



Grant All-Detail Report

SWCD Local Capacity Services 2017

Grant Title - 2017 - SWCD Local Capacity Services (Red Lake SWCD)

Grant ID - P17-2736

Organization - Red Lake SWCD

Original Awarded Amount	\$101,250.00	Grant Execution Date	2/10/2017
Required Match Amount	\$0.00	Original Grant End Date	12/31/2019
Required Match %	0%	Grant Day To Day Contact	Tanya Hanson
Current Awarded Amount	\$101,250.00	Current End Date	12/31/2019

Budget Summary

	Budgeted	Spent	Balance Remaining*
Total Grant Amount	\$101,250.00	\$96,073.82	\$5,176.18
Total Match Amount	\$1,000.00	\$0.00	\$1,000.00
Total Other Funds	\$0.00	\$0.00	\$0.00
Total	\$102,250.00	\$96,073.82	\$6,176.18

**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
2017 Riparian Zone Management - Administration/Coordination	Administration /Coordination	Current State Grant	2017 - SWCD Local Capacity Services (Red Lake SWCD)	\$20,000.00	\$14,806.44	12/31/2018	N
2017 Riparian Zone Management - Administration/Coordination	Administration /Coordination	Local Fund	Red Lake County Contribution	\$1,000.00			Y
2017 Riparian Zone Management - Education/Information	Education/Information	Current State Grant	2017 - SWCD Local Capacity Services (Red Lake SWCD)	\$3,500.00	\$3,809.00	12/31/2018	N

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
2017 Riparian Zone Management - Equipment/Supplies	Supplies/Equipment	Current State Grant	2017 - SWCD Local Capacity Services (Red Lake SWCD)	\$15,750.00	\$13,514.33	12/31/2018	N
2017 Riparian Zone Management - Planning/Assessment	Planning and Assessment	Current State Grant	2017 - SWCD Local Capacity Services (Red Lake SWCD)	\$6,000.00	\$5,478.28	12/31/2018	N
2017 Riparian Zone Management - Technical/Engineering Assistance	Technical/Engineering Assistance	Current State Grant	2017 - SWCD Local Capacity Services (Red Lake SWCD)	\$56,000.00	\$58,465.77	12/31/2018	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 - 2017 Riparian Zone Management - Administration/Coordination

Description

Red Lake County Comprehensive Local Water Management Plan and the Red Lake River One Watershed One Plan once it is completed, approved, and adopted.

The District Manager will be responsible for ensuring compliance with the BWSR FY17 Clean Water Fund Policy and the BWSR's Grant Administration Manual.

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.

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.

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.

Category	ADMINISTRATION/COORDINATION		
Start Date	10-Feb-17	End Date	
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. A 25-year lease agreement was signed with the MN Wheat Growers Association for the Office Space and the Garage Space.</p> <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> <p>The District Manager was responsible for meeting the BWSR reporting requirements, not only in eLink, but on the Districts' Website.</p> <p>The District Manager was responsible for purchasing equipment and supplies.</p> <p>The District Manager updated the SWCD Board on the progress of the grant activities.</p> <p>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.</p>		

Grant Activity - 2017 Riparian Zone Management - Education/Information

Description	Red Lake County Comprehensive Local Water Management Plan and the Red Lake River One Watershed One Plan once it is completed, approved, and adopted.	
	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.	
Category	EDUCATION/INFORMATION	
Start Date	10-Feb-17	End Date
Has Rates and Hours?	Yes	
Actual Results	Education / Information activities included: District staff attending training opportunities such as: RUSLE2, FEMA Floodplain, Buffer Law, and the BWSR Academy.	
	Extra Public Education: District Technician Advertisement, Erosion Site Inventory newspaper ad, Promotional items, etc.	
	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.	

Grant Activity - 2017 Riparian Zone Management - Equipment/Supplies

<p>Description</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 work truck for field use and pulling the Polaris ranger and trailer to on-site investigations. The work truck will be a multi-purpose vehicle used to conduct site visits for the following programs, but not limited to: 2017 Local Capacity-Technical Assistance, Buffer Law Program, Wetland Conservation Act Program, DNR Shoreland Program, MPCA/County Feedlot Program, Aquatic Invasive Species Program, and other District implemented programs. Funding to purchase the District work truck will be provided by the 2017: Local Capacity funds (\$9,900), Buffer Law Program funds, Wetland Conservation Act funds, DNR Shoreland Program funds, MPCA/County Feedlot Program funds, AIS Program funds, and the District.</p> <p>The remaining Equipment/Supplies funds will be used to purchase a projector (PowerPoint presentations), office supplies, financial and technical software programs, license agreements, and any other equipment/supplies needed for District staff to provide proficient financial, technical, and engineering assistance to landowners.</p>	
<p>Category</p>	<p>SUPPLIES/EQUIPMENT</p>	
<p>Start Date</p>	<p>10-Feb-17</p>	<p>End Date</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 also used to purchase computer software programs and subscriptions, license agreements, wireless printer, ink cartridges, external USB Hard drive, tires and mounting/balancing for 2011 Chevy Silverado, and office supplies.</p> <p>The remaining Equipment/Supplies funds was used to purchase a projector (PowerPoint presentations), office supplies, financial and technical software programs, license agreements, and equipment/supplies needed for District staff to provide proficient financial, technical, and engineering assistance to landowners in 2018.</p>	

Grant Activity - 2017 Riparian Zone Management - Planning/Assessment

<p>Description</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> <p>Red Lake River 1W1P implementation tasks include, but are not limited to: Planning Work Group coordination/meetings, Advisory Committee and Policy Committee Meetings, potential submittal of grant proposals, annual work planning, etc.</p>	
<p>Category</p>	<p>PLANNING AND ASSESSMENT</p>	
<p>Start Date</p>	<p>10-Feb-17</p>	<p>End Date</p>
<p>Has Rates and Hours?</p>	<p>Yes</p>	
<p>Actual Results</p>	<p>Planning and Assessment expenditures included: covering costs relating to the final tasks that were 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 included: 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, attending Planning Work Group Meetings and Policy Committee Meetings, preparing a workplan for the RLR 1W1P, amendments to the RLR 1W1P, etc.</p>	

Description

Red Lake County Comprehensive Local Water Management Plan and the Red Lake River One Watershed One Plan once it is completed, approved, and adopted.

Funds will be used to maintain the District Technician position that was hired through the 2016 Local Capacity funding.

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.

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.

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.

Category	TECHNICAL/ENGINEERING ASSISTANCE	
Start Date	10-Feb-17	End Date
Has Rates and Hours?	Yes	
Actual Results	<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> <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 continue to update address labels for landowners affected by the Buffer Law: both Protected Waters and County Ditch Systems.</p> <p>District staff updated and continues to update the Districts' filing system for past, existing, and future projects.</p> <p>District staff conducted site visits as it related to Buffer Law Compliance. The District provided a staking service to landowners in regards to the Buffer Law Program setbacks.</p>	

Grant Attachments

Document Name	Document Type	Description
2017 SWCD Local Capacity Financial Report	Grant	2017 - SWCD Local Capacity Services (Red Lake SWCD)
2017 SWCD Local Capacity Financial Report	Grant	2017 - SWCD Local Capacity Services (Red Lake SWCD)
2017 SWCD Local Capacity Services	Grant Agreement	2017 SWCD Local Capacity Services - Red Lake SWCD
2017 SWCD Local Capacity Services executed	Grant Agreement	2017 SWCD Local Capacity Services - Red Lake SWCD
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/15/2019

Document Name	Document Type	Description
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/08/2018
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 02/27/2018
Red Lake County Board Meeting Minutes 12-27-2016 - County Allocation Increase	Grant	2017 - SWCD Local Capacity Services (Red Lake SWCD)
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 02/07/2017
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 01/05/2017
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 01/20/2017