

**Environment and Natural Resources Trust Fund  
2019 Request for Proposals (RFP)**

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**Project Title:**

**ENRTF ID: 273-I**

Contract Agreement Reimbursement

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**Category:** I. Other

**Sub-Category:**

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

**Proposed Project Time Period for the Funding Requested:** June 30, 2021 (2 yrs)

**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.

**Name:** Katherine Sherman-Hoehn

**Sponsoring Organization:** MN DNR

**Title:** OMBS Grants Manager

**Department:** \_\_\_\_\_

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**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:**

Spring 2018 Edition of the Quarterly DNR Grants Unit Journal for Pass-Through Appropriation Recipients

<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	<input type="checkbox"/>	%
<input type="checkbox"/> If under \$200,000, waive presentation?								



**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 the Grants Unit reimburses organizations for their deliverables and that they 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
2015	39
2016	59
2017	65
2018	72
2019 (estimated)	75

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



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- 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.

**ENRTF BUDGET: \$**

<b>Outcome</b>	<b>Completion Date</b>
Administration of Environment and Natural Resources Trust Fund pass-through contracts and reimbursements.	June 30, 2021

**III. PROJECT PARTNERS**

**A. Partners Receiving ENRTF Funding**

<b>Name</b>	<b>Title</b>	<b>Affiliation</b>	<b>Role</b>
Becca Nash	Director	LCCMR	DNR manages contracts for ENRTF recipients

**B. Partners NOT receiving ENRTF funding**

<b>Name</b>	<b>Title</b>	<b>Affiliation</b>	<b>Role</b>
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**IV. LONG-TERM- IMPLEMENTATION AND FUNDING:**

The Grants Unit will continue contract management through existing policies and procedures, including Office of Grants Management policies, and unit policies and procedures laid out in ENRTF statute, appropriation language, workplans; and in Grants Unit policies and procedures laid out in attachments to grantee contracts. These include the Grants Unit’s Reimbursement Manual, Subcontracting Policy, Conflict of Interest Policy, and Land Acquisition procedures.

The Grants Unit will continue to track contract management activities and metrics through its database and through state-mandated file retention procedures, and communicate any relevant findings to LCCMR staff. Additional work in future years would be funded through future ENRTF contract management appropriations.

**V. TIME LINE REQUIREMENTS:**

The proposed Contract Management would occur during State Fiscal Year 19

**VI. SEE ADDITIONAL PROPOSAL COMPONENTS:**

- A. Proposal Budget Spreadsheet**
- B. Visual Component or Map**
- C. Parcel List Spreadsheet**
- D. Acquisition, Easements, and Restoration**
- E. Research Addendum (not required at proposal stage)**
- F. Project Manager Qualifications and Organization Description**
- G. Letter or Resolution**
- H. Certified Audit or 990 Tax Information**

## 2019 Proposal Budget Spreadsheet

Project Title: Contract Agreement Reimbursement

### IV. TOTAL ENRTF REQUEST BUDGET 2 years

BUDGET ITEM (See "Guidance on Allowable Expenses")	AMOUNT
<b>Professional Services</b> This appropriation funds contract management services for active ENRTF grants (approximately 75 in FY19) billed using a professional services rate. The professional services hourly rate (\$63/hr for FY18) 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 *(This entire section must be filled out. Do not delete rows. Indicate "N/A" if row is not applicable.)*

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: ML 17 funding will be spent down when ML 16 funding is gone. Obligated.	\$ 135,000	ML 2017
Fully obligated and currently being spent down.	\$ 88,784	ML 2016
Other Funding History:	\$ -	NA

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## Pass-Through Grants Newsletter

*Spring 2018*

### Upcoming Monitoring

Monitoring season is upon us in the Grants Unit. Before the end of our fiscal year (June 30, 2018) we will be monitoring your projects either through a desk or site visit. As a reminder, all projects over \$250,000 require annual monitoring, and all projects over \$50,000 require monitoring once during the lifetime of the grant. Your Grants Specialist (Jason, Karen, or Mandy) will be contacting you to set up a time that is convenient for you in the near future. Thank you in advance for your cooperation!

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### Incurring Costs

As you're setting up contracts and plans in anticipation of new grant agreements on July 1, please remember that we can't reimburse you for costs incurred before July 1 on ML 19 projects. You can bid out subcontracts, but we won't reimburse for any work done before the grant start date. Likewise, purchase agreements you enter into and appraisals you order before July 1 are valid, but we can't reimburse you for the cost of the appraisal. This is the case even if you don't receive or pay an invoice on the work until after July 1. Please contact your grant specialist if you have questions.

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### Mileage

The 2018 IRS mileage amount eligible for reimbursement is .0545. This is up from .0535 in 2017.

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### Pre-Award Financial Review

NGO's with new appropriations in FY19 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

An IRS Form 990 is a federal tax return for nonprofit organizations. Nonprofit organizations that are recognized as exempt from Federal income tax must file a Form 990 or Form 990 EZ if it has averaged more than \$50,000 in annual gross receipts over the past three tax years.

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### 4th Quarter Reminders

- For those ENRTF and OHF recipients who have a project expiring on June 30, 2018, please keep in mind we cannot reimburse the final payment until LSOHC and/or LCCMR approves the final report.
- Our office will be closed on Monday, May 28 for Memorial Day

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### Prevailing Wage

If you are contracting for a construction project over \$25,000, that project is subject to prevailing wage regulations. You should make sure your bidders address this in their bid response. If you have questions about whether prevailing wage applies to your project, contact the Department of Labor & Industry at 651-284-5091, or [dli-prevwage@state.mn.us](mailto:dli-prevwage@state.mn.us)

## Grants Unit Contacts

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Mandy Skypala; Grants Specialist Coordinator

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## Environment and Natural Resources Trust Fund (ENRTF) 2019 Proposal

### Project Manager Qualifications and Organization Description

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

- Six 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.

