

Main Request for Funding Form

Lessard-Sams Outdoor Heritage Council Fiscal Year 2014 / ML 2013 Proposal

Program or Project Title: Contract Management

Funds Requested: \$175,000

Manager's Name: Kristel Lynch

Title: Grants Manager

Organization: MN DNR, OMBS

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County Locations:

Ecological Planning Regions:

Activity Type:

- Contract Management

Priority Resources Addressed by Activity:

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 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.
 - 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, 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 Plans Addressed

- Contract Management

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 continue to 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 continue to 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 responsibilities provide contract management services to OHF pass-through recipients.

Accomplishment Timeline

Activity	Approximate Date Completed
Execute pass-through grant recipients agreements.	8/2013
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

Budget Spreadsheet

Total Amount of Request: \$175,000

Budget and Cash Leverage

Budget Name	LSOHC Request	Anticipated Cash Leverage	Cash Leverage Source	Total
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
Total	\$175,000	\$0	-	\$175,000

Personnel

Position	FTE	Over # of years	LSOHC Request	Anticipated Cash Leverage	Cash Leverage Source	Total
Total	0.00	0.00	\$0	\$0	-	\$0

Capital Equipment

Item Name	LSOHC Request	Anticipated Cash Leverage	Cash Leverage Source	Total
Total	\$0	\$0	-	\$0

Output Tables – not needed

Parcel List – not needed