



# Environment and Natural Resources Trust Fund (ENRTF)

## M.L. 2020 ENRTF Work Plan (Main Document)

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**Today's Date:** August 23, 2019

**Date of Next Status Update Report:** April 1, 2021

**Date of Work Plan Approval:**

**Project Completion Date:** June 30, 2022

**Does this submission include an amendment request?** \_\_

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**PROJECT TITLE:** Contract Agreement Reimbursement

**Project Manager:** Katherine Sherman-Hoehn

**Organization:** Minnesota Department of Natural Resources

**College, Department, or Division:** Office of Management and Budget

**Mailing Address:** 500 Lafayette Road

**City, State, Zip Code:** Saint Paul, MN, 55155

**Project Manager Direct Telephone Number:** 651-259-5533

**Email Address:** Katherine.sherman-hoehn@state.mn.us

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

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**Location:** Statewide

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**Total Project Budget:** \$135,000

**Amount Spent:** \$0

**Balance:** \$135,000

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**Legal Citation:** M.L. 2020, Chp. xx, Sec. xx, Subd. xx

**Appropriation Language:**

## **PROJECT STATEMENT:**

With this appropriation, the Department of Natural Resources (DNR) Grants Unit will provide continued contract management services to pass-through recipients of Environment and Natural Resource Trust Fund (ENRTF) dollars appropriated to the commissioner of natural resources.

The goal of contract management is to ensure that the Grants Unit reimburses organizations for their deliverables and that they operate in compliance with the Department of Administration's Grants Management policies, as well as ENRTF statute and the recommendations of the Legislative Auditor.

The Grants Unit provides grantees with the contract management, technical assistance, and grant monitoring they need to successfully complete their conservation work. It aids recipients with financial compliance and ensures project consistency with appropriation law, state statute, grants policies and approved work plans. Grants specialists in the unit serve as a consistent point of contact for grantees and deliver timely, responsive, customer service.

## **II. OVERALL PROJECT STATUS UPDATES:**

See section III below for updates

## **III. PROJECT ACTIVITIES AND OUTCOMES:**

### **ACTIVITY 1 Title: Contract Management**

**Description:** The Grants Unit manages grant agreements for special environment and natural resource projects recommended by LCCMR and appropriated by the legislature to ensure that all projects operate in compliance with state and LCCMR requirements. Services include:

#### **Contract Management**

- Meeting statutory and Office of Grants Management (OGM) requirements for grant agreements, including contract creation, payment requests, monitoring, and closeout
- Processing reimbursement requests promptly, in compliance with state and DNR policies and LCCMR-approved workplan
- Working closely with and responding to requests from the Office of the Legislative Auditor
- Developing and maintaining accurate reports on Trust fund and individual project status
- Working cooperatively with LCCMR staff and recipients to resolve questions and make changes
- Improving processes to increase efficiency and ease for recipients while ensuring fiscal integrity

#### **Training and Ongoing Communication**

- Training recipients on state requirements to ensure they understand the state's contract and reimbursement procedures and requirements

- Providing ongoing technical assistance and one-on-one work with recipients where necessary
- Responding to LCCMR requests for information or assistance

The Grants Unit uses a professional service rate to charge for work done on this project. The rate for FY20 is \$66.00/hr; if it changes for the fiscal year covered by this appropriation, LCCMR staff will be informed immediately and an amendment sought. The rate includes only personnel and non-personnel costs necessary to carry out the pass-through grant management program, and expenses are charged only for actual hours worked and services delivered.

**ACTIVITY 1 ENRTF BUDGET: \$135,000**

Outcome	Completion Date
1. Administration of Environment and Natural Resources Trust Fund pass-through contracts and reimbursements	<i>June 30, 2021</i>

**First Update April 1, 2021**

**Second Update October 1, 2021**

**Third Update April 1, 2022**

**Final Report between project end (June 30) and August 15, 2022**

**IV. 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>

The Minnesota Environment and Natural Resources Trust Fund (ENRTF) will be acknowledged through use of the trust fund logo or attribution language on project print and electronic media, publications, signage, and other communications per the [ENRTF Acknowledgement Guidelines](#).

**First Update April 1, 2021**

**Second Update October 1, 2021**

**Third Update April 1, 2022**

**Final Report between project end (June 30) and August 15, 2022**

**V. ADDITIONAL BUDGET INFORMATION:**

**A. Personnel and Capital Expenditures**

**Explanation of Capital Expenditures Greater Than \$5,000:**

**Explanation of Use of Classified Staff:** Classified staff receive funds from this appropriation through the professional services rate included. The DNR Grants Unit is staffed as a professional services unit providing contract management; these positions did not exist prior to ongoing ENRTF and OHF appropriations for contract management.

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

Enter Total Estimated Personnel Hours for entire duration of project: 3444	Divide total personnel hours by 2,080 hours in 1 yr = TOTAL FTE:1.66
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**Total Number of Full-time Equivalents (FTE) Estimated to Be Funded through Contracts with this ENRTF Appropriation:**

The DNR Grants unit supports 3.45 FTE and bills only for hours worked. ENRTF contract management is a portion of the total contract management work. Total hours estimated here are based on past years of funding and proportion of open grants.

Enter Total Estimated Contract Personnel Hours for entire duration of project:	Divide total contract hours by 2,080 hours in 1 yr = TOTAL FTE:
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**VI. PROJECT PARTNERS:**

- A. Partners outside of project manager’s organization receiving ENRTF funding – N/A
- B. Partners outside of project manager’s organization NOT receiving ENRTF funding:  
Becca Nash, DirectorLCCMR      DNR manages contracts for ENRTF recipients

**VII. LONG-TERM- IMPLEMENTATION AND FUNDING:**

The Grants Unit will continue contract management through existing policies and procedures, including Office of Grants Management policies; procedures laid out in ENRTF statute, appropriation language, and workplans; and in Grants Unit policies and procedures laid out in attachments to grantee contracts. These include the Grants Unit’s Reimbursement Manual, Subcontracting Policy, Conflict of Interest Policy, and Land Acquisition procedures.

The Grants Unit will continue to track contract management activities and metrics through its database and through state-mandated file retention procedures, and communicate any relevant findings to LCCMR staff. Additional work in future years would be funded through future ENRTF contract management appropriations.

## **VIII. REPORTING REQUIREMENTS:**

- Project status update reports will be submitted April 1 and October 1 each year of the project
- A final report and associated products will be submitted between June 30 and August 15, 2022

## **IX. SEE ADDITIONAL WORK PLAN COMPONENTS:**

**A. Budget Spreadsheet**

**B. Visual Component or Map**

**C. Parcel List Spreadsheet – N/A**

**D. Acquisition, Easements, and Restoration Requirements – N/A**

**E. Research Addendum – N/A**

Attachment A: Project Budget Spreadsheet  
 Environment and Natural Resources Trust Fund  
 M.L. 2020 Budget Spreadsheet



Legal Citation:

Project Manager: Katherine Sherman-Hoehn

Project Title: Contract Agreement Reimbursement

Organization: MN Department of Natural Resources

Project Budget: \$135,000

Project Length and Completion Date: 2 years, June 30, 2022

Today's Date: 08/23/2019

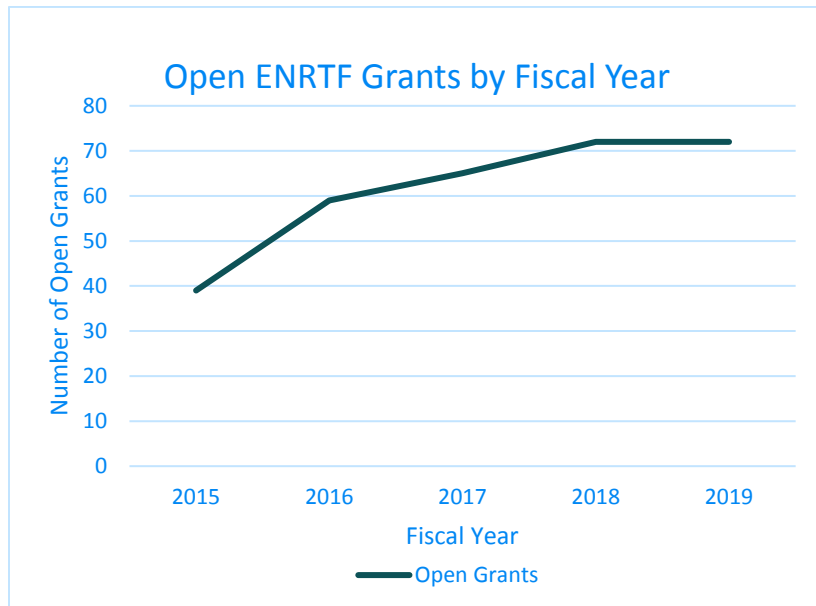
ENVIRONMENT AND NATURAL RESOURCES TRUST FUND BUDGET		Budget	Amount Spent	Balance
<b>BUDGET ITEM</b>				
<b>Professional/Technical/Service Contracts</b>				
Professional Services This appropriation funds contract management services for active ENRTF grants (approximately 75 in FY19) billed using a professional services rate. The professional services hourly rate (\$66/hr for FY20) includes salary and fringe for grants management staff, supervisory time, travel costs, supplies, allocated administrative costs including rent and printing, as well as other 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	\$ -	\$ 135,000
<b>COLUMN TOTAL</b>		\$ 135,000	\$ -	\$ 135,000
<b>SOURCE AND USE OF OTHER FUNDS CONTRIBUTED TO THE PROJECT</b>				
	<b>Status (secured or pending)</b>	<b>Budget</b>	<b>Spent</b>	<b>Balance</b>
<b>Non-State:</b>		\$ -	\$ -	\$ -
<b>State:</b>		\$ -	\$ -	\$ -
<b>In kind:</b>		\$ -	\$ -	\$ -
<b>Other ENRTF APPROPRIATIONS AWARDED IN THE LAST SIX YEARS</b>				
	<b>Amount legally obligated but not yet spent</b>	<b>Budget</b>	<b>Spent</b>	<b>Balance</b>
<b>M.L. 2017, Chp. 96, Sec. 2, Subd. 10</b>	\$ -	\$ 135,000	\$ 135,000	\$ -
<b>M.L. 2018, Chp. 214, Art. 4, Sec. 02, Subd. 012</b>	\$ 92,714	\$ 135,000	\$ 42,286	\$ 92,714

# Environment and Natural Resources Trust Fund Measures

The OMBS Grants Unit tracks several basic metrics to judge trends in contract management work and set strategic and staffing goals for the year.

## Open Grants Per Year

The number of open Environment and Natural Resources Grants per year increased sharply from 2015 to 2017, but has held steady for the past two years. Grants last an average of 2.25 years.



## Payments to Grantees

Currently, grant specialists process over 180 payments a year. The trend has been increasing over the past five years, reflecting a greater number of open grants. Land acquisitions per year remains low.

