

**Environment and Natural Resources Trust Fund
2014 Request for Proposals (RFP)**

Project Title:

ENRTF ID: 191-H

Contract Management

Category: H. Other

Total Project Budget: \$ 135,000

Proposed Project Time Period for the Funding Requested: 1 Year, July 2014-June 2015

Summary:

Provide continued contract management and customer service to ENRTF pass-through appropriation recipients. Ensure funds are expended in compliance with appropriation law, state statutes, grants policies, and approved work plans.

Name: Amanda Graeber

Sponsoring Organization: MN DNR

Address: 500 Lafayette Rd
St. Paul MN 55155

Telephone Number: (651)259-5533

Email Amanda.Graeber@state.mn.us

Web Address http://www.dnr.state.mn.us/grants/passthrough/index.html

Location

Region: Statewide

County Name: Statewide

City / Township:

<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 _____%



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. The goal of the DNR Grants Unit is to provide grantees with one consistent point of contact for their agreements and excellent customer service.

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: Contract Management

Budget: \$135,000

The DNR Grants Unit will continue to balance the needs of appropriation recipients and the intended conservation work outcomes with financial integrity and fiduciary responsibility in order to ensure funds are expended in compliance with appropriation law, state statute, grants policies, and approved work plans.

This appropriation funds contract management services billed using a professional services rate of \$60/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 other related 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. Administration of Environment and Natural Resources Trust Fund pass-through contracts and reimbursements	June 30, 2015

III. PROJECT STRATEGY

A. Project Team/Partners

Appropriation recipients, LCCMR staff, Office of Grants Management staff, DNR Grants Unit and other staff, and other agency and legislative staff will be carrying out the proposed activities.

B. Timeline Requirements

The proposed Contract Management would occur during State Fiscal Year 15.



C. Long-Term Strategy and Future Funding Needs

Centralized administration of Trust Fund pass-through appropriations to the commissioner of natural resources results in more efficient and consistent management of these grants and better communication among the project team/partners.

2014 Detailed Project Budget

Project Title: Contract Management

IV. TOTAL ENRTF REQUEST BUDGET 1 year

<u>BUDGET ITEM</u>	<u>AMOUNT</u>
Personnel	\$ -
Contracts	\$ -
Equipment/Tools/Supplies	\$ -
Acquisition (Fee Title or Permanent Easements)	\$ -
Travel	\$ -
Additional Budget Items Professional Services: This appropriation funds contract management services billed using a professional services rate of \$60/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 other related 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.	\$ 135,000
TOTAL ENVIRONMENT AND NATURAL RESOURCES TRUST FUND \$ REQUEST =	\$ 135,000

V. OTHER FUNDS

<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>	<u>Status</u>
Other Non-State \$ Being Applied to Project During Project Period	\$ -	
Other State \$ Being Applied to Project During Project Period	\$ -	
In-kind Services During Project Period	\$ -	
Remaining \$ from Current ENRTF Appropriation (if applicable)	\$ -	
Funding History: Past ENRTF funds include \$40,000 in FY08, \$158,000 in FY10, \$175,000 in FY12-13, and \$135,000 in FY14.	\$ 508,000	

Environment and Natural Resources Trust Fund (ENRTF) 2014 Proposal

Project Manager Qualifications and Organization Description

1. Summary of Project Manager Qualifications and Responsibilities Pertaining Specifically to Project Proposal

- Nearly ten years of professional full-time grant writing and management experience with progressive levels of responsibility
- Currently supervise the Grants Unit in the Office of Management and Budget Services at the Minnesota Department of Natural Resources

2. Organization Description and Mission

- The Minnesota Department of Natural Resources works to integrate and sustain the interdependent values of a healthy environment, a sustainable economy, and livable communities. DNR's integrated resource management strategy shares stewardship responsibility with citizens and partners to manage for multiple interests. DNR protects the state's natural heritage by conserving the diversity of natural lands, waters, and fish and wildlife that provide the foundation for Minnesota's recreational and natural resource-based economy (M.S. 84, M.S. 97A). DNR manages natural lands such as forests, wetlands, and native prairies; maintains healthy populations of fish and wildlife; and protects rare plant and animal communities throughout the state. DNR manages the state's water resources, sustaining healthy waterways and ground water resources. DNR provides access to enrich public outdoor recreational opportunities, such as hunting, fishing, wildlife-watching, camping, skiing, hiking, biking, motorized recreation, and conservation education through a state outdoor recreation system that includes parks, trails, wildlife management areas, scientific and natural areas, water trails, and other facilities (M.S. 86A). DNR supports natural resource-based economies, managing state forest lands for multiple forest values (M.S. 89), ensuring the maximum long-term economic return from school trust lands (M.S. 127A), and providing other economic opportunities in a manner consistent with sound natural resource conservation and management principles.
- The mission of the Minnesota Department of Natural Resources 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.