



# Environment and Natural Resources Trust Fund (ENRTF)

## M.L. 2016 Work Plan

---

**Date of Report:** 12/1/2015

**Date of Next Status Update Report:**

**Date of Work Plan Approval:**

**Project Completion Date:** June 30, 2018

**Does this submission include an amendment request**

---

**PROJECT TITLE:** Contract Agreement Reimbursement

**Project Manager:** Jason Tidemann

**Organization:** Minnesota Department of Natural Resources

**Mailing Address:** 500 Lafayette Road

**City/State/Zip Code:** St. Paul, MN 55155-4010

**Telephone Number:** (651) 259-5543

**Email Address:** jason.tidemann@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:** M.L. 2016, Chp. xx, Sec. xx, Subd. xx

**Appropriation Language:**

**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.

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.

The goal of the DNR Grants Unit is to provide grantees with one consistent point of contact for their agreements and excellent customer service.

**III. OVERALL PROJECT STATUS UPDATES:**

**Project Status as of *January 31, 2017*:**

**Project Status as of *August 31, 2017*:**

**Project Status as of *January 31, 2018*:**

**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.
  - 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 determined to be 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 fiscal monitoring in compliance with OGM policy.
  - l. 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.

This appropriation funds contract management services billed using a professional services rate. The rate for FY15 is \$56.94/hr. If the rate were to change for the fiscal year covered by this appropriation, LCCMR staff would be informed immediately and an amendment to the work plan would be requested. 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 provides contract management services to ENRTF as well as the Outdoor Heritage Fund (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. Administration of Environment and Natural Resources Trust Fund pass-through contracts and reimbursements.	June 30, 2018

**Activity Status as of January 31, 2017:**

**Activity Status as of August 31, 2017:**

**Activity Status as of January 31, 2018:**

**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, training, 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>

Status as of January 31, 2017:

Status as of August 31, 2017:

Status as of January 31, 2017:

Final Report Summary:

**VI. PROJECT BUDGET SUMMARY:**

**A. ENRTF Budget Overview:**

Budget Category	\$ Amount	Overview Explanation
Personnel:	\$ 135,000	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 spent on ENRTF and OHF pass-through grant management. Services not received or provided will not be billed.
<b>TOTAL ENRTF BUDGET:</b>	<b>\$135,000</b>	

**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, DNR Grants Unit and other 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 consistent management of these funds and better communication among the project team/partners.

**C. Timeline Requirements**

The proposed Contract Management would occur during State Fiscal Year 17.

**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, 2017, August 31, 2017, and January 31, 2018. A final report and associated products will be submitted between June 30 and August 15, 2018.**

## 2016 Detailed Project Budget

**Project Title:** Contract Agreement Reimbursement

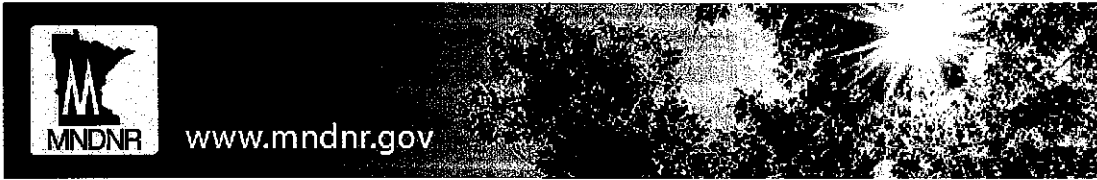
### IV. TOTAL ENRTF REQUEST BUDGET 1 years

<b>BUDGET ITEM</b>	<b>AMOUNT</b>
<b>Other: Professional Services</b> 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 spent on ENRTF and OHF pass-through grant management. Services not received or provided will not be billed.	\$ 135,000
<b>TOTAL ENVIRONMENT AND NATURAL RESOURCES TRUST FUND \$ REQUEST =</b>	<b>\$ 135,000</b>

### V. OTHER FUNDS

<b>SOURCE OF FUNDS</b>	<b>AMOUNT</b>	<b>Status</b>
<b>Other Non-State \$ To Be Applied To Project During Project Period</b>	\$ -	N/A
<b>Other State \$ To Be Applied To Project During Project Period</b>	\$ -	N/A
<b>In-kind Services To Be Applied To Project During Project Period</b>	\$ -	N/A
<b>Funding History</b>	\$ 135,000	ENRTF M.L. 14
<b>Remaining \$ From Current ENRTF Appropriation</b>	\$ 60,000	Currently being spent down. Amount is approximate.

0 Receive Updates Enter Email Address Go



## DNR Grants Journal for Pass-Through Appropriation Recipients

Minnesota Department of Natural Resources sent this bulletin at 10/02/2015 08:50 AM CDT



## DNR Grants Journal for Pass-Through Grant Recipients

### Important Reminder for Projects that ended on June 30, 2015

If your organization had a project that ended on June 30, 2015 and you have not yet submitted your final reimbursement, please contact your Grants Specialist to let them know when the final reimbursement request can be expected. Final billings are due within 30 days of the end of the project period and additional action is needed to keep the funds available in SWIFT. As a reminder, the final report must be submitted and approved by either LSOHC or LCCMR staff before the final payment can be made.

### Training Recap

A big thank you to the approximately 60 people who participated in our annual Reimbursement Training webinar on September 9th! We appreciate the time you took to hear about our process and procedures. We always welcome feedback, so if you attended the webinar and have any questions or comments, please call or email your Grants Specialist. We will discuss any feedback as a group within the Grants Unit. If you missed the training, the material covered can be found on our website, or by clicking here.

### Year-End Acquisitions

If your organization is planning to acquire land before the end of the year, please notify your grants specialist well in advance of the ten business day requirement if possible. December tends to be a busy time for reimbursement requests and land purchases and we want to make sure

#### October 2015

Minnesota Department of Natural Resources

500 Lafayette Road

St. Paul, MN 55155-4010

#### Grants Unit Contacts

Amanda Sroka (Graeber)

Grants Manager

651-259-5533

[amanda.sroka@state.mn.us](mailto:amanda.sroka@state.mn.us)

Pat Donnell

Grants Specialist Coord.

651-259-5543

[patrick.donnell@state.mn.us](mailto:patrick.donnell@state.mn.us)

Karen Mueller

Grants Specialist Senior

651-259-5559

[karen.cibuzar@state.mn.us](mailto:karen.cibuzar@state.mn.us)

we assist everyone in meeting their closing dates.

mueller@state.mn.us

## Grant Agreements

Grant Agreements were sent out to FY16 recipients by your Grants Specialist in mid-July. If you have already sent yours back, thank you! If you haven't yet, please sign and send back to your Grants Specialist as soon as you can. While you are still able to incur costs, we are unable to reimburse for any expenses until the grant agreement is executed. For any questions, please contact Pat, Karen, or Jason.

Jason Tidemann

Grants Specialist Senior

651-259-5534

jason.tidemann@state.mn.us

## DNR Holiday Schedule

The DNR offices will be closed on the following dates:

Wednesday, November 11 for Veteran's Day

Thursday and Friday, November 26 & 27 for Thanksgiving

Friday, December 25 for Christmas

Friday, January 1 for New Year's Day

### 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.**



Minnesota Department of Natural Resources  
[info.dnr@state.mn.us](mailto:info.dnr@state.mn.us)

MNDNR

STAY

CONNECTED:



SUBSCRIBER SERVICES:

[Manage Preferences](#) | [Unsubscribe](#) | [Help](#) | [Sign-up for other Minnesota DNR notifications](#)

Powered by **GOVDELIVERY**