

**Environment and Natural Resources Trust Fund
2018 Request for Proposals (RFP)**

Project Title:

ENRTF ID: 217-H

Contract Agreement Reimbursement

Category: H. Other

Total Project Budget: \$ 135,000

Proposed Project Time Period for the Funding Requested: 2 years, July 2018 to June 2020

Summary:

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

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Location

Region: Statewide

County Name: Statewide

City / Township:

Alternate Text for Visual:

April 2017 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

With this appropriation, the Department of Natural Resources (DNR) Grants Unit will 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.

The goal of contract management is to ensure that grants are reimbursed for their deliverables, and that organizations operate in compliance with the Department of Administration’s Grants Management policies, as well as ENRTF statute and the recommendations of the Legislative Auditor.

The Grants Unit’s goal is to provide grantees with the contract management, technical assistance, and grant monitoring they need to successfully complete their conservation work. It aids recipients with financial compliance and ensures project consistency with appropriation law, state statute, grants policies and approved work plans. The Grants Unit provides grantees with one consistent point of contact for their agreements, and delivers timely, responsive, customer service.

II. PROJECT ACTIVITIES AND OUTCOMES

Activity 1: Contract Management

Budget: \$135,000

The Grants Unit will use this appropriation to manage grant agreements for special environment and natural resource projects recommended by LCCMR and appropriated by the legislature. The Unit provides these services to all active ENRTF pass-through appropriations.

Active ENRTF Appropriations by Fiscal Year

Fiscal Year	Appropriations
2014	33
2015	39
2016	59
2017	65
2018 (approximate)	65

The Grants Unit provides services throughout the life of an appropriation. These include:

- **Contract Set-Up and Amendments**
 - Meeting statutory and Office of Grants Management (OGM) requirements for grant agreements
 - Working cooperatively with LCCMR staff and recipients to resolve questions and make changes
 - Improving processes to increase efficiency and ease for recipients while ensuring fiscal integrity
- **Training and Ongoing Communication**
 - Training recipients on state grant requirements including reporting procedures, proper documentation of expenses, and the OGM grants management policies, to ensure state law and grants management policies set forth by the state are followed



Environment and Natural Resources Trust Fund (ENRTF)

2018 Main Proposal

Project Title: Contract Agreement Reimbursement

- Providing ongoing technical assistance and work with recipients to ensure they understand the state’s contract and reimbursement procedures and requirements
- Developing procedures and best practices for better grant management for staff and grantees
- Consulting with subject matter experts on land acquisition and content areas where necessary to determine eligible costs and compliance

• Reimbursement Services

- Processing reimbursement requests promptly
- Ensuring reimbursements comply with state and session laws, the LCCMR -approved work plan, and OGM policies
- Providing detailed accounting by pass-through appropriation for each recipient

• Monitoring and Close-Out

- Mitigating risk by monitoring each grant according to OGM policies during grant period and at closeout
- Working closely with and responding to requests from the Office of the Legislative Auditor

The 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 FY17 is \$62.00/hr. If the rate changes for the fiscal year covered by this appropriation, LCCMR staff will be informed immediately and an amendment to the work plan will 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, 2019

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 19.

2018 Detailed Project Budget

Project Title: *Contract Agreement Reimbursement*

IV. TOTAL ENRTF REQUEST BUDGET 2 years

BUDGET ITEM (See "Guidance on Allowable Expenses", p. 13)	AMOUNT
Professional Services This appropriation funds contract management services for active ENRTF grants (approximately 65 in FY18) billed using a professional services rate. The professional services hourly rate (\$62/hr for FY17) 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
TOTAL ENVIRONMENT AND NATURAL RESOURCES TRUST FUND \$ REQUEST =	\$ 135,000

V. OTHER FUNDS

SOURCE OF FUNDS	AMOUNT	Status
Other Non-State \$ To Be Applied To Project During Project Period:	\$ -	NA
Other State \$ To Be Applied To Project During Project Period:	\$ -	NA
In-kind Services To Be Applied To Project During Project Period:	\$ -	NA
Past and Current ENRTF Appropriations:	\$ 135,000	ML 2016
	\$ 135,000	ML 2015
	\$ 135,000	ML 2014
	\$ 135,000	ML 2013
Remaining from Current Appropriations:	\$ 140,027	Currently being spent down.
Other Funding History:	\$ -	NA

Grant Monitoring

The grant staff will be conducting monitoring over the next few months per the Office of Grants Management Policy 08-10. Any grant appropriation over \$250,000 requires annual monitoring and grants between \$50,000-\$250,000 require at least one monitoring visit over the course of the grant. Monitoring is either done over the phone, or with a site visit. Your Grants Specialist will be contacting you in the near future either by phone or email with details regarding what exactly will be monitored (contracts, bid documentation and tabulation, proof of payment) and to set up a date and time.

Financial Review

Grantees with new appropriations in FY18 will need a financial review as part of the Office of Grants Management policy 08-06. Your Grants Specialist will complete this review as part of your upcoming monitoring if necessary, and will ask for the IRS Form 990 or certified financial audit.

Certified financial audit:

A certified financial audit is a review of an organization's financial statements, fiscal policies and control procedures by an independent third party to determine if the statements fairly represent the organization's financial position and if organizational procedures are in accordance with Generally Accepted Accounting Principles (GAAP). Minnesota nonprofit organizations are required to have a certified financial audit completed for any fiscal year in which they have total revenue of more than \$750,000.

IRS Form 990:

Environment and Natural Resources Trust Fund (ENRTF) 2018 Proposal

Project Manager Qualifications and Organization Description

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

- Five 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.