

# Lessard-Sams Outdoor Heritage Council Laws of Minnesota 2018 Accomplishment Plan



**Date:** October 09, 2017

**Program or Project Title:** Contract Management 2018

**Funds Recommended:** \$ 210,000

**Manager's Name:** Katherine Sherman-Hoehn

**Title:** Grants Manager

**Organization:** MN DNR

**Address:** 500 Lafayette Road

**City:** Saint Paul, MN 55155

**Office Number:** 6512595533

**Email:** katherine.sherman-hoehn@state.mn.us

**Website:** <http://www.dnr.state.mn.us/grants/passthrough/index.html>

**Legislative Citation:** ML 2018, Ch. X, Art. 1, Sec. 2, subd XX

**Appropriation Language:**

**County Locations:** Not Listed

**Regions in which work will take place:**

- Metro / Urban

**Activity types:**

- Contract Management

**Priority resources addressed by activity:**

- Not Listed

## Abstract:

Continue and enhance contract management and customer service to OHF pass-through appropriation recipients for approximately 130 open grants. Ensure funds are expended in compliance with appropriation law, state statute, grants policies, and approved accomplishment plans.

## Design and scope of work:

This appropriation will be used to continue and enhance contract management services to pass-through recipients of Outdoor Heritage Fund appropriations to the Commissioner of Natural Resources. The goal of contract management is to ensure that grantees are properly reimbursed and that organizations operate in compliance with OHF pass-through appropriation procedures, policies from the Department of Administration's Grants Management, OHF statute, and the recommendations of the Legislative Auditor. Contract management includes: grant agreements and amendments, training, technical assistance, reporting, fiscal monitoring, reimbursement request processing, and close-out of grants.

The DNR is currently the administrative agent for this program. The DNR's Office of Management and Budget (OMBS) Grants Unit is applying to continue to provide contract management services to pass-through grant recipients. The OMBS Grants Unit's goal is to provide pass-through recipients with the contract management, technical assistance, and grant monitoring they need to successfully complete their conservation work. The Grants Unit provides grantees with one consistent point of contact for their agreements and delivers timely, responsive, customer service.

There are approximately 130 active OHF grants in FY2018. Ninety-two percent of these grants require annual monitoring. In order to maintain effective, timely service and monitoring as the number of grants grows, the Grants Unit plans to devote 3.53 FTE to contract management in FY19. This will also allow the Grants Unit to provide more technical assistance to pass-through recipients and expand our ability to address monitoring and reimbursement topics that require technical expertise by consulting with appropriate DNR division staff.

Contract management services are billed using a professional services rate. This rate includes salary and fringe for grants management staff, supervisory time, travel costs, supplies, and allocated administrative costs including rent and printing as well as other 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 OHF as well as the Environment and Natural Resources Trust Fund (ENRTF). Cost coding is used to record and differentiate time spent on ENRTF and OHF pass-through grant management. Services not received or provided will not be billed. The rate for FY18 is \$63.00/hr and is re-calculated annually. If the rate changes, we will inform LSOHC staff.

**How does the request address MN habitats that have: historical value to fish and wildlife, wildlife species of greatest conservation need, MN County Biological Survey data, and/or rare, threatened and endangered species inventories:**

N/A

**Describe the science based planning and evaluation model used:**

N/A

**Which sections of the Minnesota Statewide Conservation and Preservation Plan are applicable to this program:**

- Not Listed

**Which other plans are addressed in this program:**

- Not Listed

**Which LSOHC section priorities are addressed in this program:**

**Metro / Urban:**

- Not Listed

**Relationship to other funds:**

- Environmental and Natural Resource Trust Fund

**Describe the relationship of the funds:**

The OMBS Grants Unit also provides contract management services for pass-through recipients of ENRTF dollars appropriated to the Commissioner of Natural Resources.

**How does this program include leverage in funds or other effort to supplement any OHF appropriation:**

There are no other funds available for contract management of OHF appropriations.

**Per MS 97A.056, Subd. 24, Any state agency or organization requesting a direct appropriation from the OHF must inform the LSOHC at the time of the request for funding is made, whether the request is supplanting or is a substitution for any previous funding that was not from a legacy fund and was used for the same purpose:**

Not Listed

**Describe the source and amount of non-OHF money spent for this work in the past:**

Not Listed

## How will you sustain and/or maintain this work after the Outdoor Heritage Funds are expended:

The OMBS Grants Unit will not continue contract management work if all OHF dollars are expended.

## Explain the things you will do in the future to maintain project outcomes:

Not Listed

## Activity Details:

If funded, this program will meet all applicable criteria set forth in MS 97A.056 - **Yes**

Will there be planting of corn or any crop on OHF land purchased or restored in this program - **No**

### Contract Management

#### Contract Management

Contract management services provided include:

##### 1. Contract Management

- a. Prepare grant agreements and amendments.
- b. Develop and maintain policies and procedures related to contract management.
- c. Identify and implement process improvements to improve efficiency and ease for grantees while ensuring fiscal integrity.
- d. Maintain contract management documentation, including file management.

##### 2. Training and Communications

- a. Communicate regularly, informally and formally, with LSOHC 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. Consult with DNR division staff who are subject matter experts on land acquisition and technical areas as needed to ensure appropriate reimbursement and compliance with policies and procedures.

##### 3. Reimbursement

- a. Review reimbursement requests to ensure payment requests include sufficient documentation and comply with state and session laws, the LSOHC 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 determined eligible for reimbursement.

##### 4. Fiscal and Close-out

- a. Encumber/Unencumber Funds.
- b. Provide 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. Work with recipients to successfully close out grants.
- i. Work closely with and respond to requests from the Office of the Legislative Auditor.
- j. Monitor grants in compliance with OGM policy and relevant statutes.
- k. Provide/confirm information to assist with grantee audits.
- l. Process returned grant funds.
- m. Analyze and report on individual grantee and overall contract progress as appropriate.

## Accomplishment Timeline:

Activity	Approximate Date Completed
Pass-through grant agreements prepared and provided to recipients	July 2018
Contract management for pass through grant recipients	June 2020
Submit first biannual status report	January 2019
Submit second biannual status report	August 2019
Submit third biannual status report	January 2020
Submit final report	August 2020

**Date of Final Report Submission:** 11/1/2020

## Federal Funding:

Do you anticipate federal funds as a match for this program - **No**

## Outcomes:

**Programs in metropolitan urbanizing region:**

- OHF funds will be spent appropriately and reimbursed expediently so that project work continues.

# Budget Spreadsheet

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

How will this program accommodate the reduced appropriation recommendation from the original proposed requested amount

Not Listed

**Total Amount of Request: \$ 210000**

## Budget and Cash Leverage

Budget Name	LSOHC Request	Anticipated Leverage	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	\$0	\$0		\$0
Professional Services	\$210,000	\$0		\$210,000
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	\$210,000	\$0		\$210,000

Amount of Request: \$210,000

Amount of Leverage: \$0

Leverage as a percent of the Request: 0.00%

DSS + Personnel: \$0

As a % of the total request: 0.00%

**Describe and explain leverage source and confirmation of funds:**

Not Listed

## Output Tables

**Table 1a. 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 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	ForestPrairie	SEForest	Prairie	N 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 Funding within each Ecological Section**

Type	Metro Urban	ForestPrairie	SEForest	Prairie	N 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. Average Cost per Acre by Resource Type**

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

Table 6. Average Cost per Acre by Ecological Section

Type	Metro/Urban	Forest/Prairie	SE Forest	Prairie	Northern Forest
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

Target Lake/Stream/River Feet or Miles

0

## 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

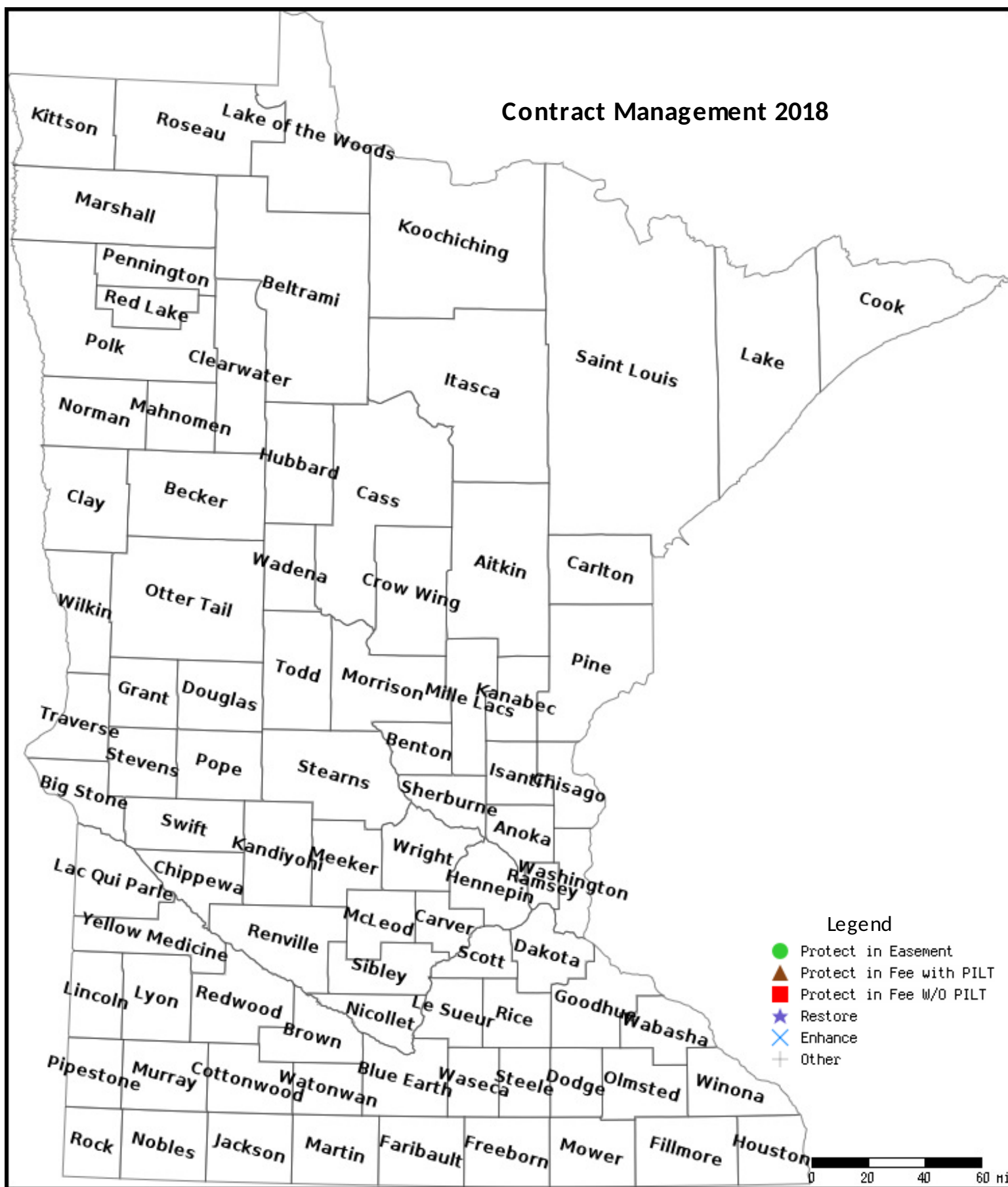
No parcels with an activity type protect and has buildings.

### Section 3 - Other Parcel Activity

No parcels with an other activity type.



# Parcel Map



Data Generated From Parcel List

# Lessard-Sams Outdoor Heritage Council

## Comparison Report

**Program Title:** 2018 - Contract Management 2018

**Organization:** MN DNR

**Manager:** Katherine Sherman-Hoehn

### Budget

Requested Amount: \$210,000

Appropriated Amount: \$210,000

Percentage: 100.00%

Budget Item	Total Requested		Total Appropriated		Percentage of Request	
	LSOHC Request	Anticipated Leverage	Appropriated Amount	Anticipated Leverage	Percentage of Request	Percentage of Leverage
Personnel	\$0	\$0	\$0	\$0	-	-
Contracts	\$0	\$0	\$0	\$0	-	-
Fee Acquisition w/ PILT	\$0	\$0	\$0	\$0	-	-
Fee Acquisition w/o PILT	\$0	\$0	\$0	\$0	-	-
Easement Acquisition	\$0	\$0	\$0	\$0	-	-
Easement Stewardship	\$0	\$0	\$0	\$0	-	-
Travel	\$0	\$0	\$0	\$0	-	-
Professional Services	\$210,000	\$0	\$210,000	\$0	100.00%	-
Direct Support Services	\$0	\$0	\$0	\$0	-	-
DNR Land Acquisition Costs	\$0	\$0	\$0	\$0	-	-
Capital Equipment	\$0	\$0	\$0	\$0	-	-
Other Equipment/Tools	\$0	\$0	\$0	\$0	-	-
Supplies/Materials	\$0	\$0	\$0	\$0	-	-
DNR IDP	\$0	\$0	\$0	\$0	-	-
Total	\$210,000	\$0	\$210,000	\$0	100.00%	-

**How will this program accommodate the reduced appropriation recommendation from the original proposed requested amount?**

Not Listed

## Output

**Table 1a. Acres by Resource Type**

Type	Total Proposed	Total in AP	Percentage of Proposed
Restore	0	0	-
Protect in Fee with State PILT Liability	0	0	-
Protect in Fee W/O State PILT Liability	0	0	-
Protect in Easement	0	0	-
Enhance	0	0	-

**Table 2. Total Funding by Resource Type**

Type	Total Proposed	Total in AP	Percentage of Proposed
Restore	0	0	-
Protect in Fee with State PILT Liability	0	0	-
Protect in Fee W/O State PILT Liability	0	0	-
Protect in Easement	0	0	-
Enhance	0	0	-

**Table 3. Acres within each Ecological Section**

Type	Total Proposed	Total in AP	Percentage of Proposed
Restore	0	0	-
Protect in Fee with State PILT Liability	0	0	-
Protect in Fee W/O State PILT Liability	0	0	-
Protect in Easement	0	0	-
Enhance	0	0	-

**Table 4. Total Funding within each Ecological Section**

Type	Total Proposed	Total in AP	Percentage of Proposed
Restore	0	0	-
Protect in Fee with State PILT Liability	0	0	-
Protect in Fee W/O State PILT Liability	0	0	-
Protect in Easement	0	0	-
Enhance	0	0	-

## Pass-Through Grants Journal

*April 2017*

### Grant Monitoring

The grant staff will be conducting monitoring over the next few months per the Office of Grants Management Policy 08-10. Any grant appropriation over \$250,000 requires annual monitoring and grants between \$50,000-\$250,000 require at least one monitoring visit over the course of the grant. Monitoring is either done over the phone, or with a site visit. Your Grants Specialist will be contacting you in the near future either by phone or email with details regarding what exactly will be monitored (contracts, bid documentation and tabulation, proof of payment) and to set up a date and time.

### Financial Review

Grantees with new appropriations in FY18 will need a financial review as part of the Office of Grants Management policy 08-06. Your Grants Specialist will complete this review as part of your upcoming monitoring if necessary, and will ask for the IRS Form 990 or certified financial audit.

#### Certified financial audit:

A certified financial audit is a review of an organization's financial statements, fiscal policies and control procedures by an independent third party to determine if the statements fairly represent the organization's financial position and if organizational procedures are in accordance with Generally Accepted Accounting Principles (GAAP). Minnesota nonprofit organizations are required to have a certified financial audit completed for any fiscal year in which they have total revenue of more than \$750,000.

#### IRS Form 990:

An IRS Form 990 is a federal tax return for nonprofit organizations. Nonprofit organizations that are recognized as exempt from Federal income tax must file a Form 990 or Form 990 EZ if it has averaged more than \$50,000 in annual gross receipts over the past three tax years.

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## Public Notices

If your organization puts out bids for contract work and would like to reach a broader audience, the Finance and Commerce publication (the official public newspaper for Hennepin County) may be a good option. It is published Tuesday-Saturday and ads also appear on their website at no additional charge. As a reminder, you may be able to get reimbursed for any of these expenses (if approved in your project's budget).

If interested, go to <http://finance-commerce.com>

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## Friendly Reminders

- \* For those ENRTF and OHF recipients who have a project expiring on June 30, 2017, please keep in mind we cannot reimburse the final payment until LSOHC and/or LCCMR approves the final report.
  - \* If your organization has a subcontract with another individual or company and the terms of the contract are changed, it is important to send your grant specialist the amended contract. The contracts are referred to each time a payment request is submitted for payment.
  - \* Our offices will be closed on Monday, May 29, 2017 in observance of Memorial Day.
  - \* Please remember to utilize the appropriate spreadsheet (either OHF or Trust Fund) when requesting reimbursement as required in the Reimbursement Manual.
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## Pass-Through Grants Staff

Katherine Sherman-Hoehn; Grants Manager - 651-259-5533  
[katherine.sherman-hoehn@state.mn.us](mailto:katherine.sherman-hoehn@state.mn.us)

Karen Mueller; Grants Specialist Senior - 651-259-5559  
[karen.cibuzar-mueller@state.mn.us](mailto:karen.cibuzar-mueller@state.mn.us)

Jason Tidemann; Grants Specialist Coordinator - 651-259-5534  
[jason.tidemann@state.mn.us](mailto:jason.tidemann@state.mn.us)



Minnesota Department of Natural Resources | [mndnr.gov](http://mndnr.gov)

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