



# Environment and Natural Resources Trust Fund

## 2021 Request for Proposal

### General Information

**Proposal ID:** 2021-027

**Proposal Title:** MI 2021 Contract Agreement Reimbursement

### Project Manager Information

**Name:** Katherine Sherman-Hoehn

**Organization:** MN DNR - Grants Unit

**Office Telephone:** (651) 259-5533

**Email:** katherine.sherman-hoehn@state.mn.us

### Project Basic Information

**Project Summary:** Provide contract management to ENRTF pass-through appropriation recipients for approximately 60 open grants. Ensure funds are expended in compliance with appropriation law, state statute, grants policies, and approved work plans.

**Funds Requested:** \$135,000

**Proposed Project Completion:** 2023-06-30

**LCCMR Funding Category:** Small Projects (H)

**Secondary Category:** Foundational Natural Resource Data and Information (A)

### Project Location

**What is the best scale for describing where your work will take place?**

Statewide

**What is the best scale to describe the area impacted by your work?**

Statewide

**When will the work impact occur?**

During the Project

## Narrative

**Describe the opportunity or problem your proposal seeks to address. Include any relevant background information.**

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.

**What is your proposed solution to the problem or opportunity discussed above? i.e. What are you seeking funding to do? You will be asked to expand on this in Activities and Milestones.**

his appropriation will be used to continue and enhance contract management services to pass-through recipients of ENRTF appropriations to the Commissioner of Natural Resources. The goal of contract management is to ensure that grantees are properly reimbursed and that organizations operate in compliance with ENRTF pass-through appropriation procedures, policies from the Department of Administration's Grants Management, ENRTF statute, and the recommendations of the Legislative Auditor. Contract management includes: grant agreements and amendments, training, technical assistance, reporting, fiscal monitoring, reimbursement request processing, and close-out of grants.

**What are the specific project outcomes as they relate to the public purpose of protection, conservation, preservation, and enhancement of the state's natural resources?**

The OMBS Grants Unit's goal is to provide pass-through recipients with the contract management, technical assistance, and grant monitoring they need to successfully complete their conservation work. The Grants Unit provides grantees with one consistent point of contact for their agreements and delivers timely, responsive, customer service.

## Activities and Milestones

### Activity 1: Contract Management

**Activity Budget:** \$135,000

**Activity Description:**

The Grants Unit manages grant agreements for special environment and natural resource projects recommended by LCCMR and appropriated by the legislature to ensure that all projects operate in compliance with state and LCCMR requirements. Services include:

Contract Management

- o Meeting statutory and Office of Grants Management (OGM) requirements for grant agreements, including contract creation, payment requests, monitoring, and closeout
- o Processing reimbursement requests promptly, in compliance with state and DNR policies and LCCMR-approved workplan
- o Working closely with and responding to requests from the Office of the Legislative Auditor
- o Developing and maintaining accurate reports on Trust fund and individual project status
- o Working cooperatively with LCCMR staff and recipients to resolve questions and make changes
- o Improving processes to increase efficiency and ease for recipients while ensuring fiscal integrity

Training and Ongoing Communication

- o Training recipients on state requirements to ensure they understand the state’s contract and reimbursement procedures and requirements
- o Providing ongoing technical assistance and one-on-one work with recipients where necessary
- o Responding to LCCMR requests for information or assistance

The Grants Unit uses a professional service rate to charge for work, with expenses charged only for actual hours worked and services delivered.

**Activity Milestones:**

Description	Completion Date
Pass Through Grant Agreements Provided to Recipients	2021-07-31
Contract Management for Pass Through Grant Recipients	2023-06-30

## Long-Term Implementation and Funding

**Describe how the results will be implemented and how any ongoing effort will be funded. If not already addressed as part of the project, how will findings, results, and products developed be implemented after project completion? If additional work is needed, how will this be funded?**

The Grants Unit will continue contract management through existing policies and procedures, including Office of Grants Management policies; procedures laid out in ENRTF statute, appropriation language, and workplans; and in Grants Unit policies and procedures laid out in attachments to grantee contracts.

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 would be funded with future appropriations.

## Other ENRTF Appropriations Awarded in the Last Six Years

Name	Appropriation	Amount Awarded
Contract Agreement Reimbursement	M.L. 2019, First Special Session, Chp. 4, Art. 2, Sec. 2, Subd. 10a	\$135,000
Contract Agreement Reimbursement	M.L. 2018, Chp. 214, Art. 4, Sec. 2, Subd. 12	\$135,000
Contract Agreement Reimbursement	M.L. 2017, Chp. 96, Sec. 2, Subd. 10a	\$135,000
Contract Agreement Reimbursement	M.L. 2016, Chp. 186, Sec. 2, Subd. 10a	\$135,000
Contract Agreement Reimbursement	M.L. 2015, Chp. 76, Sec. 2, Subd. 11b	\$135,000
Contract Agreement Reimbursement	M.L. 2014, Chp. 226, Sec. 2, Subd. 10a	\$135,000

## Project Manager and Organization Qualifications

**Project Manager Name:** Katherine Sherman-Hoehn

**Job Title:** OMBS Grants Manager

**Provide description of the project manager's qualifications to manage the proposed project.**

Eight 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. Member of the Minnesota Office of Grants Management's Governance Committee.

**Organization:** MN DNR - Grants Unit

**Organization Description:**

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. 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.

## Budget Summary

Category / Name	Subcategory or Type	Description	Purpose	Gen. Ineligible	% Benefits	# FTE	Classified Staff?	\$ Amount
<b>Personnel</b>								
							<b>Sub Total</b>	-
<b>Contracts and Services</b>								
OMBS Grants Unit	Internal services or fees (uncommon)	The Grants Unit manages grant agreements for special environment and natural resource projects recommended by LCCMR and appropriated by the legislature to ensure that all projects operate in compliance with state and LCCMR requirements.		X		6.86		\$135,000
							<b>Sub Total</b>	\$135,000
<b>Equipment, Tools, and Supplies</b>								
							<b>Sub Total</b>	-
<b>Capital Expenditures</b>								
							<b>Sub Total</b>	-
<b>Acquisitions and Stewardship</b>								
							<b>Sub Total</b>	-
<b>Travel In Minnesota</b>								
							<b>Sub Total</b>	-
<b>Travel Outside Minnesota</b>								
							<b>Sub Total</b>	-

<b>Printing and Publication</b>								
							<b>Sub Total</b>	-
<b>Other Expenses</b>								
							<b>Sub Total</b>	-
							<b>Grand Total</b>	<b>\$135,000</b>

## Classified Staff or Generally Ineligible Expenses

Category/Name	Subcategory or Type	Description	Justification Ineligible Expense or Classified Staff Request
<b>Contracts and Services - OMBS</b> Grants Unit	Internal services or fees (uncommon)	The Grants Unit manages grant agreements for special environment and natural resource projects recommended by LCCMR and appropriated by the legislature to ensure that all projects operate in compliance with state and LCCMR requirements.	Per agreement with LCCMR. <b>This is a single source contract.</b>

Non ENRTF Funds

Category	Specific Source	Use	Status	Amount
<b>State</b>				
			<b>State Sub Total</b>	-
<b>Non-State</b>				
			<b>Non State Sub Total</b>	-
			<b>Funds Total</b>	-



## Attachments

### Required Attachments

#### *Visual Component*

File: [c3297bf0-dd5.docx](#)

#### *Alternate Text for Visual Component*

Single page showing Contract Management Measures from 2015 to 2019. Two charts, one showing Open Grants per Fiscal Year with a gradual upward trend from 54 to 78. Payments by Fiscal Year showing an upward trend from 2015-2018 and a dip back down in 2019 to 2015 levels. Payments were around 140 in 2015 and around 190 in 2018.

### Administrative Use

**Does your project include restoration or acquisition of land rights?**

No

**Does your project have patent, royalties, or revenue potential?**

No

**Does your project include research?**

No

**Does the organization have a fiscal agent for this project?**

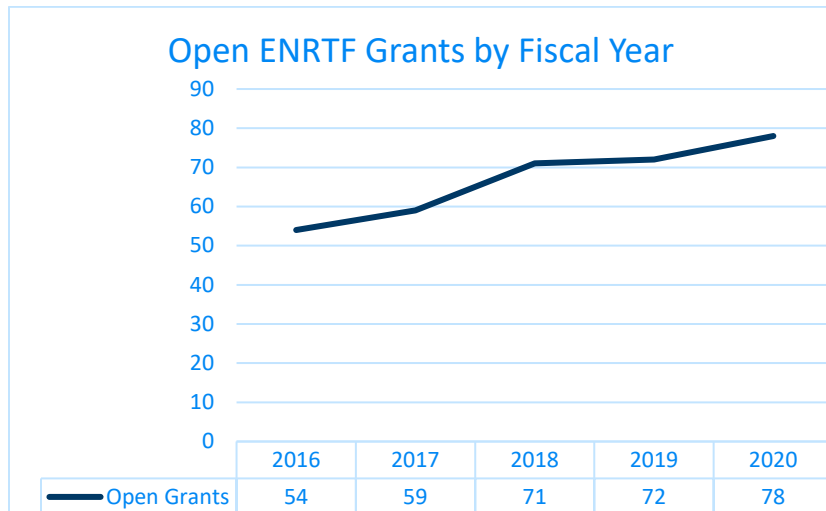
No

# Environment and Natural Resources Trust Fund Contract Management Measures

The OMBS Grants Unit tracks several basic metrics to judge trends in contract management work and set strategic and staffing goals for the year.

## Open Grants Per Year

The number of open Environment and Natural Resources Grants per year increased sharply from 2015 to 2017, and then again slightly in 2019. Grants last an average of 2.25 years.



## Payments to Grantees

Grant Specialists process 160 payments a year on average. While the number of payments has been increasing due to number of open grants, it is also dependent on individual grantee practices, as is shown with the dip in 2019. Payments are on track to increase in 2020.

