

**Environment and Natural Resources Trust Fund  
2015 Request for Proposals (RFP)**

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**Project Title:**

**ENRTF ID: 152-H**

Contract Management

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**Category:** H. Pass-thru Contract Management

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**Total Project Budget:** \$ 135,000

**Proposed Project Time Period for the Funding Requested:** 1 year, July 2015 - June 2016

**Summary:**

Provide continued project 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.

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**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** www.dnr.state.mn.us/grants/passthrough/index.html

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**Location**

**Region:** Statewide

**County Name:** Statewide

**City / Township:**

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**Alternate Text for Visual:**

DNR Grants Unit January 2014 Newsletter

<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"/> 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. PROJECT ACTIVITIES AND OUTCOMES**

**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~~ \$56.94/hr for FY15. 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 grant management program. Multiple staff with a variety of grants, financial or other responsibilities provide contract management services to ENRTF and OHF. Cost coding will be used to record and differentiate time spent on ENRTF and OHF pass-through grant management. 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, 2016

**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.



**Environment and Natural Resources Trust Fund (ENRTF)**

**2015 Main Proposal**

**Project Title:** Contract Management

**B. Project Impact and Long-Term Strategy**

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.

**C. Timeline Requirements**

The proposed Contract Management would occur during State Fiscal Year 16.

## 2015 Detailed Project Budget

**Project Title: Contract Management**

### IV. TOTAL ENRTF REQUEST BUDGET 1 year

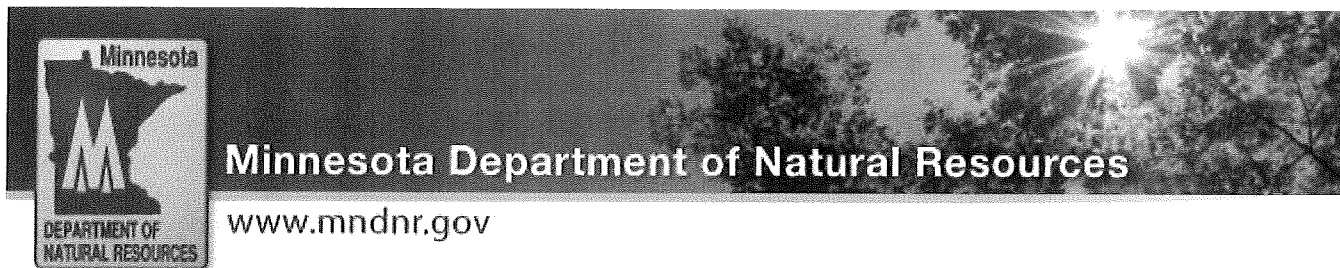
<b>BUDGET ITEM</b>	<b>AMOUNT</b>
<b>Additional Budget Items: Professional Services</b> This appropriation funds contract management services billed using a professional services rate of \$60 56.94/hour for FY15. The professional services hourly rate includes salary and fringe for grants management staff, supervisory time, travel costs, supplies, agency directs, and related costs necessary to carry out the pass-through grant management program. Multiple staff with a variety of grants, financial or other responsibilities provide contract management services to ENRTF and OHF. Cost coding will be used to record and differentiate time spent on ENRTF and OHF pass-through grant management. Services not received or provided will not be billed.	\$ 135,000
<b>TOTAL ENVIRONMENT AND NATURAL RESOURCES TRUST FUND \$ REQUEST =</b>	<b>\$ 135,000</b>

### V. OTHER FUNDS

<b>SOURCE OF FUNDS</b>	<b>AMOUNT</b>	<b>Status</b>
<b>Other Non-State \$ To Be Applied To Project During Project Period</b>	N/A	
<b>Other State \$ To Be Applied To Project During Project Period</b>	N/A	
<b>In-kind Services To Be Applied To Project During Project Period</b>	N/A	
<b>Funding History</b>	\$135,000	ENRTF M.L. 13
<b>Remaining \$ From Current ENRTF Appropriation</b>	N/A	

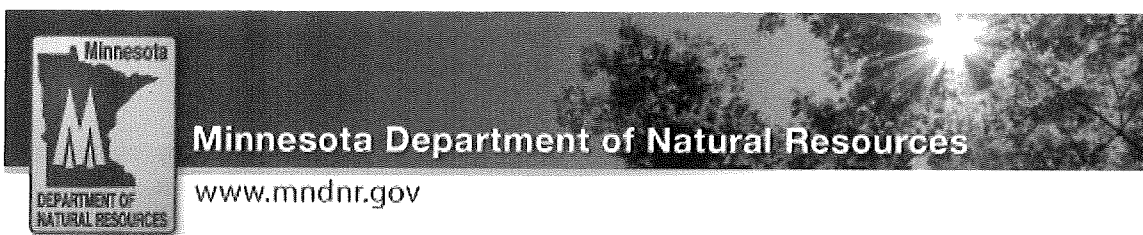
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## DNR Grants Journal: Issue #5 (January 2014)

Minnesota Department of Natural Resources sent this bulletin at 01/16/2014 02:06 PM CST



# DNR GRANTS JOURNAL: ISSUE #5 (JANUARY 2014)

## In This Issue

- ENRTF Commissioner Approval of Land Acquisition & Interest
- New Team Member
- Mileage and Meal Rate Changes

## ENRTF Commissioner Approval of Land Acquisition & Interest

As of July 1, 2013, all land or conservation easements acquired with trust fund dollars must be approved by DNR

Minnesota Dept. of Natural Resources

500 Lafayette Road  
St. Paul, MN 55155-4010

Amanda Graeber  
Grants Manager  
(651) 259-5533  
amanda.graeber@state.mn.us

Patrick Donnell

## Environment and Natural Resources Trust Fund (ENRTF) 2015 Proposal

### Project Manager Qualifications and Organization Description

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

- 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.