



Office of Management and Budget Services (OMBS)

ATTACHMENT D

Pass-Through Grants Reimbursement Manual

Environment and Natural Resources Trust Fund (ENRTF)

Outdoor Heritage Fund (OHF)

Fiscal Year 2026 (July 1, 2025 – June 30, 2026)

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CHANGES IN THIS VERSION

The Fiscal Year 2026 manual contains these changes from previous versions:

- New [website contact information requirements](#) for grantees with agreements executed July 1, 2025 or later.
- Adds information about requirements for subawards and clarifies the definition and distinction between subawardees, vendors and contractors.
- Explicitly states that submitting invoices for reimbursement prior to paying those invoices is not allowed.
- Restructured and reformatted for additional clarity.
- Updates links to ensure direction to most recent version of sites or documents.

INTRODUCTION

The Grants Unit within the DNR Office of Management and Budget Services (OMBS) provides contract management services related to ENRTF and OHF pass-through grant projects. Contract management ensures oversight of reimbursement for project deliverables and meets the requirements of all state laws and policies including the Department of Administration's Office of Grants Management (OGM) procedures. Contract management helps recipients with financial compliance and ensures project consistency with appropriation law, state statute, grants policies, and approved work/accomplishment plans.

This manual was developed to help grantees administer their pass-through appropriation(s) and to provide instruction on how to obtain reimbursements for eligible project expenses. However, it will not be able to address all issues and potential problems that may arise during the completion of the project. For questions regarding the grant agreement and amendments or reimbursement requests, please contact the State's Authorized Representative or your assigned Grants Specialist. Contact information is at the end of this manual; it can also be found in the contract agreement and on the DNR pass-through grants [website](#).

For questions regarding your ENRTF work plan, please contact Legislative-Citizen Commission on Minnesota Resources ([LCCMR](#)) staff.

For questions regarding your OHF accomplishment plan, please contact Lessard-Sams Outdoor Heritage Council ([LSOHC](#)) staff.

INTERNAL CONTROLS

- The grantee is responsible for establishing and maintaining adequate financial internal control systems that follow generally accepted accounting and auditing principles.
- Grant funds must be segregated from other funding through the use of a dedicated bank account or cost center. Where possible, grant funding should be in an account that does not bear interest.
- Any accounting issues not addressed in this manual are subject to state agency standards as interpreted by their internal auditors. All projects are subject to final audit.

MONITORING ([OGM POLICY 08-10](#))

Grant Monitoring can be done via any agreed upon electronic meeting platform, by phone or in person. Grantees will be given adequate notice prior to monitoring. The focus of a monitoring visit will be financial controls; grants management; conflict of interest; and associated documentation and procedures.

- Grants from \$50,000-\$250,000 are required to have at least one monitoring visit during the life of the grant. Your grant specialist will reach out to schedule your monitoring visit.
- Any grantee with a grant over \$250,000 must complete annual monitoring with their DNR grant specialist by June 30th each year. If a grantee fails to complete their monitoring visit, they are out of compliance with their grant agreement and further reimbursement requests will not be completed until after the monitoring requirement is satisfied. Your grant specialist will reach out to arrange monitoring each year.
- For all grants over \$50,000, your grant specialist must also complete a financial reconciliation at least once before the end of the grant period and prior to approving the final reimbursement request.
- If previously reimbursed costs are found to be ineligible upon further review during monitoring (or at any other point during the grant period), repayment of those costs or other corrective action may be required.

STATE ACCOUNTING SYSTEM (SWIFT) REQUIREMENTS

The DNR processes project reimbursement payments through a Supplier Portal (SWIFT) managed by Minnesota Management and Budget (MMB). The preferred method of payment is through the use of an electronic funds transfer (EFT) directly into the grantee's designated bank account. Electronic

transfer reimbursements provide timely payments and prevent the loss of checks either in the mail or by misdirection. To set up the electronic transfer payment process, please contact MMB at 651-201-8106.

- If your organization already receives or has received payments from the State of MN in the past (from a grant, contract or other), it already has a Supplier ID. You should use your existing Supplier ID and not register for a new ID. If you do not know or cannot recall if you have a Supplier ID or what your organization's Supplier ID is, contact MMB's SWIFT helpline at 651-201-8106.
- If your organization does not already have a Supplier ID from the State, you will need to register with SWIFT. To create a Supplier ID:
 - Go to [SWIFT Vendor Resources page](#)
 - Click on 'Vendor Registration link' in the 2nd paragraph of the page
 - Click the 'Register for an Account box
 - Select the 'Register now' button under 'Register as a Supplier'
 - Complete the online form
- If your organization has a Supplier ID but you would like to request a User ID to access the SWIFT e-Supplier portal to view payment information, have an existing registered user login to the State of Minnesota Supplier Portal to create a New User Invitation. Select "Manage Profile" and then select the "Add User" option. Enter the required information to send an email invitation to the new user.

Questions regarding these processes should be directed to: efthelpline.mmb@state.mn.us.

NOTE: If the address of the grantee organization (or its fiscal agent) changes during the grant period, the grantee must update their address in the SWIFT portal before receiving additional reimbursements.

GRANTEE WEBSITE REQUIREMENTS

For grant agreements executed July 1, 2025 or later, the [Laws of Minnesota 2025, chapter 39, section 40](#) requires that the grantee clearly post on the grantee's website the names of, and contact information for, the organization's leadership and the employee or other person who directly manages and oversees the grant for the grantee. If the grantee does not have a website, the requirement does not apply.

SUBAWARDEES, SUBCONTRACTORS AND VENDORS

DEFINITIONS

Subawardees include grants or agreements with not-for-profit or public entities outside the grantee organization that are collaborating on the project. All spending requirements and grant agreement requirements flow down to the subawardee. In LCCMR/ENRTF grants, subawardees are defined in the approved work plan.

Subcontractors include other organizations and/or businesses that perform services identified in the work/accomplishment plan.

Vendors provide supplies or materials to the project.

All subcontractors and vendors and any subawardees not named in the grant appropriation language must be selected based on contracting/purchasing procedures. Transparency, fiscal control and accountability are key reasons why the State requires grantees to be thorough in the solicitation and selection of subawardees, subcontractors and vendors.

Each executed subaward must include the amount of the subaward, the length of the subaward, all elements of the grantee's ENRTF requirements and all elements of the grantee's contract with the State.

Each executed subcontract must include the amount of the subcontract, the length of the subcontract and all applicable elements of the grantee's contract with the State.

CONTRACTING AND BIDDING FOR MUNICIPALITIES

Municipalities as defined in Minnesota statute 471.345, subdivision 1 must follow the [Uniform Municipal Contracting Law](#).

CONTRACTING AND BIDDING FOR NON-GOVERNMENTAL ORGANIZATIONS

Non-governmental organizations may either:

- submit a copy of their contracting policies for review to the State's Authorized Representative, through the use of Attachment B (Non-Governmental Organization Subcontracting) to their grant agreement; or
- follow the contracting policies/procedures below.

Contracting and Bidding Thresholds and Process

- Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.

- Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
- Grantees must use a Request for Proposal (RFP)/Request for Quote (RFQ) process to competitively select professional and technical services.
- The advertisement for bid processes must allow for fair competition among potential qualified bidders.

DEBARMENT

Grantee must not contract with vendors/subcontractors who are on the on the [State Department of Administration's Debarred Vendors list](#).

TARGETED VENDORS

Grantees must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through the entities below are used when possible. Please contact your grant specialist for assistance the first time you go through this process:

- [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
- Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#)
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#)

CONFLICT OF INTEREST

The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees or board members engaged in the selection, award and administration of contracts. This written standard may be requested during monitoring.

SINGLE/SOLE SOURCE

The State may waive bidding process requirements when it is determined there is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price. Single and sole source grants or contracts are used when only one entity is reasonably able to meet a grant's intended purpose and objectives, due to their geographic location, specialized knowledge, relationships or specialized equipment.

To seek a single/sole source waiver, the grantee must complete a [Grant Single Source Justification Form](#) (available on the pass-through grants website) and submit it to the State's Authorized Representative for signature and approval. If approved, the Grantee must keep the executed copy on file.

SUPPORTING DOCUMENTATION FOR CONTRACTS

The grantee must maintain support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

Grantees must retain, in the project file:

- copies of the executed subcontract agreements
- a copy of the RFP/RFQ, all submitted bids and the bid tabulation (if applicable)
- written documentation that describes the rationale for selection of the subcontractor
- documentation of the contract/bid approval if required by grantee internal controls (such as meeting minutes)

This documentation may be reviewed during the monitoring visit or when requested by the State.

PREVAILING WAGE (MINNESOTA STATUTE 177.41 THROUGH 177.44)

Prevailing wage rules were established to require that the wages of laborers and workers be comparable to wages paid for similar work in the community as a whole. Other prevailing wage information can be found at the [Minnesota Department of Labor and Industry](#). Prevailing wage rules apply to any grant award of \$25,000 or more that qualifies as a “project” per the following definition:

"Project" means demolition, erection, construction, alteration, improvement, restoration, remodeling, or repairing of a public building, structure, facility, land, or other public work, which includes any work suitable for and intended for use by the public, or for the public benefit, financed in whole or part by state funds. Project also includes demolition, erection, construction, alteration, improvement, restoration, remodeling, or repairing of a building, structure, facility, land, or public work when the acquisition of property, predesign, design, or demolition is financed in whole or part by state funds. (Minnesota Statute 177.42)

- If your award is \$25,000 or more and contains activities in the work/accomplishment plan that qualify as a “project” per the definition above, prevailing wage rules in [Minnesota Statute 177.41 through 177.44 apply](#).
- If you are unsure if your project is subject to Prevailing Wage, ask your grant specialist for a copy of DLI’s Project Assessment Form. Complete the form and return it to your grant specialist. Your specialist will review the form and work with you to ensure its completeness. Once ready, your grant specialist will submit it to DLI and copy you on the email.

When Prevailing Wage applies, all bid requests and RFPs must state that the project is subject to prevailing wage to ensure that incoming bids have factored prevailing wage rates into their submittal. A prevailing wage form should accompany these bid submittals.

Prevailing Wage Documentation

Grantees must retain documentation in the project file either of the prevailing wage forms, or a notice from the Department of Labor and Industry that the project is not subject to prevailing wage.

INSURANCE REQUIREMENTS

When working on State Land, grantees must follow all applicable policies and requirements of that land. Nothing in the ENRTF and OHF appropriations supersedes these requirements. Grantees should work with the appropriate management staff for the State land to determine these requirements. Insurance is required to do work on state land, following the requirements of the [Minnesota Department of Administration](#). The [current requirements](#) are attached as Appendix 2 to this manual.

PROJECT REIMBURSEMENT GUIDELINES

Pass-through grants are reimbursement based. Requesting reimbursement using invoices from a vendor that have not yet been paid by the grantee is not allowed. Grantee must pay for project expenses before seeking reimbursement from the grant and should only request reimbursement for paid expenses. Expenses are reviewed and those deemed eligible are then reimbursed under the terms of the agreement with the State of Minnesota.

ADVANCE PAYMENT

The DNR will only provide advance payments (apart from [land acquisitions](#)) with prior approval from LCCMR and/or LSOHC as outlined in session law and the grantee's agreement. Approval for such advance payments will be managed by LCCMR and/or LSOHC via the work/accomplishment plan.

REIMBURSEMENT TIMEFRAME

Grantees can expect to be reimbursed within 30 days of the DNR receiving a complete and accurate reimbursement request.

- If documentation to process the request is missing, or the request has discrepancies or incorrect information, the 30-day clock does not start until all necessary information has been submitted to the DNR and the request has been deemed complete and whole.
- If a project's status reports are past due or work/accomplishment plan amendments are pending, the DNR will hold reimbursement requests and payment for the project until the amendment or update has been approved by LSOHC or the LCCMR.

FREQUENCY OF SUBMISSION

Grantees must submit reimbursement requests at least annually while grant work is being done and expenses have been incurred. If the grantee has not yet incurred costs, no reimbursement request is required.

FINAL REIMBURSEMENT

Final reimbursement will be paid when the State determines that the Grantee has satisfactorily fulfilled all the terms of their grant agreement, unless otherwise excluded by the State in writing.

- The State must complete a financial reconciliation on all grants over \$50,000 prior to approving the final reimbursement request. If a final reimbursement request is also the first request, this may delay payment.
- The final report must be approved by the LCCMR or the LSOHC prior to payment of the final reimbursement request unless the grantee receives prior approval from the DNR in coordination with LCCMR/LSOHC staff to waive that requirement.

REQUESTING REIMBURSEMENT

COMPONENTS OF A REIMBURSEMENT REQUEST

All reimbursement requests must include the following four components:

1. [Reimbursement Payment Request Form](#)
2. [Reimbursement Spreadsheet](#)
3. [Project Activity Summary Spreadsheet](#)
4. [Supporting Documentation](#)

All documents submitted must be clearly legible and have minimal background distractions.

To request reimbursement, submit all components by email to your grant specialist.

Reimbursement Payment Request Form

This form is required for all payment requests, including land or conservation easement acquisitions.

- The form must be completed and signed by an individual who is authorized by the organization to submit payment requests.
 - If there is a fiscal agent for your project, be sure to use the Fiscal Agent version of the Request Form, which contains two signature blocks – one for the grantee organization and one for the fiscal agent.

- **TIP:** The PO Number that is required when completing this form can be found on the signature page of your executed grant agreement (it always begins with 3000).

Reimbursement Spreadsheet

The Reimbursement Spreadsheet provides information on the starting budget amounts, total reimbursements to date, current requested reimbursement amount and the remaining balance of funds available. This document should be sent as an Excel file where possible. If sending as a PDF make sure all the numbers are legible and the entire spreadsheet is in view.

- Each funding source has a different spreadsheet. Use the ENRTF spreadsheet for LCCMR projects and the OHF spreadsheet for all LSOHC projects.
- Line items (categories) on the spreadsheet must match the line items from the most recent approved work /accomplishment plan budget.
- Only approved budget items (expenses) will be eligible for reimbursement.
- Please note the [guidance on allowable expenses documents](#) on the LCCMR's website and the [budget line item definitions](#) on the LSOHC's website. If you have questions about the eligibility of an expense, please reach out to either your LCCMR/LSOHC lead or your DNR grant specialist.

Project Activity Summary Spreadsheet

The purpose of the Project Activity Summary Spreadsheet is to provide an itemized accounting of all invoices and expenses that make up the total reimbursement payment request amount.

To complete the spreadsheet, enter the following information for each expense:

- Transaction date(s) - the date range that services or work was performed or date materials/supplies were ordered
- A description of the expense, including vendor name (if applicable)
- Dollar amount of the expense
- Applicable budget category from your most recent approved work/accomplishment plan

Supporting Documentation

Each reimbursement payment request must include backup documentation for all expenses. Documentation may include, but is not limited to: receipts, invoices and time (payroll) records. The documentation should show that the expenses were allowable costs and happened within the time period of the payment request. Specific documentation is required for land acquisitions. Land acquisition reporting requirements are listed in Attachment E of the grant agreement.

For contracts or services:

- All **invoices** must explicitly state the date(s) that the services were performed. The date must fall within the period of the reimbursement payment request.

Please also add the following information to submitted invoices:

- For restoration or enhancement work: Information indicating on which parcel(s) the work was completed.
- The activity number that the expense is being posted to if required by your work plan.
- If a portion of an expense is being posted to more than one activity, budget line item, grant or funding source please include that information on the invoice.

For personnel expenses:

- Documentation for **personnel expenses** include time or payroll records for the payment request period. All employees working on a project should track their actual number of hours worked on the project.
 - Timesheets submitted should include the period worked (date range of work performed), name of the employee, rate of pay, hours worked and benefit rate. The original time records must be available for review if requested.
 - All vacation (paid time off), sick and holiday benefits are eligible for reimbursement on a proportional basis. Please contact your assigned Grants Specialist for more information.
 - **TIP:** It may be helpful to check with your grant specialist on your plan for personnel documentation prior to submitting your first reimbursement.

For all expenses:

- If any **documentation** submitted has non-project expenses on it, be sure to clearly indicate which expenses are for the project.

EXPEDITED REIMBURSEMENT DOCUMENTATION

Grantees with a history of clean reimbursement requests and no findings on their most recent monitoring do not have to send in receipts for equipment, supplies or travel with their payment requests. Grantees must continue to keep all receipts for review at annual monitoring.

Grantees given expedited documentation privileges only need to send in invoices/receipts/other proof of expenses for the following categories with their payment requests:

- Contracts
- Land Acquisition
- Capital Equipment
- Expenses over the bidding threshold in all categories

To access this privilege, grantees must have:

- no findings in their most recent monitoring, and

- no questioned costs over their last four reimbursement requests, in a span of at least six months.

Once grantees meet this standard, their grant specialist lets them know that they can stop sending in receipts. If a grantee with expedited privileges has questioned costs or findings, the grant specialist may remove the privileges and once again require full receipts on future payment requests.

SUBMISSION OF REIMBURSEMENT PAYMENT REQUESTS

We only accept electronic submissions for all grant reimbursements. Where possible, please ensure electronic documentation is in an accessible format.

To submit your reimbursement:

- Send one copy of the reimbursement request to your designated Grants Specialist, via e-mail.
- Send only one reimbursement request per e-mail.
- Send the signed reimbursement form as an individual document within your email, as it is what is sent to AP for payment processing.

COST CATEGORY-SPECIFIC REQUIREMENTS

EQUIPMENT

Records for grantee-owned equipment used on a project must include the time actually used for the project and the computation used to arrive at the charged use rate. Use rates are subject to review by DNR.

Capital Equipment

Capital equipment purchased with grant funds must be:

- listed in the approved work/accomplishment plan prior to purchase
- tagged, maintained in an up-to-date directory and available for review

LAND ACQUISITIONS

- Any project that is subject to the land acquisition reporting requirements of Attachment E (Land Acquisition and Reporting Procedures) will be held to the most current version of Attachment E.
- The Grants Unit can transfer funds to the grantee one to two business day prior to the closing date through an EFT.

- In order to receive an advance payment for your acquisition, all pre-closing documentation must be submitted at least **fifteen business days** in advance of the closing date so the Grants Unit can review the paperwork, notify the grantee of any missing or incomplete land acquisition documentation and process the request.

Land Acquisitions Using a Binding Agreement Extension

For OHF grants older than ML22, and for ENRTF grants, the legislature provides an extension to close on land if a binding agreement has been signed before the land acquisition end date. In order to be reimbursed for land acquisitions that occur during this extension, the grantee will notify the State that a binding purchase agreement has occurred before the end of the land acquisition period in your appropriation law.

- Notify your grant specialist that you intend to have a binding agreement in place by June 30 of the relevant year.
- Provide proof of that agreement no later than July 15.
- Failure to do so may significantly affect payment. In that case, notify your grant specialist as soon as possible of the binding agreement.

Use of Funds

OHF Contracts prior to ML 23 that require DNR services for IDP or Land Acquisition Costs are required to submit a Use of Funds letter as outlined in their grant agreement to pay for the DNR's services. Projects from ML23 and later should contact the DNR IDP Coordinator for these costs. ENRTF projects should consult their grant specialist and Attachment E. If applicable, funding must be available in the "DNR Land Acquisition Cost" or "IDP" (OHF) or the "Other DNR acquisitions, reporting, and management" (ENRTF) budget line item in the approved work/accomplishment to pay these costs.

Please see Attachment E of the grant agreement for step-by-step land acquisition procedures and requirements.

MATERIALS AND SERVICES

Materials and services are eligible expenses when they are purchased by the grantee to achieve outcomes/activities stated in the work/accomplishment plan and reflected in the approved budget. Typical examples of material/service purchases include hardware, paint, lumber, sand/gravel, concrete, landscape materials and signs.

In order to request reimbursement for materials and services, the grantee must have an invoice from the vendor. The invoice and the copy sent in with the reimbursement payment request must be legible and include the following items:

- Name and address of the vendor
- Date the item or service was purchased
- Date the service was performed

- Quantity of item(s) purchased or hours worked
- Description of item(s) or services purchased
- Unit price/Prorate
- Total amount of the line item.

TRAVEL

Travel must be included in the approved work/accomplishment plan and budget in order to be eligible for reimbursement. Out of state travel is an ineligible expense for both ENRTF and OHF projects unless explicitly approved in the work/accomplishment plan.

Travel expenses must follow [Commissioner's Plan](#) (Note: ML25 Ch. 39 Art. 3 Sec. 2 renames this as the "Nonrepresented employees compensation plan") guidelines in order to be eligible for reimbursement. Refer to the Expense Reimbursement section of the Plan, which includes mileage and meal reimbursement rate guidelines. Information on travel expenses can also be found on the [Travel Reimbursement and Documentation Guide](#) available on the DNR Pass-Through grant website.

DOCUMENTS TO BE KEPT ON FILE

The grantee must maintain a file for each project with all project agreements, correspondence and the records pertaining to project expenses requested for reimbursement. Project records are required for monitoring/audit purposes and must be readily available for review.

RETENTION PERIOD

All records related to the project must be retained for a minimum of six (6) years from the grant agreement end date, or the receipt and approval of all final reports, whichever is later. For OHF grants that have restoration and enhancement end dates, grantees may contact their grant specialist to discuss the possibility of a close-out amendment to set the end date for purposes of retention.

DOCUMENT-SPECIFIC INFORMATION

Proof of Payment

The State requires proof of payment documentation to ensure that funds are being provided on a reimbursement basis.

The grantee must maintain proof of payment documentation and make it available when requested by the State. Proof of payment documentation may include:

- a copy of a bank statement with small photocopies of cleared checks
- an electronic bank statement

- a copy of cancelled check(s), or other certified financial records
- employee original time records and payroll documentation

The State may conduct a proof of payment review during grant monitoring or for any reimbursement request submitted by the grantee throughout the grant period if necessary. No additional reimbursement requests for that project will be processed until the proof of payment for the request being reviewed is submitted and approved.

Background Checks

All ENRTF grantees that conduct a project that provides children's services, as defined in Minnesota Statutes Sec 299C.61 Subd.7, must perform criminal background checks for background check crimes, as defined in Minnesota Statutes, section 299C.61, Subd. 2, on all employees, contractors and volunteers who have or may have access to a child to whom children's services are provided. Grantees should keep this documentation in the project file, for review at annual monitoring.

Contracts

See [Supporting Documentation for Contracts](#) in the [Vendors and Subcontractors](#) section below.

Prevailing Wage

See [Prevailing Wage Documentation](#) in the [Vendors and Subcontractors](#) section below.

CONTACT INFORMATION

Minnesota Department of Natural Resources
Office of Management and Budget Services, Grants Unit
500 Lafayette Road St. Paul, MN 55155-4010

[Pass-Through Grants Website](#)

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APPENDICES

APPENDIX 1: REIMBURSEMENT REQUEST CHECKLIST

The items on the checklist below must be included with a reimbursement request. Please use the checklist to ensure that the payment request is complete.

For all projects, the Grantee must submit the following:

1. Project Reimbursement Payment Request Form

This document must be dated and signed by an appropriate representative for the grantee. Please complete the form and include the name of the project, the SWIFT purchase order number (300000XXXX – can be found on the signature page of your executed grant agreement), the sequence of the request (for example, the first request would be #1) and the period of time the request covers.

2. Reimbursement Spreadsheet

The Reimbursement Spreadsheet will need to be customized to include the budget items and outcomes/activities from Attachment A: the approved work/accomplishment plan. This will help track budget line items to ensure funding is being expended by budget categories.

3. Project Activity Summary Spreadsheet

The Project Activity Summary Spreadsheet should include the date range of reimbursable activity, the transaction date, the approved budget category for each charge and the amount requested, along with a brief description of the reimbursable items.

4. Reimbursement Documentation

Submit copies of receipts, invoices, and time records (payroll). This information is necessary to determine if the expenses are eligible for reimbursement. In order to determine what part of the project the expenses are being directed to, please also note the following on invoices, where applicable:

- For restoration or enhancement work: Information indicating on which parcel(s) the work was completed.
- The activity number that the expense is being posted to if required by your work plan.
- If a portion of an expense is being posted to more than one activity, budget line item, or grant please include that information on the invoice.

For land acquisitions, the Grantee should also submit:

5. Acquisition Documents

Specific documentation is required for land acquisitions. Please see your grant agreement to view your land acquisition reporting requirements.

APPENDIX 2: INSURANCE REQUIREMENTS

GENERAL INSURANCE REQUIREMENTS

The Contractor shall not commence work under the contract until they have obtained all the insurance described below and the State of Minnesota has approved such insurance. All policies shall remain in force and effect throughout the term of the Contract.

POLICY REQUIREMENTS

1. **Workers' Compensation Insurance**

A. Statutory Compensation Coverage

B. Coverage B – Employers Liability with limits of not less than:

\$100,000 Bodily Injury by Disease per Employee

\$500,000 Bodily Injury by Disease Aggregate

\$100,000 Bodily Injury by Accident

2. **Automobile Liability Insurance**

A. Minimum Limits of Liability:

\$2,000,000 – Per Occurrence - Bodily Injury and Property Damage Combined
Single Limit

B. Coverages:

Owned Automobile

Non-owned Automobile

Hired Automobile

3. **General Liability Insurance**

A. Minimum Limits of Liability:

\$2,000,000 – Per Occurrence

\$2,000,000 – Annual Aggregate

\$2,000,000 – Annual Aggregate applying to Products/Completed Operations

B. Coverages:

Premises and Operations Bodily Injury and Property Damage

Personal & Advertising Injury

Blanket Contractual

Products and Completed Operations

Other; if applicable, please list _____

State of Minnesota named as Additional Insured

4. **Professional Liability/Miscellaneous Liability Insurance**

Coverage for negligent acts, errors or omissions arising out of the performance of professional services included in the contract.

- A. Minimum Limits of Liability:**
 \$2,000,000 – Per claim or event
 \$2,000,000 – Annual Aggregate
- B. Any deductible will be the sole responsibility of the Contractor and may not exceed \$50,000 without the approval of the State.**
- C. The retroactive or prior acts date of such coverage shall not be after the effective date of this contract.**
- D. The Contractor shall maintain such insurance for a period of at least three (3) years, following completion of the work. If such insurance is discontinued, extended reporting period coverage must be obtained by Contractor to fulfill this requirement.**

ADDITIONAL INSURANCE CONDITIONS

- **Contractor's policy(ies) shall be primary insurance to any other valid and collectible insurance available to the State of Minnesota with respect to any claim arising out of the contractor's performance under this contract.**
- **If Contractor receives a cancellation notice from an insurance carrier affording coverage herein, Contractor agrees to notify the State of Minnesota within five (5) business days with a copy of the cancellation notice, unless Contractor's policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least thirty (30) days advance written notice to the State of Minnesota.**
- **Contractor is responsible for payment of contract related insurance premiums and deductibles.**
- **If Contractor is self-insured, a Certification of Self-Insurance must be attached.**
- **Contractor's policy(ies) shall include legal defense fees in addition to the liability policy limits, with the exception of 4. above.**
- **Contractor's insurance company(ies) must either (1) have an AM Best rating of A- (minus) GIR Revision: July 2016 and a Financial Size Category of VII or better, and be authorized to do business in the State of Minnesota or (2) be domiciled in the State of Minnesota and have a Certificate of Authority/Compliance from the MN Department of Commerce if they are not rated by AM Best.**
- **An Umbrella or Excess Liability insurance policy may be used to supplement the Contractor's policy limits to satisfy the full policy limits required by the Contract.**