

July 28, 2014

The Honorable Sandra Pappas, Chair  
Legislative Coordinating Commission  
Capitol, Room 323  
75 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, MN 55155-1606

The Honorable Paul Thissen, Vice-Chair  
Legislative Coordinating Commission  
463 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, MN 55155-1206

Dear Senator Pappas and Representative Thissen:

**RE: Laws of 2011 (FY12) Outdoor Heritage Fund (OHF) Contract Management**

Laws of Minnesota 2011, 1<sup>st</sup> Special Session, Chapter 6, Article 1, Section 2, Subdivision 6. Administration, (a) Contract Management provided \$175,000 the first year to the commissioner of natural resources for contract management duties and required the commissioner to provide documentation to the Legislative Coordinating Commission on the expenditure of these funds.

The balance, \$65,265, of this appropriation was expended by the end of the 2013 calendar year. Contract management costs were billed using a professional services rate of \$60/hour. 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.

This appropriation, in conjunction with other OHF and Environment and Natural Resources Trust Fund (ENRTF) appropriations, was used to support the contract management program in FY14, which ensured funds were expended in compliance with state law, session law, approved work plans, and Office of Grants Management grants policies.

The contract template and attachments (including the Reimbursement Manual) were revised with appropriation recipient comments and interactions through FY13 in mind. M.L. 13 contracts were sent out in July. Training was provided to grantees on the revisions and the reimbursement process overall in September. Reimbursement requests were reviewed and approved by Grants Unit staff and taken to Accounts Payable for processing. The external website was updated with additional FAQs. The DNR Grants Journal was sent out in July and October.

The results of a second grantee survey were received, reviewed, and disseminated to all stakeholders in late summer/early fall. Survey results showed an overall upward

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trend across all categories. We were pleased to learn that 91% of respondents were satisfied or very satisfied with the DNR Grants Unit's overall customer service. Ninety-six percent were satisfied or very satisfied with the ability of DNR Grants Specialists to resolve problems. Eight-eight percent were satisfied or very satisfied with the consistency in processing reimbursement requests and 84% were satisfied or very satisfied with the timeliness. Eighty-three percent were satisfied or very satisfied with the guidance provided in the Reimbursement Manual. The most progress was made in consistency and timeliness. Survey suggestions were incorporated into the Grants Unit work plan as possible.

Sincerely,

/s/Barb Juelich, Chief Financial Officer  
Office of Management and Budget Services  
Operations Services Division  
Minnesota Department of Natural Resources

c: Bill Becker, Executive Director, Lessard-Sams Outdoor Heritage Council