

# Lessard-Sams Outdoor Heritage Council Laws of Minnesota 2013 Accomplishment Plan

**Date:** October 19, 2012

**Program or Project Title:** Contract Management

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

**Manager's Name:** Amanda Graeber

**Title:** Grants Manager

**Organization:** MN DNR, OMBS

**Street Address:** 500 Lafayette Road

**City:** St. Paul, MN 55155-4010

**Telephone:** 651-259-5533

**E-Mail:** amanda.graeber@state.mn.us

**Organization Web Site:** <http://www.dnr.state.mn.us/index.html>

**Legislative Citation:** (to be completed when signed by Governor)

**County Locations:** No Counties Listed

**Ecological Planning Regions:**

- Metro / Urban

**Activity Type:**

- Contract Management

**Priority Resources Addressed by Activity:**

- No Priority Resources Listed

## Abstract:

This appropriation will be used to provide continued contract management services to pass-through recipients of Outdoor Heritage Fund dollars appropriated to the Commissioner of Natural Resources.

## Activity Detail

### Design and Scope of Work:

This appropriation will be used to provide continued customer service and contract management services to pass-through recipients of Outdoor Heritage 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. 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.

Ensuring timely access to the funds through streamlined grant agreements and prompt processing of reimbursement requests is an overarching goal of DNR's contract management. Services provided under this appropriation include the following:

- Contract Management Services
  - Prepare grant agreements and amendments.
  - Encumber/unencumber funds.
  - Execute Use of Funds agreements.
  - Communicate regularly with LSOHC staff and grant recipients, informally and formally.
  - Continue to work on process improvements that improve efficiency and ease for the 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, L-SOHC approved Accomplishment Plan and the Office of Grants Management's 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

### **MN State-wide Conservation Plan Priorities:**

- No State-wide Conservation Plans Listed

### **Plans Addressed:**

- Contract Management

### **LSOHC Statewide Priorities:**

- No Statewide Priorities Listed

### **LSOHC Metro Urban Section Priorities:**

- No Metro Urban Priorities Listed

## Relationship to Other Constitutional Funds:

- Environmental and Natural Resource Trust Fund

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

## Accelerates or Supplements Current Efforts:

The DNR is the administrative agent for this program and will provide contract management services to pass-through grant recipients. There are no other funds available for this program's service activity.

## Sustainability and Maintenance:

N/A

*Contract Management*

Activity 1: Administer agreements for pass-through grant recipients.

The DNR will provide contract management services to pass-through grant recipients. This appropriation funds contract management services billed using a professional services rate of \$65/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. Multiple staff with a variety of grants, financial, or other responsibilities provide contract management services to OHF pass-through recipients.

## Accomplishment Timeline

<b>Activity</b>	<b>Approximate Date Completed</b>
Pass-through grant agreements prepared and provided to recipients.	08/2013
Submit first biannual status report.	12/2013
Submit second biannual status report.	6/2014
Submit third biannual status report.	12/2014
Submit final report.	6/2015
Administer ongoing contract management for pass-through grant recipients.	6/2015

## Outcomes

### Programs in metropolitan urbanizing region:

- Contract Management

## Budget Spreadsheet

*Budget reallocations up to 10% do not require an amendment to the Accomplishment Plan*

Total Amount of Request: \$175,000

### Budget and Cash Leverage

<b>Budget Name</b>	<b>LSOHC Request</b>	<b>Anticipated Cash Leverage</b>	<b>Cash Leverage Source</b>	<b>Total</b>
Personnel	\$0	\$0		\$0
Contracts	\$0	\$0		\$0
Fee Acquisition w/ PILT	\$0	\$0		\$0
Fee Acquisition w/o PILT	\$0	\$0		\$0
Easement Acquisition	\$0	\$0		\$0
Easement Stewardship	\$0	\$0		\$0
Travel (in-state)	\$0	\$0		\$0
Professional Services	\$175,000	\$0		\$175,000
Direct Support Services	\$0	\$0		\$0
DNR Land Acquisition Costs	\$0	\$0		\$0
Capital Equipment	\$0	\$0		\$0
Other Equipment/Tools	\$0	\$0		\$0
Supplies/Materials	\$0	\$0		\$0
DNR IDP	\$0	\$0		\$0
<b>Total</b>	<b>\$175,000</b>	<b>\$0</b>	<b>-</b>	<b>\$175,000</b>

## Output Tables

Table 1. Acres by Resource Type

Type	Wetlands	Prairies	Forest	Habitats	Total
Restore	0	0	0	0	0
Protect in Fee with State PILT Liability	0	0	0	0	0
Protect in Fee W/O State PILT Liability	0	0	0	0	0
Protect in Easement	0	0	0	0	0
Enhance	0	0	0	0	0
Total	0	0	0	0	0

Table 2. Total Requested Funding by Resource Type

Type	Wetlands	Prairies	Forest	Habitats	Total
Restore	\$0	\$0	\$0	\$0	\$0
Protect in Fee with State PILT Liability	\$0	\$0	\$0	\$0	\$0
Protect in Fee W/O State PILT Liability	\$0	\$0	\$0	\$0	\$0
Protect in Easement	\$0	\$0	\$0	\$0	\$0
Enhance	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0

Table 3. Acres within each Ecological Section

Type	Metro/Urban	Forest/Prairie	SE Forest	Prairie	Northern Forest	Total
Restore	0	0	0	0	0	0
Protect in Fee with State PILT Liability	0	0	0	0	0	0
Protect in Fee W/O State PILT Liability	0	0	0	0	0	0
Protect in Easement	0	0	0	0	0	0
Enhance	0	0	0	0	0	0
Total	0	0	0	0	0	0

Table 4. Total Requested Funding within each Ecological Section

Type	Metro/Urban	Forest/Prairie	SE Forest	Prairie	Northern Forest	Total
Restore	\$0	\$0	\$0	\$0	\$0	\$0
Protect in Fee with State PILT Liability	\$0	\$0	\$0	\$0	\$0	\$0
Protect in Fee W/O State PILT Liability	\$0	\$0	\$0	\$0	\$0	\$0
Protect in Easement	\$0	\$0	\$0	\$0	\$0	\$0
Enhance	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0

Table 5. Target Lake/Stream/River Miles

0 miles

## **Parcel List**

*For restoration and enhancement programs ONLY: Managers may add, delete, and substitute projects on this parcel list based upon need, readiness, cost, opportunity, and/or urgency so long as the substitute parcel/project forwards the constitutional objectives of this program in the Project Scope table of this accomplishment plan. The final accomplishment plan report will include the final parcel list.*

### **Section 1 - Restore / Enhance Parcel List**

No parcels with an activity type restore or enhance.

### **Section 2 - Protect Parcel List**

No parcels with an activity type protect.

### **Section 2a - Protect Parcel with Bldgs**

No parcels with an activity type protect and has buildings.

### **Section 3 - Other Parcel Activity**

No parcels with an other activity type.