

Lessard-Sams Outdoor Heritage Council

Fiscal Year 2019 / ML 2018 Request for Funding



Date: June 01, 2017

Program or Project Title: Contract Management 2018

Funds Requested: \$210,000

Manager's Name: Katherine Sherman-Hoehn

Title: Grants Manager

Organization: MN DNR

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

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.

This proposal includes a funding request of \$210,000, an increase from the \$150,000 ML 2017 appropriation. The number of active OHF grants has increased from 73 in FY 2014 to approximately 130 in FY 2018. 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 needs to increase personnel dedicated to contract management. This will also allow the Grants Unit to provide more training 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. In FY17, 2.75 FTE were dedicated to contract management;

the Grants Unit proposes to increase this to 3.53 FTE. The professional services hourly 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 FY17 is \$62.00/hr and is re-calculated annually. If the rate changes, LSOHC staff will be informed immediately.

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

- Not Listed

Which other plans are addressed in this proposal:

- Not Listed

Describe how your program will advance the indicators identified in the plans selected:

Not Listed

Which LSOHC section priorities are addressed in this proposal:

Metro / Urban:

- Not Listed

Describe how your program will produce and demonstrate a significant and permanent conservation legacy and/or outcomes for fish, game, and wildlife as indicated in the LSOHC priorities:

Not Listed

Describe how the proposal uses science-based targeting that leverages or expands corridors and complexes, reduces fragmentation or protects areas identified in the MN County Biological Survey:

N/A

How does the proposal address habitats that have significant value for wildlife species of greatest conservation need, and/or threatened or endangered species, and list targeted species:

N/A

Identify indicator species and associated quantities this habitat will typically support:

Not Listed

Outcomes:

Programs in metropolitan urbanizing region:

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

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

Not Listed

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

Not Listed

What is the degree of timing/opportunistic urgency and why it is necessary to spend public money for this work as soon as possible:

Contract management provides oversight of reimbursement for project deliverables and ensures that pass-through recipients are compliant with the Department of Administration's Office of Grants Management procedures as well as the recommendations of the Legislative Auditor.

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

There are no other funds available for this program's service activity.

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.

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

Not Listed

Activity Details

Requirements:

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

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

Land Use:

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

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

Budget Spreadsheet

Total Amount of Request: \$210,000

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%

Easement Stewardship: \$0

As a % of the Easement Acquisition: -%

Describe and explain leverage source and confirmation of funds:

Not Listed

Does this proposal have the ability to be scalable? - No

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 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. 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

I have read and understand Section 15 of the Constitution of the State of Minnesota, Minnesota Statute 97A.056, and the Call for Funding Request. I certify I am authorized to submit this proposal and to the best of my knowledge the information provided is true and accurate.

Parcel List

Explain the process used to select, rank and prioritize the parcels:

Not Listed

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

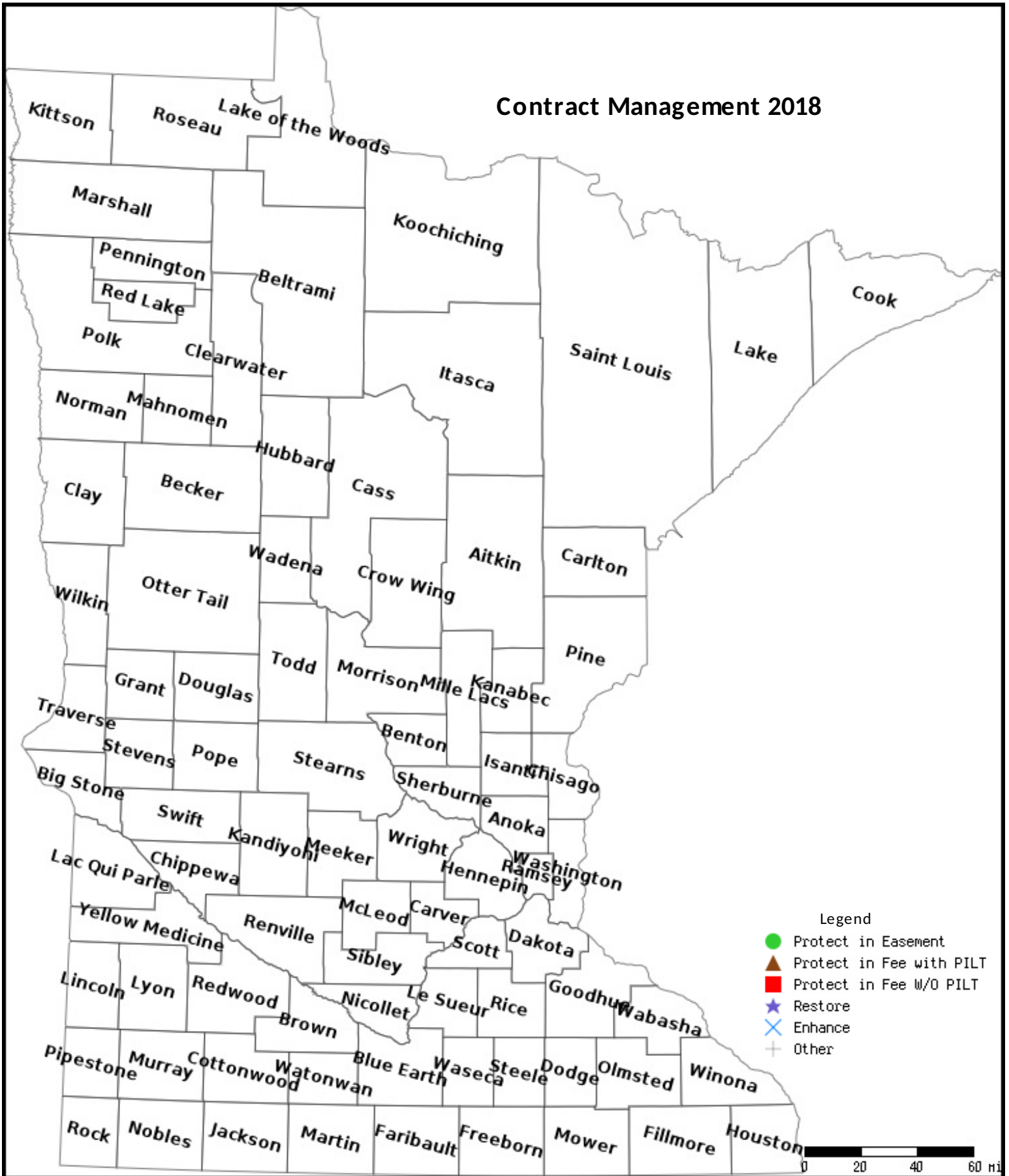
No parcels with an activity type protect and has buildings.

Section 3 - Other Parcel Activity

No parcels with an other activity type.

Parcel Map

Contract Management 2018



Data Generated From Parcel List

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.

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>

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.

Pass-Through Grants Staff

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Email us: info.dnr@state.mn.us | Call 651-296-6157 or 888-646-6367



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