

**Environment and Natural Resources Trust Fund
2009 Phase 2 Request for Proposals (RFP)**

LCCMR ID: 109-E1

Project Title: Contract Management

Total Project Budget: \$ \$158,000

Proposed Project Time Period for the Funding Requested: July 2009 to June 2011

Other Non-State Funds: \$ \$0.00

Priority: Administration

First Name: William

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Sponsoring Organization: DNR

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Region:

County Name:

City / Township:

Statewide

Summary: Manage appropriations to DNR to be passed through to third party recipients. Reimburse for allowable expenses only, review of expenditures against work program objectives, and audit of financial records.

Main Proposal: 1008-2-062-proposal-2010-11 Contract Management Main Proposal.doc

Project Budget: 1008-2-062-budget-Contract management Project Budget.doc

Qualifications: 1008-2-062-qualifications-Contract management qualifications.doc

Map:

Letter of Resolution:

I. PROJECT STATEMENT

This program provides oversight of reimbursement for project deliverables and meets the requirements of the Department of Administrations' Grants Management procedures as well as the recommendations of the Legislative Auditor. It aids recipients with financial compliance and ensures project consistency with appropriations laws and work programs.

II. DESCRIPTION OF PROJECT RESULTS

Result 1: Reimbursement and Review **Budget: \$ 158,000**

Assist LCMR pass-through recipients in obtaining reimbursement for expenses incurred by LCMR funded projects by undertaking the following tasks

	Deliverable	Completion Date
1	Contract and related materials preparation	October of Each Year
2	Train recipients to comply with LCCMR, Department of Administration and Legislative Auditor recommendations. This program will reach sub-recipients as well as initial pass-through recipients.	December of Each Year
3	Implement a program ensuring that recipient reimbursement problems are heard and understood by DNR and LCCMR staff and immediately solved.	Ongoing
4	Develop and implement a program guaranteeing quick reimbursements of allowable expenses.	Ongoing
5	As necessary for carrying out the fiduciary responsibilities of the state, examine records of recipients	Ongoing
6	Provide additional assistance to LCMR on funded projects, as requested	Ongoing
7	Work with recipients to ensure that claimed reimbursements are backed by sufficient documentation	Ongoing

III. PROJECT STRATEGY AND TIMELINE

A. Project Partners

LCCMR Staff

B. Project Impact

Enables LCCMR recommendations appropriated by the legislature to be expended by recipients named in appropriations to the Commissioner of the Department of Natural Resources.

C. Time

This is an ongoing responsibility created by legislative appropriations to the Commissioner of DNR for grants to third parties. The annual cost, in F.Y. 2010 dollars is \$78,578.00.

D. Long-Term Strategy (if applicable)

So long as the legislature appropriates third party grants through the Department of Natural Resources \$78,578.00 in F.Y. 2010 dollars will be needed to service those appropriations.

Project Budget

INSTRUCTIONS AND TEMPLATE (1 PAGE LIMIT)

(One page limit, single-sided, 10 pt. font minimum Retain the bold text and remove all instructions typed in italics. Add or delete rows as is necessary. If a category is not applicable you may write "N/A", leave it blank, or delete the row.)

IV. TOTAL PROJECT REQUEST BUDGET

BUDGET ITEM <i>(See list of Eligible & Non-Eligible Costs, p. 17)</i>	AMOUNT	% FTE
Personnel: <i>Gail Fox, Grants Manager, Local Grants Unit</i>	\$ 158,000.000	-
	\$ -	%
	\$ -	%
Contracts: .	\$ -	
	\$ -	
	\$ -	
Equipment/Tools:.	\$ -	
Acquisition (Including Easements):	\$ -	
Restoration:	\$ -	
Other:	\$ -	
	\$ -	
TOTAL PROJECT BUDGET REQUEST TO LCCMR	\$ 158,000..00	

V. OTHER FUNDS

SOURCE OF FUNDS	AMOUNT	Status
Remaining \$ From Previous Trust Fund Appropriation (if applicable): <i>ML 2007, Chap. 30, Sec. 2, Subd. 3b</i>	\$ 17,000.00	<i>Unspent</i>
Other Non-State \$ Being Leveraged During Project Period: <i>What additional non-state cash \$ will be spent on the project during the funding period? For each individual sum, list out the source of the funds, the amount, and indicate whether the funds are secured or pending approval.</i>	\$ 0	
Other State \$ Being Spent During Project Period: <i>Operations Support Governance for rent and other incidentals</i>	\$ 4,000	<i>Pending</i>
In-kind Services During Project Period: <i>LCCMR Liaison Project Management estimated at 5% of on FTE</i>	\$ 20,000	<i>Pending</i>
Past Spending: <i>List money spent or to be spent on this specific project, cash and/or in-kind, for 2-year timeframe prior to July 1, 2009</i>	\$ 156,000	

William H. Becker

William H. Becker is a 30+-year employee of the Department of Natural Resources. Career accomplishments include leadership of change in DNR, legislative liaison activities, statewide planning, business planning, and social, economic and geographic research and data systems management.

He has a Bachelor of Science degree in business from the University of Missouri and a Master of Science degree in outdoor recreation management from Utah State University.

Minnesota Department of Natural Resources

The Minnesota Department of Natural Resources is the State of Minnesota's flagship resource conservation and protection executive branch agency. It manages 5.2 million acres of state owned land, 11,000 plus lakes, and 97,000 plus miles of streams and rivers in the state. It cooperatively manages border resources with four neighboring states and Canada. Program delivery is divided into eight divisions (Ecological Resources, Enforcement, Fish and Wildlife, Forestry, Lands and Minerals, Parks and Recreation, Trails and Waterways, and Waters.) These operational divisions are assisted and overseen by the Commissioners Office, Regional Administration (4 regions), and support service bureaus.

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