

**Environment and Natural Resources Trust Fund  
2012-2013 Request for Proposals (RFP)**

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**Project Title:**

**ENRTF ID: 162-J**

Contract Management

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**Topic Area:** J. Other

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**Total Project Budget:** \$ 135,200

**Proposed Project Time Period for the Funding Requested:** 3 yrs. July 2013 - June 2016

**Other Non-State Funds:** \$ 0

**Summary:**

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.

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**Sponsoring Organization:** MN DNR

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**Location**

**Region:** Statewide

**County Name:** Statewide

**City / Township:**

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|--------------------------|--------------------|--------------------------|-------------------|--------------------------|-----------------------|--------------------------|----------------------------------|
| <input type="checkbox"/> | Funding Priorities | <input type="checkbox"/> | Multiple Benefits | <input type="checkbox"/> | Outcomes              | <input type="checkbox"/> | Knowledge Base                   |
| <input type="checkbox"/> | Extent of Impact   | <input type="checkbox"/> | Innovation        | <input type="checkbox"/> | Scientific/Tech Basis | <input type="checkbox"/> | Urgency                          |
| <input type="checkbox"/> | Capacity Readiness | <input type="checkbox"/> | Leverage          | <input type="checkbox"/> | Employment            | <input type="checkbox"/> | TOTAL <input type="checkbox"/> % |



# Environment and Natural Resources Trust Fund (ENRTF) 2012-2013 Main Proposal

**PROJECT TITLE:** Contract Management

## I. 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. DNR provides this fiduciary service to ensure funds are expended in compliance with state law, session law, and approved work plans.

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.

## II. DESCRIPTION OF PROJECT ACTIVITIES

**Activity 1:** Manage the Environment and Natural Resources Trust Fund Pass-through Program  
**Budget:** \$135,200

The DNR will continue to provide contract management services to pass-through grant recipients. This appropriation funds contract management services billed using a professional services rate of \$65/hr. 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 management functions. Multiple staff with a variety of grants, financial or responsibilities provide contract management services to ENRTF pass-through recipients. Cost coding will be used to record time spent on the pass-through management activities. Services not received or provided will not be billed.

| Outcome  | Completion Date |
|--|-----------------|
| 1. Administer Environment and Natural Resources Trust Fund Pass-through Program. | June 30, 2016   |

## III. PROJECT STRATEGY

### A. Project Team/Partners

Grantees, LCCMR staff, Office of Grants Management Staff, DNR staff, other agency and legislative staff.

### B. Timeline Requirements

FY14 funding for this service will include carry-forward funds from the FY12/FY13 appropriation. DNR will fully expend the FY12/F13 funding, which was extended to June 30, 2014, before drawing on the FY14 appropriation.

### C. Long-Term Strategy and Future Funding Needs

N/A

## 2012-2013 Detailed Project Budget

### IV. TOTAL ENRTF REQUEST BUDGET 1 year

| <u>BUDGET ITEM</u>  | <u>AMOUNT</u>     |
|---|-------------------|
| <b>Other:</b> DNR provides ENTRF pass-through appropriation administration as a professional service; services are billed at rate of \$65/hr up to the level this appropriation supports. | \$ 135,200        |
| <b>TOTAL ENVIRONMENT AND NATURAL RESOURCES TRUST FUND \$ REQUEST =</b>  | <b>\$ 135,200</b> |

### V. OTHER FUNDS

| <u>SOURCE OF FUNDS</u>   | <u>AMOUNT</u> | <u>Status</u>                           |
|--|---------------|---|
| <b>Remaining \$ from Current ENRTF Appropriation:</b> M.L. 2011, First Special Session, Chapter 2, Article 3, Section 2, Subd. 10(b) Contract Management \$88,000 the first year and \$87,000 the second year covers funding for the current contract management period. | \$ 171,425    | 1st year is encumbered, expires 6/30/14 |
| <b>Funding History:</b> ML 2009, chp. 143, sec. 2, subd. 8a appropriated \$158,000 for contract management duties.   | \$ 158,000    | Spent                                   |

**PROJECT MANAGER:** Kristel Lynch

## **I. QUALIFICATIONS**

### Office of Management and Budget Services – Department of Natural Resources, St. Paul, MN

- Grants Manager (promoted 8/2011-present)
- Federal Aid Coordinator (3/2011-8/2011)

### Research and Sponsored Programs – Minnesota State University, Mankato

- Grants Coordinator (2006-2008, 2009-2011)
- Interim Director (2008-2009)
- Administrative and Office Specialist (2005-2006)

Professional qualifications delineated with extensive knowledge, skills and abilities and a broad-based understanding and perspective in regard to: Grant making and grant administration; the state legislative process; program development and administration; public policy making processes at the federal, state and local government levels; relevant state laws, statutes, rules, regulations and policies governing the use of state and federal funds; state and local government structure and functions; communications skills; human relations and managerial skills; planning principles and processes; state personnel policies and procedures; the state budget process; state contract development and management policies and procedures; departmental structure, policies and procedures; and outdoor recreation and natural resource issues.

## **II. ORGANIZATION DESCRIPTION**

The Minnesota Department of Natural Resources' overall 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.