

DATE: May 2, 2019
TO: Project Managers and Proposers of OHF Appropriations
FROM: Sandy Smith, Project Analyst Manager
RE: Partnership in Proposals and Accomplishment Plans (AP)

There has been quite a few questions around partnerships, partnership budgets, and contracts with partners for various work. To clarify this moving forward, below are three different approaches to deal with partnerships:

- 1) You can submit a proposal/AP listing an organization as a partner in the narrative and if funded give that partner part of the appropriation in a separate budget outlined in the accomplishment plan or the proposal if known at that time. In doing this, that organization is listed in the appropriation law as receiving a specific amount of the appropriation, they will have their own budget and separate contract with DNR Grants management for reimbursement for the activity outlined in the accomplishment plan. If the money specified in the appropriation law does not get spent, that money goes back to the fund in the end and can NOT be transferred to the other organization without a legislative change.
- 2) You can submit a proposal/AP listing an organization as a partner in the appropriation law, but without a separate budget line item. The appropriation would state the organization is working "in cooperation with" another organization. In this case, the organization could pass funding to the partner without having to go through the contracting and bidding process.
- 3) There can be one organization receiving the entire appropriation and then if awarded the appropriation that organization would have to go through a contracting and bidding process in one of two ways:
 - a. The organization can request a sole source agreement with the other organization. This is a detailed process that needs to be reviewed and approved with DNR Contract Grants Office. There are very few instances where this is allowed.
 - b. The organization can issue a RFP, per the DNR Contracts Management procurement process, and the partner organization can be a responder to that RFP and may or may NOT be awarded that contract.

In early years of the OHF, if a partner was listed in the accomplishment plan that was enough to ensure they could be awarded a contract to do the specified work, that is no longer the case. I wanted to clarify this process moving forward.

As always, feel free to contact me or DNR Contracts Management staff with further questions.