



# Environment and Natural Resources Trust Fund

M.L. 2023 Approved Work Plan

## General Information

**ID Number:** 2023-073

**Staff Lead:** Becca Nash

**Date this document submitted to LCCMR:** May 30, 2023

**Project Title:** ML 2023 Contract Agreement Reimbursement

**Project Budget:** \$224,000

## 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

**Date Work Plan Approved by LCCMR:** June 22, 2023

**Reporting Schedule:** April 1 / October 1 of each year.

**Project Completion:** June 30, 2025

**Final Report Due Date:** August 14, 2025

## Legal Information

**Legal Citation:** M.L. 2023, Chp. 60, Art. 2, Sec. 2, Subd. 10c

**Appropriation Language:** \$224,000 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 in preparing and administering contracts, including for the agreements specified in this section.

**Appropriation End Date:** June 30, 2026

## Narrative

**Project Summary:** Provide contract management to ENRTF pass-through appropriation recipients for approximately 115 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. In this appropriation, the DNR proposes adding an FTE to this work to: adjust contract management capacity to meet increasing grant numbers, enhance coordination of our monitoring and compliance activities, and enable the unit to meet increasing requests for technical assistance from LCCMR staff and individual grantees. The Grants Unit last added a staff member in FY19. That staff member now has a full caseload. The new FTE will also provide subject matter expertise in monitoring, audits, and compliance to provide timely, coordinated service internally, to LCCMR staff, and to grantees.

**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:** \$224,000

**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 (\$72/hr FY23), 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, 2023
Contract Management for Pass Through Grant Recipients	June 30, 2025

## 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
<b>Personnel</b>								
							<b>Sub Total</b>	-
<b>Contracts and Services</b>								
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. FTE represents total team dedicated; only actual hours are billed.		X		8.86		\$224,000
							<b>Sub Total</b>	\$224,000
<b>Equipment, Tools, and Supplies</b>								
							<b>Sub Total</b>	-
<b>Capital Expenditures</b>								
							<b>Sub Total</b>	-
<b>Acquisitions and Stewardship</b>								
							<b>Sub Total</b>	-
<b>Travel In Minnesota</b>								
							<b>Sub Total</b>	-
<b>Travel Outside Minnesota</b>								
							<b>Sub Total</b>	-

<b>Printing and Publication</b>								
							<b>Sub Total</b>	-
<b>Other Expenses</b>								
							<b>Sub Total</b>	-
							<b>Grand Total</b>	<b>\$224,000</b>

Classified Staff or Generally Ineligible Expenses

Category/Name	Subcategory or Type	Description	Justification Ineligible Expense or Classified Staff Request
<p><b>Contracts and Services - OMBS</b> Grants Unit</p>	<p>Internal services or fees (uncommon)</p>	<p>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. FTE represents total team dedicated; only actual hours are billed.</p>	<p>Per agreement with LCCMR.</p>

Non ENRTF Funds

Category	Specific Source	Use	Status	\$ Amount
<b>State</b>				
			<b>State Sub Total</b>	-
<b>Non-State</b>				
			<b>Non State Sub Total</b>	-
			<b>Funds Total</b>	-



## Attachments

### Required Attachments

#### *Visual Component*

File: [6d430e77-8ed.pdf](#)

#### *Alternate Text for Visual Component*

Single page showing Contract Management Measures from 2017 to 2020. Two charts, one showing Open Grants per Fiscal Year with a fairly even caseload between 2017-2020, and a sharp upward trend in 2021. Payments by Fiscal Year showing payments from 2017- 2020. Trend stable, departing down in 2020 then up....

### Optional Attachments

#### *Support Letter, Photos, Media, Other*

Title	File
Background Check Certification form	<a href="#">a844eafd-5cd.pdf</a>

### Difference between Proposal and Work Plan

#### *Describe changes from Proposal to Work Plan Stage*

Confirmed status update, final report, and end dates. Confirmed narrative details. Added dissemination information. 11/14 addressed revision requests.

## 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 agree travel expenses must 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, or sale of products and assets?**

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