

## **M.L. 2013 Project Abstract**

For the Period Ending December 31, 2014

**PROJECT TITLE:** Contract Agreement Reimbursement

**PROJECT MANAGER:** Amanda Graeber

**AFFILIATION:** MN DNR

**MAILING ADDRESS:** 500 Lafayette Road

**CITY/STATE/ZIP:** St. Paul, MN 55155-4010

**PHONE:** 651-259-5533

**E-MAIL:** Amanda.Graeber@state.mn.us

**WEBSITE:** <http://www.dnr.state.mn.us>

**FUNDING SOURCE:** Environment and Natural Resources Trust Fund (ENRTF)

**LEGAL CITATION:** M.L. 2013, Chp. 52, Subd. 8b

**APPROPRIATION AMOUNT:** \$135,000

### **Overall Project Outcome and Results**

This appropriation, in conjunction with Outdoor Heritage Fund appropriations, was used to support the contract management program, which ensured funds were expended in compliance with state law, session law, approved work plans, and Office of Grants Management grants policies.

Services provided under this appropriation included the following:

- Contract Management Services
  - Prepared grant agreements and amendments
  - Encumbered/Unencumbered Funds
  - Executed Use of Funds Agreements
  - Advanced funds for land acquisition (if approved)
  - Communicated regularly with LCCMR staff and grant recipients
  - Contract management documentation, including file management
  
- Training and Communications
  - Trained recipients on state grant requirements
  - Worked with recipients to ensure grantees understood the state's reimbursement procedures and requirements
  - Provided ongoing technical assistance/guidance to recipients
  
- Reimbursement Services
  - Reviewed reimbursement requests
  - Arranged for prompt payment once expenses were verified eligible for reimbursement
  - Detailed accounting by pass-through appropriation for each grant recipient
  
- Fiscal, Audit, and Close-out Services
  - Financial reconciliation
  - Financial reporting
  - Contract management reporting (fund balance/expenditures)
  - Examined or audited records of recipients
  - Worked with recipients to successful close out of grants
  - Worked closely with and responded to requests from the Office of the Legislative Auditor

**Project Results Use and Dissemination**

Project personnel were in frequent contact with appropriation recipients and LCCMR staff. Information was disseminated through manuals, training sessions, orientations, meetings, memos, letters, emails, newsletter, and phone.



## Environment and Natural Resources Trust Fund (ENRTF) M.L. 2013 Work Plan Final Report

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**Date of Status Update Report:** February 17, 2015  
**Date of Next Status Update Report:** N/A  
**Date of Work Plan Approval:** June 25, 2013  
**Project Completion Date:** December 31, 2014 **Is this an amendment request?** No

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**PROJECT TITLE:** Contract Agreement Reimbursement

**Project Manager:** Amanda Graeber

**Affiliation:** Minnesota Department of Natural Resources

**Mailing Address:** 500 Lafayette Road

**City/State/Zip Code:** St. Paul, MN 55155

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

**Email Address:** Amanda.Graeber@state.mn.us

**Web Address:** <http://www.dnr.state.mn.us>

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**Location:** Statewide

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<b>Total ENRTF Project Budget:</b>	<b>ENRTF Appropriation:</b>	<b>\$135,000</b>
	<b>Amount Spent:</b>	<b>\$135,000</b>
	<b>Balance:</b>	<b>\$0</b>

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**Legal Citation:** ML 2013, Chapter 52, Subd. 8 paragraph (b), Contract Agreement Reimbursement

**Appropriation Language:**

18.1 \$135,000 the first year is from the trust fund  
18.2 to the commissioner of natural resources  
18.3 at the direction of the Legislative-Citizen  
18.4 Commission on Minnesota Resources for  
18.5 expenses incurred for contract agreement  
18.6 reimbursement for the agreements specified  
18.7 in this section. The commissioner  
18.8 shall provide documentation to the  
18.9 Legislative-Citizen Commission on  
18.10 Minnesota Resources on the expenditure of  
18.11 these funds.

**I. PROJECT TITLE:** Contract Agreement Reimbursement

**II. FINAL PROJECT STATEMENT:** This appropriation, in conjunction with Outdoor Heritage Fund appropriations, was used to support the contract management program, which ensured funds were expended in compliance with state law, session law, approved work plans, and Office of Grants Management grants policies.

Services provided under this appropriation included the following:

- Contract Management Services
  - Prepared grant agreements and amendments
  - Encumbered/Unencumbered Funds
  - Executed Use of Funds Agreements
  - Advanced funds for land acquisition (if approved)
  - Communicated regularly with LCCMR staff and grant recipients
  - Contract management documentation, including file management
  
- Training and Communications
  - Trained recipients on state grant requirements
  - Worked with recipients to ensure grantees understood the state’s reimbursement procedures and requirements
  - Provided ongoing technical assistance/guidance to recipients
  
- Reimbursement Services
  - Reviewed reimbursement requests
  - Arranged for prompt payment once expenses were verified eligible for reimbursement
  - Detailed accounting by pass-through appropriation for each grant recipient
  
- Fiscal, Audit, and Close-out Services
  - Financial reconciliation
  - Financial reporting
  - Contract management reporting (fund balance/expenditures)
  - Examined or audited records of recipients
  - Worked with recipients to successful close out of grants
  - Worked closely with and responded to requests from the Office of the Legislative Auditor

Project personnel were in frequent contact with appropriation recipients and LCCMR staff. Information was disseminated through manuals, training sessions, orientations, meetings, memos, letters, emails, newsletter, and phone.

**III. PROJECT STATUS UPDATES:**

**Project Status as of (December 31, 2013):** From July 2013 through December 2013, DNR billed \$41,280 from the M.L. 2013 appropriation for contract management services (ENRTF only).

The DNR Grants Unit’s professional services rate has been reviewed and set at \$56.94 for FY15. This is a reduction from our FY14 rate of \$60.

**Amendment Approved (July 18, 2014)**

**Project Status as of (August 30, 2014):** From January 2014 through June 2014, DNR billed \$66,820 from the M.L. 2013 appropriation for contract management services (ENRTF only). Contract Management services were billed at the FY14 professional services rate of \$60/hour. There is now \$26,900 remaining in the M.L. 2013 appropriation. Please see the attached financial report.

**Final Report Summary:** From July 2014 through December 2014, DNR billed \$26,900 from the M.L. 2013 appropriation for contract management services (ENRTF only). Contract management services were billed at the FY15 professional services rate of \$56.94/hour. There are now no funds remaining in the M.L. 2013 appropriation. Please see the attached financial report.

#### **IV. PROJECT ACTIVITIES AND OUTCOMES:**

##### **ACTIVITY 1: Manage the Environment and Natural Resources Trust Fund Pass-through Program**

###### **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 current pass-through contracts 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: \$ 135,000**  
**Balance: \$ 0**

**Activity Completion Date: December 31, 2014**

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.	<b>December 31, 2014</b>	\$135,000*

\*Amount spent is not tracked by result; services are billed at an hourly rate of \$56.94 for FY15.

This appropriation funds contract management services billed using a professional services rate of \$56.94/hr for FY15. 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 for FY15 is calculated as follows:

Salary and Fringe (2.78 FTE)	\$215,497
Related Other Costs Listed Above	\$21,948
<b>Total Grant Unit Cost</b>	<b>\$237,445</b>

Estimated billable hours = 4,170

\$237,445/4,170 hours = \$56.94/hour

**Activity Status as of** (December 31, 2013): The contract template and attachments (including the Reimbursement Manual) were revised with appropriation recipient comments and interactions through FY13 in mind. M.L. 13 contracts were sent out in July. All, but one have been executed. Training was provided to grantees on the revisions and the reimbursement process overall in September. Reimbursement requests were reviewed and approved by Grants Unit staff and taken to Accounts Payable for processing.

**Activity Status as of** (August 30, 2014): The DNR OMBS Grants Unit managed agreements and reimbursements for special environment and natural resource projects, as recommended by LCCMR and appropriated by the legislature, that maintain and enhance Minnesota’s environment and natural resources. The first full year of pass-through agreement monitoring was completed in accordance with Department of Administration Office of Grants Management Policy 08-10. A joint appropriation recipient orientation was held by LCCMR, LSOHC, and DNR Grants Unit staff in early June.

**Final Report Summary:** ENRTF grant agreements were created and executed. Grant files were created and maintained. Appropriation recipient training and continued assistance were provided. Reimbursement requests were reviewed and processed. Financial reconciliations and monitoring were conducted as required by the Minnesota Department of Administration Office of Grants Management. Grants were closed out as necessary.

**V. DISSEMINATION:**

**Description:** Minnesota Department of Natural Resources Grants Unit staff are in frequent contact with pass-through grant recipients through phone calls, emails, letters, trainings, and manuals. An external website with grantee resources has been established and can be found here: <http://www.dnr.state.mn.us/grants/passthrough/index.html>. The Grants Manager and DNR’s liaison communicate with LCCMR staff.

**Status as of** (December 31, 2013): The external website was updated with additional FAQs and all the revised contract documents. The DNR Grants Journal was sent out in July and October.

**Status as of** (August 30, 2014): The DNR Grants Journal was sent to appropriation recipients and other stakeholders via GovDelivery in January and April.

Final Report Summary: DNR Grants Unit staff remained in close contact with appropriation recipients regarding on-going and emerging contract management topics via a variety of methods: phone, email, website, webinar, newsletter, manuals and in-person meetings.

**VI. PROJECT BUDGET SUMMARY:**

**A. ENRTF Budget:**

Budget Category	\$ Amount	Explanation
Other: Professional Services	\$135,000	This appropriation funds contract management services billed using a professional services rate of \$56.94/hr for FY15. 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.
<b>TOTAL ENRTF BUDGET:</b>		<b>\$135,000</b>

**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 \$3,500:** N/A

**Number of Full-time Equivalent (FTE) funded with this ENRTF appropriation:** N/A

**Number of Full-time Equivalent (FTE) estimated to be funded through contracts with this ENRTF appropriation:** N/A

**B. Other Funds:**

N/A

**VII. PROJECT STRATEGY:**

**A. Project Partners:** Grantees, LCCMR staff, Office of Grants Management Staff, DNR staff, other agency and legislative staff

**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 recipients, LCCMR staff, DNR contract administrators, and financial management staff.

**C. Spending History:**

<b>Funding Source</b>	<b>M.L. 2007 or FY08</b>	<b>M.L. 2008 or FY09</b>	<b>M.L. 2009 or FY10</b>	<b>M.L. 2010 or FY11</b>	<b>M.L. 2011 or FY12-13</b>
Environment and Natural Resources Trust Fund	\$40,000 Subd. 3b		\$158,000 Subd. 8a		\$175,000 Subd. 10b

**VIII. ACQUISITION/RESTORATION LIST:** N/A

**IX. MAP(S):** N/A

**X. RESEARCH ADDENDUM:** N/A

**XI. REPORTING REQUIREMENTS:**

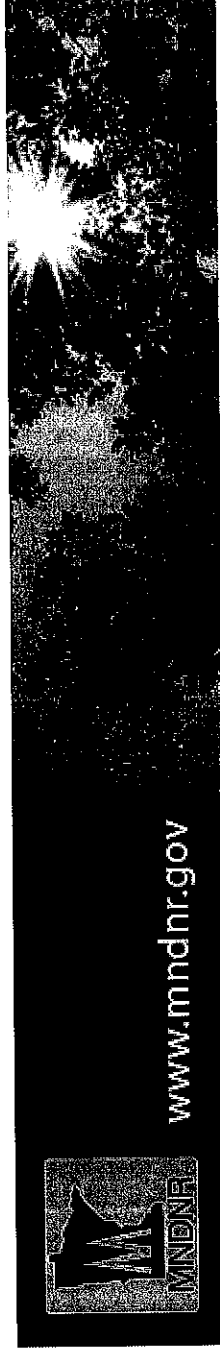
A work plan status update report will be submitted not later than December 31, 2013. A final report and associated products will be submitted when the appropriation is expended.



Final Attachment A: Budget Detail for M.L. 2013 Environment and Natural Resources Trust Fund Projects					
<b>Project Title:</b> <i>Contract Agreement Reimbursement</i>					
<b>Legal Citation:</b> <i>ML 2013, Chapter 52, Subd. 8 paragraph (b), Contract Agreement Reimbursement</i>					
<b>Project Manager:</b> <i>Amanda Graeber</i>					
<b>M.L. 2013 ENRTF Appropriation:</b> <i>\$135,000</i>					
<b>Project Length and Completion Date:</b> <i>December 31, 2014</i>					
<b>Date of Update:</b> <i>February 17, 2015</i>					
ENVIRONMENT AND NATURAL RESOURCES TRUST FUND BUDGET	Activity 1 Budget	Amount Spent	Balance	TOTAL BUDGET	TOTAL BALANCE
<b>BUDGET ITEM</b>	<i>Manage the Environment and Natural Resources Trust Fund Pass-through Program</i>			<b>135,000</b>	
<b>Personnel (Wages and Benefits)</b>					
Position/Position Type 1					
Position/Position Type 2					
<b>Professional/Technical/Service Contracts</b>					
<b>Equipment/Tools/Supplies</b>					
<b>Capital expenditures over \$3,500</b>					
<b>Fee Title Acquisition</b>					
<b>Easement Acquisition</b>					
<b>Easement - Long-term Monitoring, Management, and Enforcement</b>					
<b>Professional Services for Acquisition</b>					
<b>Printing</b>					
<b>Travel expenses in Minnesota</b>					
<b>Other</b> <i>Professional Services</i>	135,000	135,000	0	135,000	0
<b>COLUMN TOTAL</b>	<b>\$135,000</b>	<b>\$135,000</b>	<b>\$0</b>	<b>\$135,000</b>	<b>\$0</b>

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## DNR Grants Journal for Pass-Through Appropriation Recipients

Minnesota Department of Natural Resources sent this bulletin at 10/09/2014 08:20 AM CDT



## DNR Grants Journal for Pass-Through Appropriation Recipients

October 2014 - Issue #8

Visit our website at

<http://www.dnr.state.mn.us/grants/passthrough/>

### Grant Agreements

For those of you who have already signed and returned your Grant Agreement, thank you! Just a friendly reminder for those who haven't yet; please sign and send those in to your Grants Specialist as soon as you can. While you can still incur costs associated with your project, we are unable to reimburse you for any expenses with an unexecuted grant agreement. If you have any questions, please contact your Grants Specialist.

### Important Reminder for Projects that ended on June 30, 2014

If your organization had a project that ended on June 30, 2014 and you have not yet submitted your final reimbursement, please contact your Grant Specialist to notify them of when the reimbursement request can be expected. Final billings are due within 30 days of the end of the project period and additional action is needed to keep funds available in SWIFT. As a reminder, the final report must be approved by either LSOHC or LCCMR staff before the final payment can be made.

Topics Include:

- \* Grant Agreements
- \* Projects that ended June 30, 2014
- \* Training Recap
- \* Year-End Acquisitions
- \* DNR Holiday Schedule

### Minnesota Department of Natural Resources

500 Lafayette Road

St. Paul, MN 55115-4010

Amanda Graeber

Grants Manager

651-259-5533

[amanda.graeber@state.mn.us](mailto:amanda.graeber@state.mn.us)

Pat Donnell

Grants Specialist Coordinator

651-259-5543

[patrick.donnell@state.mn.us](mailto:patrick.donnell@state.mn.us)

## Training Recap

The Grants Unit would like to thank everyone who attended our annual Reimbursement Training webinar session on September 4. Approximately 40 of you spent the morning with us and educated or re-educated yourself on our process and procedures. We have posted the link to the training PowerPoint on the training page on our website for your reference.

Karen Mueller  
Grants Specialist Senior  
651-259-5559  
karen.cibuzar-  
mueller@state.mn.us

Jason Tidemann  
Grants Specialist Senior  
651-259-5534  
jason.tidemann@state.mn.us

## Year-End Acquisitions

If your organization is planning to acquire land before the end of the year, please notify your Grants Specialist well in advance of the ten business day requirement if possible. December tends to be a busy time for reimbursement requests and land purchases and we want to make sure we assist everyone in meeting their closing dates.

## DNR Holiday Schedule

The DNR offices will be closed on the following dates:

Tuesday, November 11 for Veteran's Day  
Thursday and Friday, November 27 & 28 for Thanksgiving  
Thursday, December 25 for Christmas Day  
Thursday, January 1, 2015 for New Year's Day



Minnesota Department of Natural Resources  
[info.dnr@state.mn.us](mailto:info.dnr@state.mn.us)

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