



Grant All-Detail Report SWCD Local Capacity Services 2018

Grant Title - 2018 - SWCD Local Capacity Services (Red Lake SWCD)

Grant ID - P18-5347

Organization - Red Lake SWCD

Original Awarded Amount	\$130,000.00	Grant Execution Date	11/15/2017
Required Match Amount	\$0.00	Original Grant End Date	12/31/2020
Required Match %	0%	Grant Day To Day Contact	Tanya Waldo
Current Awarded Amount	\$130,000.00	Current End Date	12/31/2021

Budget Summary

	Budgeted	Spent	Balance Remaining*
Total Grant Amount	\$130,000.00	\$130,000.00	\$0.00
Total Match Amount	\$30,000.00	\$30,000.00	\$0.00
Total Other Funds	\$0.00	\$0.00	\$0.00
Total	\$160,000.00	\$160,000.00	\$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
2018 Riparian Zone Management - Administration/Coordination	Administration /Coordination	Current State Grant	2018 - SWCD Local Capacity Services (Red Lake SWCD)	\$24,500.00	\$26,488.61	12/31/2019	N
2018 Riparian Zone Management - Education / Information	Education/Info rmation	Current State Grant	2018 - SWCD Local Capacity Services (Red Lake SWCD)	\$4,500.00	\$5,100.89	12/31/2018	N
2018 Riparian Zone Management - Planning and Assessment	Planning and Assessment	Current State Grant	2018 - SWCD Local Capacity Services (Red Lake SWCD)	\$6,500.00	\$6,478.27	12/31/2020	N

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
2018 Riparian Zone Management - Supplies / Equipment	Supplies/Equipment	Current State Grant	2018 - SWCD Local Capacity Services (Red Lake SWCD)	\$6,000.00	\$3,535.93	12/31/2019	N
2018 Riparian Zone Management - Technical / Engineering Assistance	Technical/Engineering Assistance	Current State Grant	2018 - SWCD Local Capacity Services (Red Lake SWCD)	\$88,500.00	\$88,396.30	8/18/2021	N
2018 Riparian Zone Management - Technical / Engineering Assistance	Technical/Engineering Assistance	Local Fund	Red Lake County	\$30,000.00	\$30,000.00	12/31/2020	Y

Activity Details Summary

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

Proposed Activity Indicators

Activity Name	Indicator Name	Value & Units	Waterbody	Calculation Tool	Comments
---------------	----------------	---------------	-----------	------------------	----------

Final Indicators Summary

Indicator Name	Total Value	Unit
----------------	-------------	------

Grant Activity

Grant Activity - 2018 Riparian Zone Management - Administration/Coordination

Description	<p>Red Lake County Comprehensive Local Water Management Plan and the Red Lake River One Watershed One Plan.</p> <p>The District Manager will be responsible for ensuring compliance with the BWSR FY18 Clean Water Fund Policy and the BWSR's Grant Administration Manual.</p> <p>Administration includes: contractual requirements, 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>Administration also includes maintaining the additional office space (\$5,880.00) we acquired with the hiring of the new employee from the 2016 Local Capacity funding and the new garage space (\$7,500.00) the District acquired in 2016 to store the new equipment purchased from the 2016 Local Capacity Funding.</p> <p>Red Lake County SWCD has entered into an MOU between RRVCSA, participating SWCDs, participating non-member SWCDs, and the Lakes County Service Cooperative for data and technology costs and services in the amount of \$3,155.00 for District Computers. The MOU also includes phone systems and services from LCSC in the amount not to exceed \$5,000 if all 9 SWCD participate in this service.</p> <p>Additional administration funds are needed for BWSR Clean Water Fund grants (FY2015 - Present) 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	15-Nov-17	End Date	31-Dec-19
Has Rates and Hours?	Yes		
Actual Results	<p>The District Manager tracked expenditures and time spent on this grant. The District Manger developed a new time sheets 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>		

The District Manager was responsible for meeting the BWSR reporting requirements, not only in eLink, but on the Districts' Website.

The District Manager was responsible for purchasing equipment and supplies.

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

Administration funds were used for salaries, office and garage space, phone and internet expenses, office and field supplies, etc. Administration funds were also used to pay for the extra office space and the garage space.

The District Manager worked with Lakes Country Service Cooperative to install computer/internet/phone lines in the office. (Shared services with the Technical Service Area SWCD's).

Grant Activity - 2018 Riparian Zone Management - Education / Information

<p>Description</p>	<p>Red Lake County Comprehensive Local Water Management Plan and the Red Lake River One Watershed One Plan.</p> <p>Funds will be used for public information, conference/workshop 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 prior to the 2016 Local Capacity Funding.</p>		
<p>Category</p>	<p>EDUCATION/INFORMATION</p>		
<p>Start Date</p>	<p>15-Nov-17</p>	<p>End Date</p>	<p>31-Dec-18</p>
<p>Has Rates and Hours?</p>	<p>Yes</p>		
<p>Actual Results</p>	<p>Education / Information activities included: District staff attending training opportunities such as: Buffer Law and the BWSR Academy.</p> <p>Extra Public Education: Habitat Pollinator Project, Habitat Pollinator Project and Buffer Law Compliance newspaper ad, Promotional items, etc.</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 - 2018 Riparian Zone Management - Planning and Assessment

Description	<p>Red Lake County Comprehensive Local Water Management Plan and the Red Lake River One Watershed One Plan.</p> <p>Planning and Assessment expenditures include, but are not limited to, attendance at the Planning Work Group Meetings, Advisory Committee and Policy Committee Meetings, potential submittal of grant proposals, annual work planning, project implementation duties and responsibilities, eLink reporting, and updating the Districts website as it pertains to the Red Lake River One Watershed One Plan.</p>		
Category	PLANNING AND ASSESSMENT		
Start Date	15-Nov-17	End Date	31-Dec-20
Has Rates and Hours?	Yes		
Actual Results	<p>Planning and Assessment expenditures included: updating the Districts website with the approved Red Lake River 1W1P, attending Planning Work Group Meetings and Policy Committee Meetings, preparing a workplan for the RLR 1W1P, amendments to the RLR 1W1P, and the implementation of the RLR 1W1P Workplan goals, etc.</p>		

Grant Activity - 2018 Riparian Zone Management - Supplies / Equipment

Description	Red Lake County Comprehensive Local Water Management Plan and the Red Lake River One Watershed One Plan. Funds will be used to purchase office supplies, field supplies, financial and technical software programs and equipment, license agreements, and any other equipment/supplies needed for District staff to provide proficient financial, technical, and engineering assistance to landowners.		
Category	SUPPLIES/EQUIPMENT		
Start Date	15-Nov-17	End Date	31-Dec-19
Has Rates and Hours?	No		
Actual Results	There were no supplies/equipment purchases in 2018. In 2019, the District purchased a HP Spectre HP Laptop, a Laptop Carrying Case, a Projector Carrying Case, and a shared Rainfall Simulator with Pennington and Kittson SWCD.		

Grant Activity - 2018 Riparian Zone Management - Technical / Engineering Assistance

<p>Description</p>	<p>Red Lake County Comprehensive Local Water Management Plan and the Red Lake River One Watershed One Plan.</p> <p>Funds will be used to maintain the District Technician position that was hired through the 2016 Local Capacity funding.</p> <p>Funds will be used to educate and train District staff on any new/existing conservation programs. District staff will provide technical and engineering assistance to landowners on various conservation programs.</p> <p>District staff will work with landowners, to implement conservation practices, in high priority erosion areas in the Red Lake River Watershed; as identified in the Red Lake River 1W1P.</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>Funds will also be used to assist with the hiring of a multi-county (currently 7 county) Engineer/Technician shared position. (up to \$10,000)</p> <p>Funds will also be used to pay for technical and engineering services provided by Red Lake County Highway Department and Red Lake County Environmental Services.</p>		
<p>Category</p>	<p>TECHNICAL/ENGINEERING ASSISTANCE</p>		
<p>Start Date</p>	<p>15-Nov-17</p>	<p>End Date</p>	<p>18-Aug-21</p>
<p>Has Rates and Hours?</p>	<p>Yes</p>		
<p>Actual Results</p>	<p>Technical / Engineering Assistance included: shared services, a RRVCSA Technician position with six other SWCDs.</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: developing an updated County Drainage Ditch 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>		

District staff, Red Lake County Highway Dept. Engineer. and the Red Lake County Ditch Authority provided technical and engineering assistance to landowners for the JCD 60 and the JCD 66 MDM grants projects.

District staff continued to collect information and data regarding to future erosion sites for the District's Erosion Site Inventory.

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.

District staff updated and continue to update address labels for landowners affected by the Buffer Law: both Protected Waters and County Ditch Systems.

District staff updated and continues to update the Districts' filing system for past, existing, and future projects.

District staff conducted site visits as it related to Buffer Law Compliance.

District staff started working on the MN Geological Atlas project for Red Lake County.

District staff completed work on the MN Geological Atlas project for Red Lake County.

Grant Attachments

Document Name	Document Type	Description
2018 & 2019 Grant Amendment - SWCD Local Capacity	Grant	2018 - SWCD Local Capacity Services (Red Lake SWCD)
2018 Local Capacity amendment EXECUTED	Grant Agreement Amendment	
2018 SWCD Capacity Amendment EXECUTED - Red Lake SWCD	Grant	2018 - SWCD Local Capacity Services (Red Lake SWCD)
2018 SWCD Capacity Amendment UNEXECUTED - Red Lake SWCD	Grant	2018 - SWCD Local Capacity Services (Red Lake SWCD)
2018 SWCD Local Capacity Financial Report	Grant	2018 - SWCD Local Capacity Services (Red Lake SWCD)

Document Name	Document Type	Description
2018 SWCD Local Capacity Financial Report	Grant	2018 - SWCD Local Capacity Services (Red Lake SWCD)
2018 SWCD Local Capacity Financial Report	Grant	2018 - SWCD Local Capacity Services (Red Lake SWCD)
2018 SWCD Local Capacity Financial Report	Grant	2018 - SWCD Local Capacity Services (Red Lake SWCD)
2018 SWCD Local Capacity Matching Funds Letter	Grant	2018 - SWCD Local Capacity Services (Red Lake SWCD)
2018/2019 Programs and Operations Grants	Grant Agreement	2018/2019 SWCD Programs and Operations Grants - Red Lake SWCD
2018/2019 Programs and Operations Grants executed	Grant Agreement	2018/2019 SWCD Programs and Operations Grants - Red Lake SWCD
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/29/2018
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 08/18/2021
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 02/03/2021
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/05/2021
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 02/11/2020
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/24/2019
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/03/2020
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/15/2019
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 04/04/2018
Extension Request (Nov 2020)	Grant Agreement Amendment	
Financial Report	Grant	2018 - SWCD Local Capacity Services (Red Lake SWCD)
Unexecuted Grant Amendment (Nov 2020)	Grant Agreement Amendment	
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 02/27/2018
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 02/21/2018
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 08/31/2017