

## Lessard-Sams Outdoor Heritage Council

### Laws of Minnesota 2012 Accomplishment Plan

**Date:** October 24, 2011

**Program Title:** Contract Management Services

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**Funds Recommended:** \$ 175,000

**Legislative Citation:** ML 2012, Ch. X, Art. X, Sec. X, Subd. 6 (a): *(to be completed when signed by Governor)*

#### Abstract:

This appropriation will be used to provide continued contract management services to pass-through recipients of Outdoor Heritage Fund (OHF) dollars appropriated to the commissioner of natural resources.

### Program Narrative

#### Design and Scope of Work

This appropriation will fund continued contract management services for existing and new OHF pass-through grant recipients. Contract management ensures oversight of reimbursement for project deliverables and meets the requirements of all state laws and policies including the Department of Administration's Grants Management procedures. It aids recipients with financial compliance and ensures project consistency with appropriation law, state statute, grants policies and approved work plans.

Ensuring timely access to the funds through streamlined grant agreements and prompt processing of reimbursement requests is an overarching goal of this service. DNR has been looking for ways to improve contract management services and has found that more in-depth and on-going training around financial requirements for grants is needed. Improved communications, an updated reimbursement manual, revised grant agreement, and training around grants reimbursement are priorities for contract management services.

Services provided under this appropriation include the following:

- **Contract Management Services**
  - Prepare grant agreements and amendments.
  - Encumber/Unencumber Funds
  - Execute Use of Funds Agreements
  - Advance funds for land acquisition.
  - Communicate regularly with LSOHC staff and grant recipients, informally and formally.
  - Continue to work on process improvements that improve efficiency and ease for grantee while ensuring fiscal integrity.
  - Contract management documentation, including file management.
- **Training and Communications**
  - 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.
  - Work with recipients to ensure grantees understand the state's reimbursement procedures and requirements.
  - Provide ongoing technical assistance/guidance to recipients.
- **Reimbursement Services**
  - Review reimbursement requests to ensure claimed reimbursements include sufficient documentation and comply with state and session laws, LSOHC approved accomplishment plan and the Office of Grants Management Grants Policies.
  - Arrange for prompt payment once grantee has submitted a completed reimbursement request and expenses have been deemed eligible for reimbursement.
  - Detailed accounting by pass-through appropriation for each grant recipient.
- **Fiscal and Close-out Services**
  - Financial reconciliation
  - Financial reporting
  - Contract management reporting (fund balance/expenditures)
  - Examine records of recipients.
  - Work with recipients to successfully close out grants.
  - Work closely with and respond to requests from the Office of the Legislative Auditor.

## Planning

This program will manage Outdoor Heritage Funds appropriated to the Commissioner of Natural Resources for agreements with pass-through recipients for legislatively designated projects which enhance restore and protect habitat in Minnesota.

### Relationship to Other Constitutional Funds

The DNR also administers pass-through appropriations from the Environment and Natural Resources Trust Fund.

### Relationship to Current Organizational Budget

DNR is the pass-through agent for this program. There are no other funds available for this program activity.

Contract management costs will be 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 management functions.

This rate is calculated based on the grants unit as a whole as follows:

Salary and Fringe (for the grants unit-4 FTE)	\$300,000
Supplies & Expense * (\$8,000 per FTE)	<u>32,000</u>
Total Grant Unit Cost	\$332,000

Estimated billable hours = 5,600

$\$332,000 / 5,600 \text{ hours} = \$60.00/\text{hour (rounded)}$

\*Supplies & Expense includes rent, supplies, communications, copying, email, and related costs necessary

Grants unit staff code their time spent on OHF contract management services which is charged to this appropriation at \$60.00/hour. Cost coding will be used to record time spent specifically on the OHF pass-through management activities. Services not received or provided will not be billed.

DNR's professional services rates are approved by the Commissioner and are submitted for review to Minnesota Management and Budget Services and are administered as set forth in M.S. 84.025. Professional services rates are based on historical cost basis detail and currently do not include costs for accounts payable, payroll, internal audit, or shared services.

A position was created specifically to work on this program and would not exist without the requested funding.

### Sustainability and Maintenance

Since there are no other funds available for this program activity, after the period of funding has ended the program outcomes will not be sustained without additional program funding.

### Outcomes

Grant funds are managed in a fiscally responsible manner and as set forth in the approved Accomplishment Plans, executed grant agreements, State Statute, and Session Law.

Customer Service will be provided in a professional and timely manner.

### Accomplishment Timeline

Activity	Milestone	Date Completed
Review of by-laws, resolutions, or similar documents to ensure proper signature authority	Documents for all of the recipients reviewed	Fall 2012
Execute agreements	Agreements for all recipients executed	Fall 2012
First biannual status report	Submitted to LSOHC	February 2013
Second Biannual status report	Submitted to LSOHC	August 2013
Administer restoration and enhancement project agreements	Restoration and enhancement agreements end	June 30, 2014
Third biannual status report	Submitted to LSOHC	February 2014
Fourth biannual status report	Submitted to LSOHC	August 2015
Administer acquisition agreements	Acquisition agreements end	June 30, 2014
Final program report	Submitted to LSOHC	Feb. 15, 2015

### Table B-2. Other Outcome Table

*(This table should be used instead of attachment B for activities that are not counted in acres, miles etc. If you use attachment B you can delete this table from the accomplishment plan.)*

Goal 1	Activity – P/R/E	Measure	Impact	Ecological Type
Goal 2				

Attachments (on spreadsheet workbook – 3 separate tabs):

- A. Budget
- B. Proposed Outcome Tables
- C. Parcel List

*No Map is needed for the accomplishment plan*