

**Environment and Natural Resources Trust Fund  
2017 Request for Proposals (RFP)**

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**Project Title:**

**ENRTF ID: 181-H**

Contract Agreement Reimbursement

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**Category:** H. Other

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

**Proposed Project Time Period for the Funding Requested:** 1 year, July 2017 - June 2018

**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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**Web Address** <http://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:**

January 2016 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 (ENRTF) 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 Department of Natural Resources (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)**

**2017 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 FY16 is \$59.00/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, allocated administrative costs including rent and printing as well as other 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, 2018

**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 18.

## 2017 Detailed Project Budget

**Project Title:** Contract Agreement Reimbursement

### IV. TOTAL ENRTF REQUEST BUDGET 1 years

<u>BUDGET ITEM</u>	<u>AMOUNT</u>
<b>Other: Professional Services</b> This appropriation funds contract management services billed using a professional services rate (\$59.00/hr for FY16). The professional services hourly rate includes salary and fringe for grants management staff, supervisory time, travel costs, supplies, allocated administrative costs including rent and printing as well as other 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
<b>TOTAL ENVIRONMENT AND NATURAL RESOURCES TRUST FUND \$ REQUEST =</b>	<b>\$ 135,000</b>

### V. OTHER FUNDS

<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>	<u>Status</u>
<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. 15
<b>Remaining \$ From Current ENRTF Appropriation</b>	\$ 133,825	Currently being spent down. Amount is approximate.

[0](#)Receive Updates 

# DNR Grants Journal: January 2016 - Issue #14

Minnesota Department of Natural Resources sent this bulletin at 01/04/2016 07:59 AM CST

## Happy New Year!

The Grants Unit wishes you all well in the new year. We look forward to our continued work with you in 2016. As always, we are here to help and answer any questions you may have.

## New Mileage Rate Effective January 1, 2016

The new IRS mileage rate for mileage reimbursement will **decrease to 54 cents per mile** from .575.

## FY16 Grant Agreements

Please remember to sign and return your Grant Agreement for FY16 if you haven't yet. If you have any questions, please contact your Grants Specialist. As a friendly reminder, we cannot reimburse for any expenses until the grant agreement is executed.

## Use of Funds

In the event a project requires services provided by the DNR, the grantee must submit a Use of Funds letter to the DNR in order to pay for those services. DNR service examples include appraisal reviews, restoration, enhancement, and other land acquisition-related services. The Use of Funds letter authorizes the DNR Accounts Payable Unit to pay DNR division staff with ENRTF or OHF project funds for services performed on the specified project. The required information in a Use of Funds letter includes the specific part in the accomplishment plan authorizing the work, the portion of the proceeds to be used by the State, the contact information of the State's staff member assigned to do the work, the expected completion date, and a brief description of the nature of work to be performed. The pass-through grants website has a sample form you can use on the "Forms/Links" page.

## January 2016

Minnesota Department of  
Natural Resources

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## Grants Unit Contacts

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Please consider these costs when planning your project budget and submit your Use of Funds letter as soon as possible to avoid potential project delays. Grantees must have this funding in the "DNR Land Acquisition Costs" or "DNR IDP" budget line item. If your organization does not have funding earmarked for DNR Land Acquisition or DNR IDP costs and plan to use DNR services in the future for a particular project, please notify your assigned DNR Grant Specialist and contact the Lessard-Sams Outdoor Heritage Council or the Legislative-Citizen Commission on Minnesota Resources to seek an amended budget to add funding to your DNR Land Acquisition costs line item.

## Winter Holidays

State offices will be closed on the following dates:

Monday, January 18, 2016 in observance of Martin Luther King Jr. Day

Monday, February 15, 2016 in observance of President's Day

## Updated Appraisal Guidelines

New DNR Supplemental Appraisal and Review Guidelines go into effect on **January 1, 2016** and can be found [here](#).

The updates include the following:

Modifications to address changes in the Uniform Standards of Professional Practice

Changes resulting from our continuous improvement activities,

Reformatting for ease of use

Removal of redundancies that had occurred over the years

Please contact your Grants Specialist or Cindy Nathan with the Appraisal Management team at 218-203-4408 [☎](#) if you have any questions.

[jason.tidemann@state.mn.us](mailto:jason.tidemann@state.mn.us)

## DNR Mission Statement

Our mission is to work with citizens to conserve and manage the state's natural resources, to provide outdoor recreation opportunities, and to provide commercial uses of natural resources in a way that creates a sustainable quality of life.



Minnesota Department of Natural Resources  
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## **Environment and Natural Resources Trust Fund (ENRTF) 2017 Proposal**

### **Project Manager Qualifications and Organization Description**

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

- Four years of professional full-time grant 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 (DNR) 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.

