



Grant All-Detail Report SWCD Local Capacity Services 2016

Grant Title - 2016 - SWCD Local Capacity Services (Lac qui Parle SWCD)

Grant ID - P16-7614

Organization - Lac qui Parle SWCD

Grant Awarded Amount	\$125,337.00	Grant Execution Date	1/13/2016
Required Match Amount	\$0.00	Grant End Date	12/31/2018
Required Match %	0%	Grant Day To Day Contact	Terry Wittnebel

Budget Summary

	Budgeted	Spent	Balance Remaining*
Total Grant Amount	\$125,337.00	\$105,686.53	\$19,650.47
Total Match Amount	\$0.00	\$0.00	\$0.00
Total Other Funds	\$0.00	\$0.00	\$0.00
Total	\$125,337.00	\$105,686.53	\$19,650.47

**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
Soil Erosion - 2016 Administration	Administration /Coordination	Current State Grant	2016 - SWCD Local Capacity Services (Lac qui Parle SWCD)	\$6,000.00	\$6,000.00	7/31/2017	N
Soil Erosion - 2016 Staff	Administration /Coordination	Current State Grant	2016 - SWCD Local Capacity Services (Lac qui Parle SWCD)	\$7,213.00	\$7,213.00	12/31/2016	N
Soil Erosion - 2016 Technical Staff	Technical/Engineering Assistance	Current State Grant	2016 - SWCD Local Capacity Services (Lac qui Parle SWCD)	\$3,606.50	\$3,606.50	12/31/2016	N

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
Soil Erosion - 2016 Technician Engineering Assistance	Technical/Engineering Assistance	Current State Grant	2016 - SWCD Local Capacity Services (Lac qui Parle SWCD)	\$46,135.00	\$46,135.00	6/13/2017	N
Soil Erosion - 2016 Technician Supplies/Equipment	Supplies/Equipment	Current State Grant	2016 - SWCD Local Capacity Services (Lac qui Parle SWCD)	\$50,579.20	\$37,541.85	12/5/2017	N
Soil Erosion-2016 Staff-Educator	Education/Information	Current State Grant	2016 - SWCD Local Capacity Services (Lac qui Parle SWCD)	\$11,803.30	\$5,190.18	12/31/2017	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 - Soil Erosion - 2016 Administration	
Description	<p>Soil Erosion - 2016 Administration</p> <p>Lac qui Parle County Comprehensive Local Water Management Plan</p> <p>Funds will be spent by SWCD staff to complete administration of the grant. Administration includes but not limited to, required eLINK and other reporting, supervision of new staff and coordination of activities necessary to complete activities associated with this staff, purchasing supplies for new staff, and updating the SWCD Board on progress of grant activities.</p>
Category	ADMINISTRATION/COORDINATION
Start Date	26-Jan-16
End Date	
Has Rates and Hours?	Yes
Actual Results	<p>12/31/16 - \$2,814.57 was spent on staff administering the grant (TW=6.75 hrs @ \$40.68; MO=25.5 hrs @ \$24.14; SL=69.75 hrs @ \$27.59). Mileage =\$299.70</p> <p>12/31/17 - \$2,885.73 was spent on staff administering the grant (TW=10.25 hrs @\$45.65; SL=38.25 hrs @ \$32.70; MO=6.5 hrs @ \$30.03; CF=11 hrs @ \$46.52; SL=10.77 hrs @ \$42.72).</p>

Grant Activity - Soil Erosion - 2016 Staff

<p>Description</p>	<p>Soil Erosion - 2016 Staff (TW,SL)</p> <p>Lac qui Parle County Comprehensive Local Water Management Plan</p> <p>Funds used to retain existing qualified staff, and for pay equity requirements to enable the District to offer a salary that will attract new, qualified staff.</p> <p>Pay equity is a job evaluation system required by the state that measures skill, effort, responsibility and working conditions for all classes of employees to ensure equal pay for equal work. The salary offered for the new position in LqP must be competitive with salaries simultaneously offered for similar positions around the state. Therefore, to offer a competitive wage to a new employee, the salaries of existing employees must be increased. Existing staff will receive an additional \$1.50 per hour. Current salaries (without the \$1.50/hr.) are: District Manager \$22.82/hr Program Assistant \$17.40/hr</p>	
<p>Category</p>	<p>ADMINISTRATION/COORDINATION</p>	
<p>Start Date</p>	<p>26-Jan-16</p>	<p>End Date</p>
<p>Has Rates and Hours?</p>	<p>Yes</p>	
<p>Actual Results</p>	<p>12/31/16 - \$7,213 was spent on a \$1.50 an hour increase (plus taxes) for 2088 scheduled work hours for the District Manager and Program Assistant to meet pay equity requirements.</p> <p>07/12/2017 - Moved \$1,999.00 to Equipment and Supplies.</p>	

Grant Activity - Soil Erosion - 2016 Technical Staff

<p>Description</p>	<p>Soil Erosion - 2016 Technical Staff (MO)</p> <p>Lac qui Parle County Comprehensive Local Water Management Plan</p> <p>Funds used to retain existing qualified staff, and for pay equity requirements as previously described. Technical staff will work with landowners to increase the amount of conservation practices on property in Lac qui Parle County. Will allow increased capacity for outreach which will provide better targeting. Staff will receive an additional \$1.50 per hour. Current salary (without the \$1.50/hr) is \$15.36.</p>	
<p>Category</p>	<p>TECHNICAL/ENGINEERING ASSISTANCE</p>	
<p>Start Date</p>	<p>26-Jan-16</p>	<p>End Date</p>
<p>Has Rates and Hours?</p>	<p>Yes</p>	
<p>Actual Results</p>	<p>12/31/16 - \$3,606.50 was spent on a \$1.50 an hour increase (plus taxes) for 2088 scheduled work hours for the District Technician to meet pay equity requirements.</p> <p>07/07/2017 - Moved \$999.50 to equipment and supplies. Wage increase will be included in billable rate.</p>	

Grant Activity - Soil Erosion - 2016 Technician Engineering Assistance

<p>Description</p>	<p>Soil Erosion - 2016 Technician Engineering Assistance</p> <p>Lac qui Parle County Comprehensive Local Water Management Plan</p> <p>Funds will be used to hire a qualified individual to work with landowners to increase the amount of conservation practices on property in Lac qui Parle County. Addition to staff provides time for better targeting and increases SWCD capacity to install engineered practices. Funds will increase capacity for outreach and will be used by new technician to develop and implement appropriate education/outreach materials and activities (workshops, field day, demonstrations, fairs, displays, etc.), write articles and give oral presentations within area of expertise with the goal of increasing the amount of conservation practices on property in Lac qui Parle County. In addition, a temporary seasonal tractor driver will be hired for planting buffers, CRP, and other grass acres as needed, freeing up technicians to focus on technical practices and programs. (\$5000)</p>		
<p>Category</p>	<p>TECHNICAL/ENGINEERING ASSISTANCE</p>		
<p>Start Date</p>	<p>26-Jan-16</p>	<p>End Date</p>	
<p>Has Rates and Hours?</p>	<p>Yes</p>		
<p>Actual Results</p>	<p>12/31/16 - \$37,141.16 was spent on wages for a Resource Technician (SK=1557 hrs @ \$23.85) who has conducted outreach activities and helped landowners with grass plans and plantings, conservation tree plans and plantings, and design of engineered practices, all for erosion control. \$2519.01 has been spent on other staff time (156 hrs) for operating the grass drill installing CRP and buffer practices.</p> <p>12/31/17 - \$6,474.83 was spent on wages for a Resource Technician. (SK = 230.914 hrs @ \$28.04)</p>		

Grant Activity - Soil Erosion - 2016 Technician Supplies/Equipment

<p>Description</p>	<p>Soil Erosion - 2016 Technician Supplies/Equipment</p> <p>Lac qui Parle County Comprehensive Local Water Management Plan</p> <p>\$4,547 - computer/laptop with appropriate GIS software/ license \$3,000 - tablet with GPS</p> <p>Funds will be used for acquisition of support equipment needed for new technician and technical training and certification. Laptop will enable qualified staff to work with landowners onsite and in workshop settings.</p> <p>\$13,000 - ATV/trailer - This vehicle will be used by qualified staff with appropriate technical certifications for the purpose of technical site assessments, surveys, construction supervision, installation, inspections, completion of projects, and keeping inventories and maps up to date.</p> <p>\$13,500 - 3 year tractor lease. This expands the drill/grass seeder program to include a planting service in anticipation of increased need generated by the Buffer Law & CRP re-enrollment.</p> <p>\$9,262- Server purchase and install - Funds will be used to begin transitioning the SWCD to a new server. This will allow for better service to producer in the case that NRCS were ever to shut down or be unable to provide the support they are currently. Server install may include time, mileage, and the necessary equipment for IT staff to complete the process.</p> <p>The remaining funds will be used to replace old worn out office equipment as recommended by MCIT following an office assessment. This may include monitor stands, wrist rests, or new chairs to reduce time spent away from work due to health concerns from a lack of proper equipment.</p>	
<p>Category</p>	<p>SUPPLIES/EQUIPMENT</p>	
<p>Start Date</p>	<p>26-Jan-16</p>	<p>End Date</p>
<p>Has Rates and Hours?</p>	<p>No</p>	
<p>Actual Results</p>	<p>12/31/16 -\$21,660.70 was spent: \$4,500 on a John Deere 3 yr. tractor lease and \$1,710.00 on a box scraper, replacing the existing drill rental program with a planting service that allowed more efficient use of staff time, more program acres planted, and increased success of plantings; \$10,487.36 on an ATV and enclosed trailer and \$49.95 on ATV training which has provided access to properties for easement inspection, cost share status reviews, and plan development; \$3,956.11 on computers needed for new staff and for updated programs critical for technical staff to provide planning, mapping, and other technical assistance to producers; \$957.28 on supplies such as plat books, business cards, safety supplies for program needs.</p> <p>6/13/17 - Moved \$12,533.70 from Education Coordinator activity to this activity to assist in the purchasing of access to</p>	

Southwest West Central Service Cooperative's SWCD Server and purchase the additional supplies to complete that connection such as a new internet connection.

07/12/2017 - Moved \$2,998.50 from Wage Increase categories into Equipment. Additional funds will be used to upgrade printer to a multi-function color copier.

12/31/17 - \$15,881.15 was spent on the following: \$2270.91 - Ricoh Copy Machine;
\$871.63 - Computer Software License (QB); \$4,870.22 - Computers/Monitors/Accessories;
\$2,656.45 - Upgrade office equipment (locking file, chairs, desk stations, shelving); \$254.44 - Vehicle signage, business cards;
\$457.60 - Shop tools; \$4,500.00 - Tractor lease (2nd year)

Grant Activity - Soil Erosion-2016 Staff-Educator

Description	Soil Erosion-2016 Staff-Educator		
	Lac qui Parle County Comprehensive Local Water Management Plan		
	A temporary, or part time position will be created to address communication needs of the SWCD. Activities include communicating with partners and public regarding activities and natural resource issues, plan/write/edit/design and produce promotional materials including brochures, newsletters, flyers for workshops/field days. Implement and maintain social media networks including website. The ability to communicate technical information to nontechnical audience will be critical for outreach efforts of the buffer law, WRAPS, and 1W1P taking place within the county. This will free technical staff to concentrate on providing technical assistance during the next few years of high workload demands. This position has the potential of becoming full time if shared with another SWCD.		
Category	EDUCATION/INFORMATION		
Start Date	29-Aug-16	End Date	
Has Rates and Hours?	Yes		
Actual Results	<p>12/31/16 - A part-time Communication Specialist was hired to address communication needs of the district. \$456.99 was spent on advertising; \$457.73 was spent on wages (26.5 hours @ \$15.00 per hour plus taxes/PERA)</p> <p>6/13/17 - Moved \$12,533.70 from this activity to Equipment and Supplies</p> <p>12/31/17 - \$4,275.46 was spent on the following: \$2,263.74 - Newsletters; \$831.24 - Laptop; \$84.00 - Website Program; \$60.00 - Education Publications; \$1,036.48 - Wages (AT-42.75 hrs @ \$15, \$97.15 Payroll expense; 13.5 hrs @ \$22.08)</p>		

Grant Attachments

Document Name	Document Type	Description
2016 SWCD Local Capacity Services	Grant Agreement	2016 SWCD Local Capacity Services - Lac qui Parle SWCD
2016 SWCD Local Capacity Services executed	Grant Agreement	2016 SWCD Local Capacity Services - Lac qui Parle SWCD
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 04/06/2017
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 02/03/2017
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/12/2017

Document Name	Document Type	Description
Amendment executed	Grant Agreement	2016 SWCD Local Capacity Services - Lac qui Parle SWCD
P16-7614 Checklist	Journal	Journal Dated - 06/19/2017
SWCD Capacity Amendment - Lac qui Parle SWCD.docx	Grant	2016 - SWCD Local Capacity Services (Lac qui Parle SWCD)
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 06/07/2017
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 08/16/2016
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 07/15/2016
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 01/11/2016
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 01/08/2016
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 01/05/2016
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 12/31/2015
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 07/12/2017
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 11/30/2015
financial report	Grant	2016 - SWCD Local Capacity Services (Lac qui Parle SWCD)