hiawatha Valley Resources Conservation and Development Inc	Controlling Terrestrial Invasive Plants with Grazing Animals	Karen Cibuzar- Mueller	52000	6/30/2017
M.L. 2014, Chp. 226, Sec. 2, Subd. 3h	U.S. Geological Survey	Protection of State's Confined Drinking Water Aquifers	Patrick Donnell	394000	6/30/2017
M.L. 2014, Chp. 226, Sec. 2, Subd. 3i	U.S. Geological Survey	Watershed Water Budgets for Managing Minnesota's Groundwater	Patrick Donnell	129000	6/30/2017
M.L. 2014, Chp. 226, Sec. 2, Subd. 6e	The Nature Conservancy	Southeast Minnesota Watershed Protection Plan	Patrick Donnell	200000	6/30/2017
M.L. 2014, Chp. 226, Sec. 2, Subd. 5n	Minnesota Wildflowers Information, ISD	Expansion of MN Wildflowers Online Botanical Reference	Jason Tidemann	150000	6/30/2017
M.L. 2014, Chp. 226, Sec. 2, Subd. 6g	Friends of the Mississippi River	Prairie, Forest, and Savanna Restoration in Greater Metropolitan Area	Karen Cibuzar- Mueller	200000	6/30/2017
M.L. 2014, Chp. 226, Sec. 2, Subd. 3m	Red Lake Watershed District	Measuring Hydologic Benefits from Glacial Ridge Habitat Restoration	Karen Cibuzar- Mueller	168000	6/30/2017
M.L. 2014, Chp. 226, Sec. 2, Subd. 7c	St. Louis and Lake Counties Regional Railroad Authority	Mesabi Trail Development - Soudan to Ely Segment	Karen Cibuzar- Mueller	1000000	6/30/2017
M.L. 2014, Chp. 226, Sec. 2, Subd. 5f Subd 5(f)	Audubon Minnesota	Minnesota Breeding Bird Atlas Final Phase	Jason Tidemann	300000	6/30/2017
M.L. 2014, Chp. 226, Sec. 2, Subd. 6h	Red River Basin Commission	Nutrient Capture through Water Managment and Biomass Harvesting	Jason Tidemann	300000	6/30/2017

M.L. 2014, Chp. 226, Sec. 2, Subd. 7e	Fox Lake Conservation League Inc.	Martin County Park and Natural Area Aqisition	Jason Tidemann	435000	6/30/2017
M.L. 2014, Chp. 226, Sec. 2, Subd. 7f	City of Morton	Minnesota River Water Trailhead and Landing in Morton	Jason Tidemann	198000	6/30/2017
ML14 Subd 3(k)	Freshwater Society	Reducing Lake Quality Impairments Through Citizen Action	Jason Tidemann	59000	6/30/2017
M.L. 2014, Chp. 226, Sec. 2, Subd. 6f	Great River Greening	Upland and Shoreland Restoration in Greater Metro Area	Jason Tidemann	300000	6/30/2017
M.L. 2014, Chp. 226, Sec. 2, Subd. 9c	Wilderness Inquiry	Urban Environmental Education Engaging Students in Local Resources	Jason Tidemann	1093000	6/30/2017
M.L. 2014, Chp. 226, Sec. 2, Subd. 9g	Pheasants Forever	Minnesota Pollinator Partnership	Jason Tidemann	100000	6/30/2017
M.L. 2011, First Special Session, Chp. 2, Art. 3, Sec. 2, Subd. 4p	Trout Unlimited	Southeast Minnesota Stream Restoration	Karen Cibuzar- Mueller	250000	12/30/2016
M.L. 2013, Chp. 52, Sec. 2, Subd. 5h	University of St. Thomas	Antibiotics in Minnesota Waters- Phase 2- Mississippi River	Karen Cibuzar- Mueller	203000	6/30/2016
M.L. 2013, Chp. 52, Sec. 2, Subd. 4d1.1/1.2	Minnesota Land Trust	Metro Conservation Corridor Phase 7- Coordination & Mapping	Karen Cibuzar- Mueller	20000	6/30/2016
M.L. 2013, Chp. 52, Sec. 2, Subd. 4d3.2	Minnesota Land Trust	MECC VII- Protect Significant Habitat by Acquiring Conservation Easements	Karen Cibuzar- Mueller	300000	6/30/2016
M.L. 2013, Chp. 52, Sec. 2, Subd. 4d3.3	Minnesota Valley National Wildlife Refuge Trust, Inc.	MECC VII- Priority Expansion of MN Valley National Wildlife Refuge	Karen Cibuzar- Mueller	400000	6/30/2016

M.L. 2013, Chp. 52, Sec. 2, Subd. 5e	Red Lake Watershed District	Measuring Hydrologic Benefits from Glacial Ridge Habitat Restoration	Karen Cibuzar- Mueller	400000	6/30/2016
M.L. 2013, Chp. 52, Sec. 2, Subd. 4j	St. John's Arboretum	Preserving the Avon Hills Landscape Phase 2	Karen Cibuzar- Mueller	772000	6/30/2016
M.L. 2013, Chp. 52, Sec. 2, Subd. 6f	U.S. Geological Survey	Zebra Mussel Control Research & Evaluation in MN Waters	Patrick Donnell	600000	6/30/2016
M.L. 2013, Chp. 52, Sec. 2, Subd. 4d3.1	Trust for Public Land	MECC VII- TPL's Critical Land Protection Program	Jason Tidemann	400000	6/30/2016
M.L. 2013, Chp. 52, Sec. 2, Subd. 7b	Wilderness Inquiry	Youth Outdoors: Mississippi River Education and Employment Opportunities	Jason Tidemann	450000	6/30/2016
M.L. 2013, Chp. 52, Sec. 2, Subd. 4d2.3	Great River Greening	MECC VII- Restoring Our Lands and Water	Jason Tidemann	208000	6/30/2016
M.L. 2013 Chp. 52, Sec. 2 Subd. 4d2.1/3.4	Friends of the Mississippi River	MECC VII- Protect, Restore, and Enhance Significant Watershed Habitat	Karen Cibuzar- Mueller	304000	6/30/2016
M.L. 2014, Ch. 226, Sec. 2, Subd. 3f	University of St. Thomas	Impacts of Estrogen Exposure on MN's Shallow Lake Wildlife	Karen Cibuzar- Mueller	136000	6/30/2016
M.L. 2014, Chp. 226, Sec. 2, Subd. 9e	Will Steger Foundation	Educating Minnesotans about Potential Impacts of Climate Change	Karen Cibuzar- Mueller	325000	6/30/2016
M.L. 2014, Chp. 226, Sec. 2, Subd. 9b	Prairie Woods Environmental Learning Center	Youth Led Sustainability Initiative in 40 Greater Minnesota Communities	Jason Tidemann	350000	6/30/2016
M.L. 2014, Chp. 226, Sec. 2, Subd. 8h	Deep Portage Learning Center	Solar Photovoltaic Installation at Residential Environmental Learning Centers	Jason Tidemann	150000	6/30/2016
M.L. 2014, Chp. 226, Sec. 2, Subd. 4c	Red River Basin Commission	Northwest Minnesota Regional Aquative Species Prevention Pilot	Jason Tidemann	219000	6/30/2016
M.L. 2014, Chp. 226 Sec. 2, Subd. 6k	Silver Bay	Expansion of Greenhouse Production	Jason Tidemann	176000	6/30/2016

M.L. 2014, Chp. 226, Sec. 2, Subd. 9i	International Wolf Center	Wolf Managment Education	Jason Tidemann	120000	6/30/2016
M.L. 2014, Chp. 226, Sec. 2, Subd. 8i	Itasca Community College	Itasca Community College Woody Biomass Utilization Project Design	Jason Tidemann	112000	6/30/2016
M.L. 2013, Chp. 52, Sec. 2, Subd. 4d2.6/3.7	Dakota County	MECC VII- Dakota County Lakeshore and Riparian Protection	Jason Tidemann	368000	6/30/2016
M.L. 2005, First Special Session, Chp. 1, Art. 2, Sec. 11, Subd. 6m	St. Louis and Lake Counties Regional Railroad Authority	Mesabi Trail System Continuation	Karen Cibuzar- Mueller	1000000	6/30/2015
M.L. 2011, First Special Session, Chp. 2, Art. 3, Sec. 2, Subd. 4i2.3	Great River Greening	Restoring Our Lands and Waters - MeCC VI - 2.3	Jason Tidemann	400000	6/30/2015
M.L. 2011, First Special Session, Chp. 2, Art. 3, Sec. 2, Subd. 4i1.1/1.2	Minnesota Land Trust	MECC VI- Coordination, Mapping, & Outreach & Mapping and Database Work	Karen Cibuzar- Mueller	40000	6/30/2015
M.L. 2011, First Special Session, Chp. 2, Art. 3, Sec. 2, Subd. 4i3.2	Minnesota Land Trust	Protect Significant Habitat by Acquiring Conservation Easements - MeCC VI - 3.2	Karen Cibuzar- Mueller	400000	6/30/2015
M.L. 2011, First Special Session, Chp. 2, Art. 3, Sec. 2, Subd. 4i3.1	The Trust for Public Land	TPL's Critical Land Protection Program - MeCC VI - 3.1	Jason Tidemann	500000	6/30/2015
M.L. 2011, First Special Session, Chp. 2, Art. 3, Sec. 2, Subd. 4i2.6/3.3	Minnesota Valley National Wildlife Refuge Trust, Inc.	Priority Expansion and Restoration MN Valley NW Refuge - MeCC VI - 2.6/3.3	Karen Cibuzar- Mueller	600000	6/30/2015

M.L. 2011, First Special Session, Chp. 3, Art. 1, Sec. 2, Subd. 4i2.7/3.7	Dakota County	Dakota County Riparian and Lakeshore Protection - MeCC VI - 2.7/3.7	Jason Tidemann	1035000	6/30/2015
M.L. 2011, First Special Session, Chp. 2, Art. 3, Sec. 2, Subd. 4g	Redwood Area Communities Foundation	Minnesota River Valley Green Corridor Scientific and Natural Area Acquisition	Karen Cibuzar- Mueller	2000000	6/30/2015