

**Environment and Natural Resources Trust Fund
2016 Request for Proposals (RFP)**

Project Title:

ENRTF ID: 185-H

Contract Agreement Reimbursement

Category: H. Other

Total Project Budget: \$ 135,000

Proposed Project Time Period for the Funding Requested: 1 year, July 2016 to June 2017

Summary:

This appropriation would provide continued contract management services (grant agreements, amendments, reimbursements, fiscal monitoring, etc.) to pass-through recipients of ENRTF dollars appropriated to the commissioner of natural resources.

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Location

Region: Statewide

County Name: Statewide

City / Township:

Alternate Text for Visual:

April 2015 Edition of the Quarterly DNR Grants Unit Journal for Pass-Through Appropriation Recipients

_____ Funding Priorities	_____ Multiple Benefits	_____ Outcomes	_____ Knowledge Base
_____ Extent of Impact	_____ Innovation	_____ Scientific/Tech Basis	_____ Urgency
_____ Capacity Readiness	_____ Leverage	_____ TOTAL	_____ %



PROJECT TITLE: Contract Agreement Reimbursement

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.

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.

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

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.

Services to be provided under this appropriation include the following:

1. Contract Management
 - a. Prepare grant agreements and amendments.
 - b. Contract related policy and procedure development.
 - c. Process improvements that improve efficiency and ease for grantees while ensuring fiscal integrity.
 - d. Contract management documentation, including file management.
2. Training and Communications
 - a. Communicate regularly, informally and formally, with LCCMR staff and grant recipients (including website updates and newsletter).
 - b. Train recipients on state grant requirements, including reporting procedures, proper documentation of expenses, and the Department of Administration's grants management policies, to ensure grantees follow state law and grants management policies set forth by the state.
 - c. Work with recipients to ensure grantees understand the state's reimbursement procedures and requirements.
 - d. Provide ongoing technical assistance/guidance to recipients.
 - e. Participate in grants governance committees and meetings.
 - f. Consultation with subject matter experts on land acquisition.
3. Reimbursement
 - a. Review reimbursement requests to ensure claimed reimbursements include sufficient documentation and comply with state and session laws, the LCCMR approved work plan, and the Office of Grants Management (OGM) grants policies.
 - b. Consult with grantees on documentation submitted.



Environment and Natural Resources Trust Fund (ENRTF)

2016 Main Proposal

Project Title: Contract Agreement Reimbursement

- c. Arrange for prompt payment once grantee has submitted a completed reimbursement request and expenses have been determined to be eligible for reimbursement.
- 4. Fiscal and Close-out
 - a. Encumber/Unencumber Funds.
 - b. Detailed accounting by pass-through appropriation for each grant recipient.
 - c. Electronically transfer funds for land acquisition.
 - d. Execute Use of Funds Agreements.
 - e. Financial reconciliation.
 - f. Financial reporting.
 - g. Contract management reporting (fund balance/expenditures).
 - h. Examine records of recipients.
 - i. Work with recipients to successfully close out grants.
 - j. Work closely with and respond to requests from the Office of the Legislative Auditor.
 - k. Grant fiscal monitoring in compliance with OGM policy.
 - l. Provide/confirm information to assist with grantee audits.
 - m. Process returned grant funds.

The DNR Grants Unit works in cooperation with LCCMR staff to ensure that ENRTF funds are spent appropriately and reimbursed expediently in order to facilitate recommended project work.

This appropriation funds contract management services billed using a professional services rate. The rate for FY15 is \$56.94/hr. If the rate were to change for the fiscal year covered by this appropriation, LCCMR staff would be informed immediately and an amendment to the work plan would be requested. 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 as well as the Outdoor Heritage Fund (OHF). Cost coding is 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, 2017

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. Project Impact and Long-Term Strategy

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

C. Timeline Requirements

The proposed Contract Management would occur during State Fiscal Year 17.

2016 Detailed Project Budget

Project Title: Contract Agreement Reimbursement

IV. TOTAL ENRTF REQUEST BUDGET 1 years

<u>BUDGET ITEM</u>	<u>AMOUNT</u>
Other: Professional Services This appropriation funds contract management services billed using a professional services rate (\$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 is 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
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 \$ To Be Applied To Project During Project Period	\$ -	N/A
Other State \$ To Be Applied To Project During Project Period	\$ -	N/A
In-kind Services To Be Applied To Project During Project Period	\$ -	N/A
Funding History	\$ 135,000	ENRTF M.L. 14
Remaining \$ From Current ENRTF Appropriation	\$ 60,000	Currently being spent down. Amount is approximate.

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Pass-Through Grants Journal

Minnesota Department of Natural Resources sent this bulletin at 04/01/2015 08:57 AM CDT



DNR Grant Unit Journal for Pass-Through Appropriation Recipients

April 2015

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- * Grant Fiscal Monitoring
- * Fiscal Year 2016 Grant Agreements
- * Project Close-out Reminders

Grant Fiscal Monitoring

The DNR Pass-Through Grants Unit is required to conduct grant monitoring in accordance with the Office of Grants Management (OGM) per Policy 08-10. The policy requires all grantees who have projects over \$250,000 to be visited on an annual basis. Grantees who have projects between \$50,000 and \$250,000 will be monitored at least once during the grant period. If your organization has multiple projects, we will do our best to monitor them at the same time.

Monitoring is performed by your Grants Specialist and is done either over the phone (desk review) or by a site visit in person. Topics generally discussed include the reimbursement process, conflict of interest,

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Environment and Natural Resources Trust Fund (ENRTF) 2016 Proposal

Project Manager Qualifications and Organization Description

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

- Eleven 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.