

Final Abstract

Final Report Approved on March 1, 2025

M.L. 2022 Project Abstract

For the Period Ending June 30, 2024

Project Title: ML 2022 Contract Agreement Reimbursement

Project Manager: Katherine Sherman-Hoehn

Affiliation: MN DNR - Grants Unit

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E-mail: katherine.sherman-hoehn@state.mn.us

Website: <https://www.dnr.state.mn.us/grants/passthrough/index.html>

Funding Source:

Fiscal Year:

Legal Citation: M.L. 2022, Chp. 94, Sec. 2, Subd. 11

Appropriation Amount: \$210,000

Amount Spent: \$210,000

Amount Remaining: -

Sound bite of Project Outcomes and Results

This appropriation was used to support the ENRTF contract management program, which ensured that ENRTF grantees expended grant funds in compliance with state law, session law, approved work plans, and Office of Grants Management grants policies.

Overall Project Outcome and Results

This appropriation was used to support the ENRTF contract management program, which ensured that ENRTF grantees expended grant funds in compliance with state law, session law, approved work plans, and Office of Grants Management grants policies.

The DNR Grants Unit managed 72 grants active in FY 2021. In FY 2022, the Grants Unit managed 116 active grants. Between July 1, 2022 and June 30 2024, the DNR Grants Unit:

- Made 559 reimbursements to grantees totaling \$44.4 million dollars.
- Monitored all grants in compliance with Office of Grants Management policies.

Project Results Use and Dissemination

Project personnel were in frequent contact with appropriation recipients and LCCMR staff. Information was disseminated through manuals, training sessions, orientations, meetings, memos, letters, emails, newsletter, and phone.



Environment and Natural Resources Trust Fund

M.L. 2022 Approved Final Report

General Information

Date: December 5, 2025

ID Number: 2022-121

Staff Lead: Becca Nash

Project Title: ML 2022 Contract Agreement Reimbursement

Project Budget: \$210,000

Project Manager Information

Name: Katherine Sherman-Hoehn

Organization: MN DNR - Grants Unit

Office Telephone: (651) 259-5533

Email: katherine.sherman-hoehn@state.mn.us

Web Address: <https://www.dnr.state.mn.us/grants/passthrough/index.html>

Project Reporting

Final Report Approved: March 1, 2025

Reporting Status: Project Completed

Date of Last Action: March 1, 2025

Project Completion: June 30, 2024

Legal Information

Legal Citation: M.L. 2022, Chp. 94, Sec. 2, Subd. 11

Appropriation Language: \$132,000 the second 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 in preparing and administering contracts, including for the agreements specified in this section.

Subd. 20. Transfers

(c) \$78,000 is transferred from the amount appropriated under Laws 2021, First Special Session chapter 6, article 5,

section 2, subdivision 4, paragraph (b), to the appropriation in subdivision 11. The commissioner must provide documentation to the Legislative-Citizen Commission on Minnesota Resources on the expenditure of these funds.

(d) The amounts transferred under this subdivision are available until June 30, 2025.

EFFECTIVE DATE. Subdivision 19 is effective the day following final enactment. Subdivision 20 is effective June 29, 2022.

Appropriation End Date: June 30, 2025

Narrative

Project Summary: Provide contract management to ENRTF pass-through appropriation recipients for approximately 70 open grants. Ensure funds are expended in compliance with appropriation law, state statute, grants policies, and approved work plans.

Describe the opportunity or problem your proposal seeks to address. Include any relevant background information.

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.

What is your proposed solution to the problem or opportunity discussed above? Introduce us to the work you are seeking funding to do. You will be asked to expand on this proposed solution in Activities & Milestones.

This appropriation will be used to continue and enhance contract management services to pass-through recipients of ENRTF appropriations to the Commissioner of Natural Resources. The goal of contract management is to ensure that grantees are properly reimbursed and that organizations operate in compliance with ENRTF pass-through appropriation procedures, policies from the Department of Administration's Grants Management, ENRTF statute, and the recommendations of the Legislative Auditor. Contract management includes: grant agreements and amendments, training, technical assistance, reporting, fiscal monitoring, reimbursement request processing, and close-out of grants.

What are the specific project outcomes as they relate to the public purpose of protection, conservation, preservation, and enhancement of the state's natural resources?

The OMBS Grants Unit's goal is to provide pass-through recipients with the contract management, technical assistance, and grant monitoring they need to successfully complete their conservation work. The Grants Unit provides grantees with one consistent point of contact for their agreements and delivers timely, responsive, customer service. The Grants Unit also collaborates with LCCMR staff as necessary to ensure the appropriate administration of projects.

Project Location

What is the best scale for describing where your work will take place?

Statewide

What is the best scale to describe the area impacted by your work?

Statewide

When will the work impact occur?

During the Project

Activities and Milestones

Activity 1: Contract Management

Activity Budget: \$210,000

Activity 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

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

Training and Ongoing Communication

- o Training recipients on state requirements to ensure they understand the state's contract and reimbursement procedures and requirements
- o Providing ongoing technical assistance and one-on-one work with recipients where necessary
- o Responding to LCCMR requests for information or assistance

The Grants Unit uses a professional service rate to charge for work, with expenses charged only for actual hours worked and services delivered.

Activity Milestones:

Description	Approximate Completion Date
Pass Through Grant Agreements Provided to Recipients	August 31, 2022
Contract Management for Pass Through Grant Recipients	June 30, 2024

Dissemination

Describe your plans for dissemination, presentation, documentation, or sharing of data, results, samples, physical collections, and other products and how they will follow ENRTF Acknowledgement Requirements and Guidelines.

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>

Long-Term Implementation and Funding

Describe how the results will be implemented and how any ongoing effort will be funded. If not already addressed as part of the project, how will findings, results, and products developed be implemented after project completion? If additional work is needed, how will this work be funded?

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.

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 would be funded with future appropriations.

Other ENRTF Appropriations Awarded in the Last Six Years

Name	Appropriation	Amount Awarded
Contract Agreement Reimbursement	M.L. 2014, Chp. 226, Sec. 2, Subd. 10a	\$135,000
Contract Agreement Reimbursement	M.L. 2015, Chp. 76, Sec. 2, Subd. 11b	\$135,000
Contract Agreement Reimbursement	M.L. 2016, Chp. 186, Sec. 2, Subd. 10a	\$135,000
Contract Agreement Reimbursement	M.L. 2017, Chp. 96, Sec. 2, Subd. 10a	\$135,000
Contract Agreement Reimbursement	M.L. 2018, Chp. 214, Art. 4, Sec. 2, Subd. 12	\$135,000
Contract Agreement Reimbursement	M.L. 2019, First Special Session, Chp. 4, Art. 2, Sec. 2, Subd. 10a	\$135,000

Budget Summary

Category / Name	Subcategory or Type	Description	Purpose	Gen. Ineligible	% Benefits	# FTE	Classified Staff?	\$ Amount	\$ Amount Spent	\$ Amount Remaining
Personnel										
							Sub Total	-	-	-
Contracts and Services										
OMBS Grants Unit	Internal services or fees (uncommon)	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. FY23 billing rate is \$72/hr. LCCMR staff will be contacted if this changes.		X		6.86		\$210,000	\$210,000	-
							Sub Total	\$210,000	\$210,000	-
Equipment, Tools, and Supplies										
							Sub Total	-	-	-
Capital Expenditures										
							Sub Total	-	-	-
Acquisitions and Stewardship										
							Sub Total	-	-	-
Travel In Minnesota										
							Sub Total	-	-	-
Travel Outside Minnesota										

							Sub Total	-	-	-
Printing and Publication										
							Sub Total	-	-	-
Other Expenses										
							Sub Total	-	-	-
							Grand Total	\$210,000	\$210,000	-

Classified Staff or Generally Ineligible Expenses

Category/Name	Subcategory or Type	Description	Justification Ineligible Expense or Classified Staff Request
Contracts and Services - OMBS Grants Unit	Internal services or fees (uncommon)	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. FY23 billing rate is \$72/hr. LCCMR staff will be contacted if this changes.	Per agreement with LCCMR.

Non ENRTF Funds

Category	Specific Source	Use	Status	\$ Amount	\$ Amount Spent	\$ Amount Remaining
State						
			State Sub Total	-	-	-
Non-State						
			Non State Sub Total	-	-	-
			Funds Total	-	-	-

Attachments

Required Attachments

Visual Component

File: [d53b04d4-7e3.pdf](#)

Alternate Text for Visual Component

Single page showing Contract Management Measures from 2016 to 2020. Two charts, one showing Open Grants per Fiscal Year with an upward trend from 2017 to 2018 and only slight fluctuations in 2019-2021. Payments by Fiscal Year showing annual payments from 2016 through 2020. Trend fluctuates slightly, with 2019 lowest at 159 and 2020 highest at 180....

Difference between Proposal and Work Plan

Describe changes from Proposal to Work Plan Stage

Reviewed info for accuracy, added billing rate to Professional Services line, added dissemination narrative.

Additional Acknowledgements and Conditions:

The following are acknowledgements and conditions beyond those already included in the above workplan:

Do you understand and acknowledge the ENRTF repayment requirements if the use of capital equipment changes?

N/A

Do you understand that travel expenses are only approved if they follow the "Commissioner's Plan" promulgated by the Commissioner of Management of Budget or, for University of Minnesota projects, the University of Minnesota plan?

N/A

Does your project have potential for royalties, copyrights, patents, sale of products and assets, or revenue generation?

No

Do you understand and acknowledge IP and revenue-return and sharing requirements in 116P.10?

N/A

Do you wish to request reinvestment of any revenues into your project instead of returning revenue to the ENRTF?

N/A

Does your project include original, hypothesis-driven research?

No

Does the organization have a fiscal agent for this project?

No

Do you understand that a named service contract does not constitute a funder-designated subrecipient or approval of a sole-source contract? In other words, a service contract entity is only approved if it has been selected according to the contracting rules identified in state law and policy for organizations that receive ENRTF funds through direct appropriations, or in the DNR's reimbursement manual for non-state organizations. These rules may include competitive bidding and prevailing wage requirements

N/A

Work Plan Amendments

No Amendments Entered

Status Update Reporting

Final Report Approved: March 1, 2025

Project Status: Project Completed

Final Status Update August 14, 2024

Date Submitted: January 13, 2025

Date Approved: February 20, 2025

Overall Update

The Grants Unit completed work on this project in Fall 2023.

Activity 1

This activity was previously marked complete.

(This activity marked as complete as of this status update)

Dissemination

The Grants Unit completed work on this project in Fall 2023.

Status Update Reporting

Status Update March 1, 2024

Date Submitted: January 13, 2025

Date Approved: February 20, 2025

Overall Update

The Grants Unit completed work on this project in Fall 2023.

Activity 1

This activity was previously marked complete.

(This activity marked as complete as of this status update)

Dissemination

The Grants Unit completed work on this project in Fall 2023.

Status Update Reporting

Status Update September 1, 2023

Date Submitted: January 9, 2024

Date Approved: February 20, 2025

Overall Update

The Grants Unit completed work on this project. Activities detailed below.

Activity 1

Activities included management of 155 active grants, pre-award financial review and monitoring activities on selected projects in coordination with LCCMR staff, and execution of COVID-related amendments to prior-year projects.

(This activity marked as complete as of this status update)

Dissemination

The Grants Unit is provided contract management activities under the ML22 and ML23 appropriations, including technical assistance, training, and publications.

Status Update Reporting

Status Update March 1, 2023

Date Submitted: March 31, 2023

Date Approved: April 3, 2023

Overall Update

The DNR provided continued contract management services to pass-through recipients of Environment and Natural Resource Trust Fund dollars appropriated to the Commissioner of Natural Resources. Expenditures represent one quarter of charging; second quarter expenses will be charged soon.

Activity 1

Activities included management of 130 active grants, completing 107 reimbursement requests for \$11.35 million, pre-award financial review and monitoring activities on selected projects in coordination with LCCMR staff, and execution of COVID-related amendments to prior-year projects.

Dissemination

The Grants Unit provided an annual training webinar for all grantees on reimbursement and compliance, and provided technical assistance as needed.