



Grant All-Detail Report SWCD Local Capacity Services 2016

Grant Title - 2016 - SWCD Local Capacity Services (Red Lake SWCD)

Grant ID - P16-4166

Organization - Red Lake SWCD

Grant Awarded Amount	\$115,337.00	Grant Execution Date	1/11/2016
Required Match Amount	\$0.00	Grant End Date	12/31/2018
Required Match %	0%	Grant Day To Day Contact	Tanya Hanson

Budget Summary

	Budgeted	Spent	Balance Remaining*
Total Grant Amount	\$115,337.00	\$115,337.00	\$0.00
Total Match Amount	\$0.00	\$0.00	\$0.00
Total Other Funds	\$0.00	\$0.00	\$0.00
Total	\$115,337.00	\$115,337.00	\$0.00

*Grant balance remaining is the difference between the Awarded Amount and the Spent Amount. Other values compare budgeted and spent amounts.

Budget Details

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
2016 Riparian Zone Management - Administration	Administration /Coordination	Current State Grant	2016 - SWCD Local Capacity Services (Red Lake SWCD)	\$17,500.00	\$17,500.00	12/26/2017	N
2016 Riparian Zone Management - Education / Information	Education/Information	Current State Grant	2016 - SWCD Local Capacity Services (Red Lake SWCD)	\$3,500.00	\$3,500.00	12/26/2017	N
2016 Riparian Zone Management - Equipment/Supplies	Supplies/Equipment	Current State Grant	2016 - SWCD Local Capacity Services (Red Lake SWCD)	\$32,000.00	\$32,000.00	12/26/2017	N
2016 Riparian Zone Management - Planning And Assessment	Planning and Assessment	Current State Grant	2016 - SWCD Local Capacity Services (Red Lake SWCD)	\$9,500.00	\$9,500.00	12/26/2017	N

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
2016 Riparian Zone Management - Project Development	Project Development	Current State Grant	2016 - SWCD Local Capacity Services (Red Lake SWCD)	\$5,410.00	\$5,410.00	12/26/2017	N
2016 Riparian Zone Management - Technical/Engineering Assistance	Technical/Engineering Assistance	Current State Grant	2016 - SWCD Local Capacity Services (Red Lake SWCD)	\$47,427.00	\$47,427.00	12/26/2017	N

Activity Details Summary

Activity Details	Total Action Count	Total Activity Mapped	Proposed Size / Unit	Actual Size / Unit
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Proposed Activity Indicators

Activity Name	Indicator Name	Value & Units	Waterbody	Calculation Tool	Comments
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Final Indicators Summary

Indicator Name	Total Value	Unit
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Grant Activity

Grant Activity - 2016 Riparian Zone Management - Administration

Description	<p>Riparian Zone Management - Administration/Coordination</p> <p>Red Lake County Comprehensive Local Water Management Plan and the Red Lake River One Watershed One Plan once it is completed, approved, and adopted.</p> <p>The District Manager will be responsible for ensuring compliance with the BWSR Clean Water Fund Policy and the BWSR's Grant Administration Manual.</p> <p>Administration includes: contractual requirements, additional office space due to a new employee hired, new garage space to store new equipment purchases, time and expenditure tracking, financial responsibilities, reporting requirements, purchasing of supplies, updating the SWCD Board on the progress of grant activities, and meeting the grant expiration deadline.</p> <p>Additional administration funds are needed for the 2015 BWSR CWF grants because more projects are being completed than originally anticipated and additional staff time is needed to administer the grants.</p>		
Category	ADMINISTRATION/COORDINATION		
Start Date	11-Jan-16	End Date	26-Dec-17
Has Rates and Hours?	Yes		
Actual Results	<p>The District Manager worked with the MN Wheat Growers Association on contractual requirements for the additional office space due to a new employee hired and for the new garage space; to store new equipment purchased.</p> <p>The District Manager tracked expenditures and time spent on this grant. The District Manger developed a new timesheet for District staff pertaining to grant program accountability.</p> <p>The District Manager was responsible for financial tracking in the Districts Accounting Program by class coding each check issued by the District.</p> <p>The District Manager was responsible for meeting the BWSR reporting requirements, not only in elink by on the Districts' Website.</p> <p>The District Manager was responsible for purchasing equipment and supplies.</p>		

The District Manager updated the SWCD Board on the progress of the grant activities.

The District Manager continued the above mentioned tasks until the grant funds were expended.

Additional administration funds were needed for the 2015 BWSR CWF grants because more projects are being completed than originally anticipated and additional staff time was needed to administer the grants.

Administration funds were also used to pay for the extra office space and the garage space.

BWSR conducted a reconciliation on the 2016 SWCD Local Capacity Services grant on March 16, 2017.

Grant Activity - 2016 Riparian Zone Management - Education / Information

Description	Riparian Zone Management - Education / Information		
	Funds will also be used for public information, conference planning, advertisement and promotion of existing and new conservation programs, through newsletters, newspaper articles, direct mailings, radio advertisements, and/or direct landowner contacts that have not been done in the past due to lack of staffing.		
Category	EDUCATION/INFORMATION		
Start Date	11-Jan-16	End Date	26-Dec-17
Has Rates and Hours?	Yes		
Actual Results	<p>Education / Information activities included: District staff attending training opportunities such as: Soil Health Workshop and the BWSR Academy.</p> <p>Extra Public Education: Buffer Law program and the RLR 1W1P public hearing notice.</p> <p>District Promotional items were purchased, such as: District pens and District LED Key Tags.</p> <p>District envelopes were purchased for direct mailing to landowners promoting existing and new programs the District is responsible for implementing.</p> <p>District staff continued to promote District implemented programs by providing educational materials to landowners through the display boards, newspaper articles, direct mailings, and landowner contacts.</p>		

Grant Activity - 2016 Riparian Zone Management - Equipment/Supplies

<p>Description</p>	<p>Riparian Zone Management - Supplies/Equipment</p> <p>Red Lake County Comprehensive Local Water Management Plan and the Red Lake River One Watershed One Plan once it is completed, approved, and adopted.</p> <p>Funds will be used to assist with the updating of a District Vehicle; our current District Vehicle is a 1998 S-10 Blazer. Funding will also be provided by the District and other grant programs to purchase the vehicle.</p> <p>Funds will also be used to purchase a new Ranger - UTV (Side by Side) and a Trailer to be used by District Staff when conducting field work operations. District staff will use the Ranger to conduct site verifications to make sure the highest priority areas identified are accurate.</p> <p>The Ranger will offer more efficient time management when conducting site visits.</p> <p>Funds will be used to purchase survey equipment, a computer, software, license agreement, etc. needed for District Staff to provide proficient technical and engineering assistance to landowners.</p>		
<p>Category</p>	<p>SUPPLIES/EQUIPMENT</p>		
<p>Start Date</p>	<p>11-Jan-16</p>	<p>End Date</p>	<p>26-Dec-17</p>
<p>Has Rates and Hours?</p>	<p>No</p>		
<p>Actual Results</p>	<p>Funds were used to assist with the updating of a District Vehicle. Funding was also provided by the District and other grant programs to purchase the vehicle.</p> <p>Funds were used to purchase a new Ranger - UTV (Side by Side) and a Trailer to be used by District Staff when conducting field work operations. District staff used the Ranger to conduct site verifications to make sure the highest priority areas identified are accurate.</p> <p>The Ranger will offer more efficient time management when conducting site visits.</p> <p>Funds were also used to purchase surveying equipment, a computer, a laptop, software, license agreements, tools, white board for the conference room, as needed for District Staff to provide proficient technical and engineering assistance to landowners.</p>		

Funds were used in 2017 to purchase a HP printer, office supplies, and annual computer subscriptions for the new employee.

Grant Activity - 2016 Riparian Zone Management - Planning And Assessment

<p>Description</p>	<p>2016 Riparian Zone Management - Planning and Assessment</p> <p>Red Lake County Comprehensive Local Water Management Plan and the Red Lake River One Watershed One Plan once it is completed, approved, and adopted.</p> <p>Planning and Assessment expenditures include: covering costs relating to the One Watershed One Plan (1W1P) that were not eligible costs in the 1W1P Grant. Also, covering cost for the remaining 1W1P workplan tasks that have yet to be completed. The 1W1P Grant funds have been spent.</p> <p>Other activities that may fall under this category are quarterly work group meetings (1W1P) and review of the District's Annual Plan of Operation.</p>	
<p>Category</p>	<p>PLANNING AND ASSESSMENT</p>	
<p>Start Date</p>	<p>11-Jan-16</p>	<p>End Date</p>
<p>Has Rates and Hours?</p>	<p>Yes</p>	
<p>Actual Results</p>	<p>The Planning and Assessment activity funds were spent on the development of the Red Lake River One Watershed One Plan (1W1P) Pilot Project. The 1W1P grant funds were all expended by May of 2016 so the 2016 District Capacity workplan was amended to include this activity to assist with funding needed so the Red Lake River 1W1P Pilot Project could be completed.</p> <p>The 1W1P tasks included: planning work group coordination/meetings, advisory committee and policy committee meetings, finalizing the remaining sections of the draft plan, final draft review process, 60-day comment process, reassessing the formal agreement (MOA), local approval to submit the plan to BWSR for Final approval, etc.</p> <p>Red Lake County Comprehensive Local Water Management Plan and the Red Lake River One Watershed One Plan once it is completed, approved, and adopted.</p> <p>Planning and Assessment expenditures include: covering costs relating to the final tasks that are still remaining to achieve BWSR's final approval of the Red Lake River One Watershed One Plan (1W1P) as well as begin the implementation of the Red Lake River 1W1P. Such tasks include: presentation to the North Region Committee, adoption of the Red Lake River 1W1P by Red Lake County and Red Lake County SWCD, updating the Districts website with the approved Red Lake River 1W1P, etc.</p>	

Grant Activity - 2016 Riparian Zone Management - Project Development

<p>Description</p>	<p>Riparian Zone Management - Project Development</p> <p>Red Lake County Comprehensive Local Water Management Plan and the Red Lake River One Watershed One Plan once it is completed, approved, and adopted.</p> <p>Additional project development funds are needed for the 2015 BWSR Clean Water Fund Grants: Terrebonne Creek, Beau Gerlot Creek, and Lower Badger Creek Sub-watersheds, which have projects ongoing that need some additional administrative assistance because of the additional projects being completed (over and above the estimated grant amount).</p> <p>Cyr Creek, Black River, and Red Lake River Sub-watersheds also have projects ongoing that need some additional project development funds because of the additional projects being completed (over and above the estimated grant amount).</p>		
<p>Category</p>	<p>PROJECT DEVELOPMENT</p>		
<p>Start Date</p>	<p>11-Jan-16</p>	<p>End Date</p>	<p>26-Dec-17</p>
<p>Has Rates and Hours?</p>	<p>Yes</p>		
<p>Actual Results</p>	<p>Additional project development funds were needed for the 2015 BWSR Clean Water Fund Grants: Terrebonne Creek, Beau Gerlot Creek, and Lower Badger Creek Sub-watersheds, which have projects ongoing that need some additional administrative assistance because of the additional projects being completed (over and above the estimated grant amount).</p> <p>District staff worked with two landowners on a total of three erosion sites. These three erosion sites will be constructed in 2017. The survey and design work for these three projects were completed in 2016.</p> <p>Cyr Creek, Black River, and Red Lake River Sub-watersheds also have projects ongoing that need some additional project development funds because of the additional projects being completed (over and above the estimated grant amount).</p> <p>District staff worked with three landowners on a total of nine project sites. Four of the nine project sites were constructed. The other five erosion sites were surveyed in 2016 and design work will be completed this spring of 2017.</p> <p>There were a total of twelve projects that were constructed in 2017 from the 2015 BWSR CWF grants that were received. All</p>		

of the project development funds were spent.

Grant Activity - 2016 Riparian Zone Management - Technical/Engineering Assistance

<p>Description</p>	<p>Riparian Zone Management - Technical/Engineering Assistance</p> <p>Red Lake County Comprehensive Local Water Management Plan and the Red Lake River One Watershed One Plan once it is completed, approved, and adopted.</p> <p>Funds will be used to educate and train our newly hired District Technician. The Technician will provide technical and engineering assistance to landowners.</p> <p>District Staff will work with landowners, to implement conservation practices, in high priority erosion areas in the Red Lake River Watershed.</p> <p>District Staff will also work with landowners, to implement conservation practices, in high erosion areas in the Clearwater River Watershed; as identified by the Water Quality Decision Support System (WQDSS) tool and other models.</p>		
<p>Category</p>	<p>TECHNICAL/ENGINEERING ASSISTANCE</p>		
<p>Start Date</p>	<p>11-Jan-16</p>	<p>End Date</p>	<p>26-Dec-17</p>
<p>Has Rates and Hours?</p>	<p>Yes</p>		
<p>Actual Results</p>	<p>Improved and more efficient technical/engineering assistance was provided to landowners in Red Lake County; by the hiring of a new District Technician.</p> <p>The Arc GIS mapping for the County was improved dramatically by: finalizing the County's Culvert Inventory, developing an updated County Drainage Ditch Map, developing a Red Lake River 1W1P Management Area Map, creation of multiple Buffer Law Program maps, development BWSR Clean Water Fund and MDM grant individual landowner project maps, watershed area maps, etc.</p> <p>District staff continued to collect information and data regarding to future erosion sites for the District's Erosion Site Inventory.</p> <p>District staff assisted landowners who had questions about their property and how it relates to the Buffer Law Program and assisted landowners with other District implemented program related questions.</p> <p>District staff updated and continues to update the Districts' filing system for past, existing, and future projects.</p>		

Grant Attachments

Document Name	Document Type	Description
2/5/16 Email Correspondence	Grant	2016 - SWCD Local Capacity Services (Red Lake SWCD)
2016 - SWCD Local Capacity - Financial Report	Grant	2016 - SWCD Local Capacity Services (Red Lake SWCD)
2016 SWCD Local Capacity Financial Report	Grant	2016 - SWCD Local Capacity Services (Red Lake SWCD)
2016 SWCD Local Capacity Services	Grant Agreement	2016 SWCD Local Capacity Services - Red Lake SWCD
2016 SWCD Local Capacity Services executed	Grant Agreement	2016 SWCD Local Capacity Services - Red Lake SWCD
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 03/10/2017
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 03/10/2017
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 12/26/2017
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/23/2017
Amendment	Grant Agreement	2016 SWCD Local Capacity Services - Red Lake SWCD
Garage Lease Agreement	Grant	2016 - SWCD Local Capacity Services (Red Lake SWCD)
P16-4166 Financial Reconciliation Checklist-Report	Journal	Journal Dated - 04/19/2017
SWCD Capacity Amendment - Red Lake SWCD.docx	Grant	2016 - SWCD Local Capacity Services (Red Lake SWCD)
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 11/29/2016
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 07/15/2016
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 01/07/2016
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 11/30/2015
Work Plan Revision Request	Journal	Journal Dated - 11/29/2016