



Environment and Natural Resources Trust Fund (ENRTF) M.L. 2014 Work Plan

Date of Report: January 15, 2014
Date of Next Status Update Report: January 31, 2015
Date of Work Plan Approval:
Project Completion Date: June 30, 2015
Does this submission include an amendment request? ___

PROJECT TITLE: Contract Agreement Reimbursement

Project Manager: Amanda Graeber
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Location: Statewide

Total ENRTF Project Budget:	ENRTF Appropriation:	\$135,000
	Amount Spent:	\$0
	Balance:	\$135,000

Legal Citation: M.L. 2014, Chp. 226, Sec. 2, Subd. 10a

Appropriation Language:

\$135,000 the second year is from the trust fund to the commissioner of natural resources at the direction of the Legislative-Citizen Commission on Minnesota Resources for expenses incurred for contract agreement reimbursement for the agreements specified in this section. The commissioner shall provide documentation to the Legislative-Citizen Commission on Minnesota Resources on the expenditure of these funds.

I. PROJECT TITLE: Contract Management

II. 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. DNR provides this fiduciary service to ensure funds are expended in compliance with state law, session law, 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.

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.

III. PROJECT STATUS UPDATES:

Project Status as of January 31, 2015:

Overall Project Outcomes and Results:

IV. PROJECT ACTIVITIES AND OUTCOMES:

ACTIVITY 1: Contract Management

Description:

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 accomplishment plan, and the Office of Grants Management (OGM) grants policies.
 - b. Consult with grantees on documentation submitted.
 - c. Arrange for prompt payment once grantee has submitted a completed reimbursement request and expenses have been deemed 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 monitoring in compliance with OGM policy.
 - l. Provide/confirm information to assist with grantee audits.
 - m. Process returned grant funds.

Please see the attached list of pass-through contracts to be managed by the DNR. A document outlining the agreements made jointly by LCCMR and DNR staff regarding process and guidelines for pass-through projects is also attached.

Summary Budget Information for Activity 1:

ENRTF Budget: \$ 135,000
Amount Spent: \$ 0
Balance: \$135,000

Activity Completion Date: June 30, 2015

Outcome	Completion Date	Budget
Administer Environment and Natural Resources Trust Fund Pass-through Program. Activities include: grant agreements and amendments, grants training, technical support, reporting, auditing, payment reimbursement review and processing, and grant close-out.	June 30, 2015	\$135,000*

*Amount spent is not tracked by result; services are billed at an hourly rate of \$60.

This appropriation funds contract management services billed using a professional services rate of \$60/hr. 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 will be used to record and differentiate time spent on ENRTF and OHF pass-through grant management. Services not received or provided will not be billed.

This rate is calculated as follows:

Salary and Fringe (2.65 FTE)	\$192,975
Related Other Costs Listed Above	<u>\$49,943</u>
Total Grant Unit Cost	\$242,918

Estimated billable hours = 4,100

\$242,918/4,100 hours = \$60.00/hour (rounded)

Activity Status as of January 31, 2015:

Final Report Summary:

V. DISSEMINATION:

Description:

Minnesota Department of Natural Resources Grants Unit staff are in frequent contact with ENRTF pass-through appropriation recipients through phone calls, emails, letters, trainings, surveys, quarterly newsletters, and manuals. In addition, a website with grantee resources can be found here: <http://www.dnr.state.mn.us/grants/passthrough/index.html>.

The Grants Manager, Grants Specialists, and DNR's LCCMR liaison communicate with LCCMR staff.

Status as of January 31, 2015:

Final Report Summary:

VI. PROJECT BUDGET SUMMARY:

A. ENRTF Budget Overview:

Budget Category	\$ Amount	Explanation
Other: Professional Services	\$135,000	This appropriation funds contract management services billed using a professional services rate of \$60/hr. 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 will be used to record and differentiate time spent on ENRTF and OHF pass-through grant management. Services not received or provided will not be billed.
TOTAL ENRTF BUDGET:	\$135,000	

Explanation of Use of Classified Staff: These funds are for professional services and are not used to fund a position.

Explanation of Capital Expenditures Greater Than \$5,000: N/A

Number of Full-time Equivalents (FTE) Directly Funded with this ENRTF Appropriation: N/A

Number of Full-time Equivalents (FTE) Estimated to Be Funded through Contracts with this ENRTF
Appropriation: N/A

B. Other Funds:
N/A

VII. PROJECT STRATEGY:

A. Project 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 Trust Fund pass-through appropriations to the commissioner of natural resources results in more efficient and consistent management of these grants and better communication among the project team/partners.

C. Spending History:

Funding Source	M.L. 2008 or FY09	M.L. 2009 or FY10	M.L. 2010 or FY11	M.L. 2011 or FY12-13	M.L. 2013 or FY14
Environment and Natural Resources Trust Fund		\$158,000 Subd. 8a		\$175,000 Subd. 10b	\$135,000 Subd. 8b

VIII. ACQUISITION/RESTORATION LIST: N/A

IX. VISUAL ELEMENT or MAP(S): The most recent edition of our quarterly newsletter and our current reimbursement spreadsheet are attached.

X. ACQUISITION/RESTORATION REQUIREMENTS WORKSHEET: N/A

XI. RESEARCH ADDENDUM: N/A

XII. REPORTING REQUIREMENTS:

Periodic work plan status update reports will be submitted no later than January 31, 2015. A final report and associated products will be submitted between June 30 and August 15, 2015.

Environment and Natural Resources Trust Fund					
M.L. 2014 Project Budget					
Project Title: Contract Management					
Legal Citation: M.L. 2014, Chp. 226, Sec. 2, Subd. 10a					
Project Manager: Amanda Graeber					
Organization: Minnesota Department of Natural Resources					
M.L. 2014 ENRTF Appropriation: \$135,000					
Project Length and Completion Date: 1 Year, June 30, 2015					
Date of Report: January 15, 2014					



ENVIRONMENT AND NATURAL RESOURCES TRUST FUND BUDGET	Activity 1 Budget	Amount Spent	Activity 1 Balance	TOTAL BUDGET	TOTAL BALANCE
BUDGET ITEM	Contract Management			\$135,000	
Other: Professional Services This appropriation funds contract management services billed using a professional services rate of \$60/hr. 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 will be 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	\$0	\$135,000	\$135,000	\$135,000
COLUMN TOTAL	\$135,000	\$0	\$135,000	\$135,000	\$135,000