

**Grant All-Detail Report**

**SWCD Local Capacity Services 2016**

**Grant Title -** 2016 - SWCD Local Capacity Services (Yellow Medicine SWCD)

**Grant ID** - P16-7347

**Organization -** Yellow Medicine SWCD

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| Grant Awarded Amount | $125,337.00 | Grant Execution Date | 1/14/2016 |
| Required Match Amount | $0.00 | **Grant End Date** | 12/31/2018 |
| Required Match % | 0% | **Grant Day To Day Contact** | LouAnn Nagel |

## Budget Summary

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|  | Budgeted | Spent | Balance Remaining\* |
| Total Grant Amount | $125,337.00 | $125,337.00 | $0.00 |
| Total Match Amount | $0.00 | $0.00 | $0.00 |
| Total Other Funds | $0.00 | $0.00 | $0.00 |
| **Total** | **$125,337.00** | **$125,337.00** | **$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 |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Riparian Zone Management - 2016 Administration  | Administration/Coordination | Current State Grant | 2016 - SWCD Local Capacity Services (Yellow Medicine SWCD) | $8,705.00  | $8,705.00  | 8/31/2016 | N |
| Riparian Zone Management - 2016 Technician  | Technical/Engineering Assistance | Current State Grant | 2016 - SWCD Local Capacity Services (Yellow Medicine SWCD) | $32,019.48  | $32,019.48  | 3/31/2017 | N |
| Soil Erosion - 2016 Education/Information  | Education/Information | Current State Grant | 2016 - SWCD Local Capacity Services (Yellow Medicine SWCD) | $1,000.00  | $1,000.00  | 9/30/2016 | N |
| Soil Erosion - 2016 Technical Assistance  | Technical/Engineering Assistance | Current State Grant | 2016 - SWCD Local Capacity Services (Yellow Medicine SWCD) | $5,507.99  | $5,507.99  | 12/31/2016 | N |
| Soil Erosion - 2016 Technician  | Technical/Engineering Assistance | Current State Grant | 2016 - SWCD Local Capacity Services (Yellow Medicine SWCD) | $32,019.48  | $32,019.48  | 5/31/2017 | N |
| Soil Erosion - 2016 Technician Supplies/Equipment  | Supplies/Equipment | Current State Grant | 2016 - SWCD Local Capacity Services (Yellow Medicine SWCD) | $11,221.67  | $11,221.67  | 12/28/2017 | N |
| Soil Erosion 2016 Administration  | Administration/Coordination | Current State Grant | 2016 - SWCD Local Capacity Services (Yellow Medicine SWCD) | $34,863.38  | $34,863.38  | 4/30/2017 | N |

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## 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

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| Indicator Name | Total Value  | Unit  |

## Grant Activity

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| **Grant Activity - Riparian Zone Management - 2016 Administration**  |
| Description | Riparian Zone Management - 2016 Administration  Yellow Medicine Comprehensive Local Water Management Plan  In the past the SWCD has hired employees who have been here for a short time and moved on to better paying jobs. The SWCD is concerned about retaining existing qualified staff. Therefore, the SWCD looked at surrounding SWCDs and the MACDE survey and increased existing staff hourly rate accordingly.  Hours and hourly rate which reflects the wage increase is as follows:  Lou Ann Nagel $51.21/hour @ 170 hours = $8,705.00  Funds will be spent by SWCD staff to complete administration of this grant. Administrative duties includes but are not limited to: required eLINK and website reporting, supervision of new staff and coordination of activities, update board on progress of grant activities, etc.   |
| Category | ADMINISTRATION/COORDINATION |
| Start Date | 22-Jan-16 | **End Date** | 31-Dec-16 |
| Has Rates and Hours? | Yes |
| Actual Results | Administrative hours were used in calendar year 2016 to accomplish Riparian Zone Mgmt. accomplishments included new employee hiring, website mgmt..& financials : Nagel, dist. Mgr., 170 hrs. @$51.21=$8,705.00.  |

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| **Grant Activity - Riparian Zone Management - 2016 Technician**  |
| Description | Riparian Zone Management - 2016 Technician  Yellow Medicine Comprehensive Local Water Management Plan  Funds will be used to create a new position: Conservation Technician. The previous Farm Bill Technician, Tyler Knutson, took the new position and his position will be funded through this grant. His duties will include administering the soil loss law and buffer law, as well as engineering duties. The Farm Bill Assistant position will be advertised and funded through that grant.  The SWCD is concerned about retaining existing qualified staff. Therefore, the SWCD looked at surrounding SWCDs and the MACDE survey and increased existing staff hourly rate accordingly.  Hours and hourly rate for this activity category are as follows:  Tyler Knutson $30.67/hour @ 1044 hours = $32,019.48  |
| Category | TECHNICAL/ENGINEERING ASSISTANCE |
| Start Date | 22-Jan-16 | **End Date** | 31-Mar-17 |
| Has Rates and Hours? | Yes |
| Actual Results | Technical hours to accomplish Riparian Zone Mgmt. in calendar year 2016 included work with CRP,easements & buffers : Knutson, technician 605 hours @ $30.67=$18,555.32. In 2017, 208 HRS @$36.40 and 149.5 HRS @$39.50 were contributed by Tyler Knutson working on CRP, easements and buffer implementation. Activity was spent as of Marsh 31, 2017.  |

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| **Grant Activity - Soil Erosion - 2016 Education/Information**  |
| Description | Soil Erosion - 2016 Education/Information  Yellow Medicine Comprehensive Local Water Management Plan  These funds will be used for development and implementation of education activities and programs, as well as for training and related information to provide staff with the technical approval authority needed. |
| Category | EDUCATION/INFORMATION |
| Start Date | 22-Jan-16 | **End Date** | 30-Sep-16 |
| Has Rates and Hours? | No |
| Actual Results | In calendar year 2016, $1,000 was spent on soil erosion education thru newsletters, hand outs, signage at county fair, buffer meeting & Women’s Day.  |

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| **Grant Activity - Soil Erosion - 2016 Technical Assistance**  |
| Description | Soil Erosion - 2016 Technical Assistance  Yellow Medicine Comprehensive Local Water Management Plan  In the past the SWCD has hired employees who have been here for a short time and moved on to better paying jobs. The SWCD is concerned about retaining existing qualified staff. Therefore, the SWCD looked at surrounding SWCDs, Yellow Medicine County's pay equity schedule and the MACDE survey and increased existing staff hourly rate accordingly.  Hours and hourly rate which reflects the wage increase is as follows:  Kurt Johnson $43.37/hour @ 127 hours = $5,507.79   |
| Category | TECHNICAL/ENGINEERING ASSISTANCE |
| Start Date | 22-Jan-16 | **End Date** | 31-Dec-16 |
| Has Rates and Hours? | Yes |
| Actual Results | Technical assistance hours to prevent Soil Erosion were provided by Johnson, technician, producing numerous tree plans: 127 hrs.@$43.37=$5,507.99.  |

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| **Grant Activity - Soil Erosion - 2016 Technician**  |
| Description | Soil Erosion - 2016 Technician  Yellow Medicine Comprehensive Local Water Management Plan  Funds will be used to create a new position, Conservation Technician which will work with landowners to increase the amount of conservation practices in Yellow Medicine County. The previous Farm Bill Technician, Tyler Knutson, took the new position and his position will be funded through this grant. His duties will include administering the soil loss law and buffer law, as well as engineering duties. The Farm Bill Assistant position will be advertised and funded through that grant.  Hours and hourly rate for this activity category are as follows:  Tyler Knutson $30.67/hour @ 1044 hours = $32,019.48   |
| Category | TECHNICAL/ENGINEERING ASSISTANCE |
| Start Date | 22-Jan-16 | **End Date** | 25-May-17 |
| Has Rates and Hours? | Yes |
| Actual Results | Technical hours to Prevent Erosion such as AWQCP, assistance with tree program, CRP, site stakings were provided by Knutson, technician: 624.5 hours @$30.67=$19,153.40. In 2017, Tyler Knutson contributed 87 HRS @ $36.40; 18 HRS @ $39.50; 178.50 HRS @ $50.62 toward the Ag Water Quality Certification Program, CRP, site stakings, buffer implementation, cover crops and other erosion prevention efforts. Activity was spent as of May 25, 2017.  |

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| **Grant Activity - Soil Erosion - 2016 Technician Supplies/Equipment**  |
| Description | Soil Erosion - 2016 Technician Supplies/Equipment  Yellow Medicine Comprehensive Local Water Management Plan  Funds will be used for purchasing equipment to support the new position and SWCD operations.  Equipment purchase may include:  $1,800.00 - desk/chair/file cabinet/shelf  $9,421.67 - computer/laptop, double monitor, software, printer, iPads, etc.     |
| Category | SUPPLIES/EQUIPMENT |
| Start Date | 22-Jan-16 | **End Date** | 29-Dec-17 |
| Has Rates and Hours? | No |
| Actual Results |  In calendar year 2016, $4,054.56 spent on Soil Erosion Tech. Supplies & Equipment. Furniture, additional computers & printer (along with set up); and general desk/office supplies were purchased to accommodate additional staff and staff hours. GPS & Ipad technology were added for use in the field by new and existing technicians. Educational display items were also purchased. The remainder of this activity was spent by Dec. 31, 2017, In 2017, Ink cartridges and related office supplies were also purchased for the District. Sit/stand stations were purchased for work spaces to help increase staff productivity. A laptop and related items, and file cabinets were purchased for the additional technical position.  |

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| **Grant Activity - Soil Erosion 2016 Administration**  |
| Description | Soil Erosion 2016 Administration  Yellow Medicine Comprehensive Local Water Management Plan  Funds will be spent by SWCD staff to complete administration of this grant. Administrative duties includes but are not limited to: required eLINK and website reporting, landowner correspondence, recordkeeping, etc.  The SWCD is concerned about retaining existing qualified staff. Therefore, the SWCD looked at surrounding SWCDs and the MACDE survey and increased existing staff hourly rate accordingly. The SWCD increased the Administrative Assistant's hourly rate and will potentially increase her hours.  Hours and hourly rate which reflects the increase is follows: Anita Borg $17.74/hour @ 537 hours = $9,526.38  At the 7/28/2016 SWCD Board Meeting, the Supervisors approved the 2016 Local Capacity Amendment which adds an additional $25,337.00 to the 2016 Local Capacity Grant. Due to the heavy workload involved in time tracking, record keeping and reporting of State Grants the Supervisors felt that these funds would be best used by increasing the number of hours that the Administrative Assistant works from three days a week to four days a week. The increase in hours will make this position eligible for benefits (health, dental, life, vacation and sick leave). These amendment dollars will cover additional hours plus all eligible benefits starting in September of 2016 and running through December of 2017.  |
| Category | ADMINISTRATION/COORDINATION |
| Start Date | 22-Jan-16 | **End Date** | 28-Apr-17 |
| Has Rates and Hours? | Yes |
| Actual Results | Admin. Hours to prevent soil erosion provided by Borg, admin.asst. including payroll & liabilities; bookkeeping, financial reporting, eLink reporting and landowner contact: 568.50@$17.74+372hrs.@$23.83=$18,949.67. In 2017, Borg spent 285 HRS @ $28.50; 160.5 HRS @ $29.70; 72.5HRS @ $41.70 conducting District staff payroll, liabilities, financial reporting, grant administration, eLink reporting, and landowner contact. Activity spent as of April 28, 2017.  |

## Grant Attachments

| Document Name | Document Type | Description |
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| 2016 LOCAL CAP FINANCIAL | Progress | Progress Dated - 01/08/2018 |
| 2016 LOCAL CAP FINANCIAL | Grant | 2016 - SWCD Local Capacity Services (Yellow Medicine SWCD) |
| 2016 SWCD Local Capacity Services | Grant Agreement | 2016 SWCD Local Capacity Services - Yellow Medicine SWCD |
| 2016 SWCD Local Capacity Services executed | Grant Agreement | 2016 SWCD Local Capacity Services - Yellow Medicine SWCD |
| All Details Report | Workflow Generated | Workflow Generated - All Details Report - 04/03/2017 |
| All Details Report | Workflow Generated | Workflow Generated - All Details Report - 01/26/2017 |
| All Details Report | Workflow Generated | Workflow Generated - All Details Report - 01/09/2017 |
| All Details Report | Workflow Generated | Workflow Generated - All Details Report - 01/08/2018 |
| Amendment executed | Grant Agreement | 2016 SWCD Local Capacity Services - Yellow Medicine SWCD |
| P16-7347 Checklist | Journal | Journal Dated - 05/03/2017 |
| SWCD Capacity Amendment - Yellow Medicine SWCD.docx | Grant | 2016 - SWCD Local Capacity Services (Yellow Medicine SWCD) |
| Work Plan | Workflow Generated | Workflow Generated - Work Plan - 01/12/2016 |
| Work Plan | Workflow Generated | Workflow Generated - Work Plan - 12/31/2015 |
| Work Plan | Workflow Generated | Workflow Generated - Work Plan - 11/30/2015 |
| Work Plan | Workflow Generated | Workflow Generated - Work Plan - 07/15/2016 |
| financial report | Grant | 2016 - SWCD Local Capacity Services (Yellow Medicine SWCD) |