



Financial Report

SWCD Local Capacity Services 2019

Grant Title: 2019 - SWCD Local Capacity Services (Waseca SWCD)

Grant ID: P19-2418

Organization: Waseca SWCD

Grant Revenue	Amount
Total Awarded	\$103,870.00

Grant Expenditures

Grant Activity Category	Amount
Technical/Engineering Assistance	\$80,000.00
Administration/Coordination	\$23,870.00
Total Spent	\$103,870.00
Returned Amount	\$0.00
Balance Remaining	\$0.00
Percent Spent	100%

This is to certify that the information is a true and accurate representation of the grant program accounts for the 2019 - SWCD Local Capacity Services (Waseca SWCD)- Waseca SWCD. We believe our records are complete and subject to an audit.

Keith Morgan
SIGNATURE OF AUTHORIZED REPRESENTATIVE

1-14-21
DATE

Please forward this completed form to your Board Conservationist.

If returning program funds, please use the Returned Check form.

Make checks payable and mail to:
Board of Water and Soil Resources
520 Lafayette Road N.
St. Paul, MN 55155



Grant All-Detail Report

SWCD Local Capacity Services 2019

Grant Title - 2019 - SWCD Local Capacity Services (Waseca SWCD)

Grant ID - P19-2418

Organization - Waseca SWCD

Original Awarded Amount	\$100,000.00	Grant Execution Date	10/4/2018
Required Match Amount	\$0.00	Original Grant End Date	12/31/2021
Required Match %	0%	Grant Day To Day Contact	Cheri Brummund
Current Awarded Amount	\$103,870.00	Current End Date	12/31/2021

Budget Summary

	Budgeted	Spent	Balance Remaining*
Total Grant Amount	\$103,870.00	\$103,870.00	\$0.00
Total Match Amount	\$0.00	\$0.00	\$0.00
Total Other Funds	\$0.00	\$0.00	\$0.00
Total	\$103,870.00	\$103,870.00	\$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
Soil Erosion - 2019 Administrative Assistant	Administration / Coordination	Current State Grant	2019 - SWCD Local Capacity Services (Waseca SWCD)	\$23,870.00	\$23,870.00	1/2/2020	N
Soil Erosion - 2019 Manager Position	Technical/Engineering Assistance	Current State Grant	2019 - SWCD Local Capacity Services (Waseca SWCD)	\$80,000.00	\$80,000.00	12/31/2020	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 - 2019 Administrative Assistant

Description	<p>Administrative Assistant - currently total of 30 hours per week staffing. Working with land owners and doing paperwork to accompany practices. Answering phones and connecting with correct personnel for landowners to get correct answers to their questions, completing and maintaining grant paperwork and files and meeting information plus other administrative duties. Approximately 719 hours at BWSR billing rate (estimated 2019 rate is \$27.78). Balance will come from other grants and local funds.</p> <p>Amendment - add \$3870 for a total of \$23,870. 2019 BWSR billable rate is currently \$27.62 which would add approximately 140 hours. With additional capacity funding we are able to increase this position from 30 hours a week to 40 hours a week full time.</p>	
Category	ADMINISTRATION/COORDINATION	
Start Date	1-Apr-19	End Date 02-Jan-20
Has Rates and Hours?	Yes	
Actual Results	<p>2019 4th qtr 138.2652 hrs @ \$31.89/hr = \$4409.28 Cheri B. used hours for landowner deed lookup searches, mailings, general office duties, completing and entering grant information.</p> <p>2019 3rd qtr 522.75 hrs @ \$31.89/hr = \$16670.50 Cheri B. used for landowner mailings, landowner deed searches, scheduling, filing and other daily office procedures ex: answering phones and landowner questions, updating landowner files.</p> <p>2019 2nd qtr 90.24 hrs @ \$30.92/hr = \$2790.22 Cheri B. used for filing, reorganization and daily office procedures.</p> <p>2019 1st qtr. No activity this period</p>	

Grant Activity - Soil Erosion - 2019 Manager Position

<p>Description</p>	<p>Manager Position - New position as of 2018. Previously co-managed with Steele County SWCD. The manager responsibilities include supervising employees, overseeing and initiating practices with landowners, implementation of conservation practices, administer existing and new district programs, represents the District Board to other employees and general public. Manager will also assist the District Board in developing and preparing reports and budgets. Oversees and aides in writing of grants and practices of conservation methods and programs. Position is full time or 2080 hours annually. Approximately 1502 hours at managers billable rate (2019 estimated billable rate is \$53.23). Balance of cost to be covered with other grants or local funds.</p>	
<p>Category</p>	<p>TECHNICAL/ENGINEERING ASSISTANCE</p>	
<p>Start Date</p>	<p>1-Apr-19</p>	<p>End Date 31-Dec-20</p>
<p>Has Rates and Hours?</p>	<p>Yes</p>	
<p>Actual Results</p>	<p>Hours worked on manager responsibilities including supervising employees, overseeing and initiating conservation practices, administer existing and new programs, attending meetings with area partners.</p> <p>2020</p> <p>Effective 3/29/2020-step increase and COLA were given as new wages.</p> <p>4th qtr Mark Schaetzke 36.981 hrs @ \$60.29/hr=\$2229.60</p> <p>3rd qtr Mark Schaetzke 301.30 hrs @ \$60.29/hr= \$18,165.38</p> <p>2nd qtr Mark Schaetzke 284 hrs @ \$60.29/hr = \$17,122.36</p> <p>Mark Schaetzke 71 hrs @ \$60.29 = \$4290.59 3/23/2020 through 4/10/2020</p> <p>Wage change due to new year calculations-Insurance</p> <p>Mark Schaetzke 253.5 hrs @ \$57.22/hr = \$14505.27 T/A</p> <p>2019</p> <p>4th qtr-Mark 294.74 hrs @ \$55.40/hr = \$16,328.60</p> <p>3rd qtr-Mark 133 hrs @ \$55.40/hr = \$7368.20</p> <p>2nd qtr-No activity this period</p> <p>1st qtr-No activity this period</p>	

Grant Attachments

Document Name	Document Type	Description
2019 SWCD Local Capacity and Buffer Law Implementation	Grant Agreement	2019 SWCD Local Capacity and Buffer Law Implementation - Waseca SWCD
2019 SWCD Local Capacity and Buffer Law Implementation Amendment	Grant Agreement Amendment	
2019 SWCD Local Capacity and Buffer Law Implementation EXECUTED	Grant Agreement	2019 SWCD Local Capacity and Buffer Law Implementation - Waseca SWCD
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/16/2020
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/02/2020
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/16/2020
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/09/2019
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/09/2019
Financial Report for 2020 audit	Grant	2019 - SWCD Local Capacity Services (Waseca SWCD)
P18-2418 Reconciliation B Checklist	Journal	Journal Dated - 07/20/2020
P19-2418-2019 SWCD Local Capacity Services	Grant	2019 - SWCD Local Capacity Services (Waseca SWCD)
Signed agreement	Grant	2019 - SWCD Local Capacity Services (Waseca SWCD)
Unexecuted Grant Amendment	Grant Agreement Amendment	
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 08/21/2018
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 04/17/2020
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 09/26/2018
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 02/13/2019
local match letter	Grant	2019 - SWCD Local Capacity Services (Waseca SWCD)