



Grant Progress Report

One Watershed One Plan 2021

Grant Title: 2021 - One Watershed One Plan (Waseca SWCD)

Grant ID: P21-4540

Grantee: Waseca SWCD

Fiscal Agent:

Grant Day-to-Day Contact: Mark Schaetzke

Grant Award (\$): \$231,398.00

Required Match (%): 0

Required Match (\$): \$0.00

Grant Execution Date: 04/14/2021

Grant End Date: 06/30/2023

	Total Budgeted	Total Spent	Balance Remaining*
Grant Funds	\$231,398.00	\$211,381.46	\$20,016.54
Match Funds	\$0.00	\$0.00	\$0.00
Other Funds	\$0.00	\$0.00	\$0.00
Total	\$231,398.00	\$211,381.46	\$20,016.54

*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	Category	Source Type	Source Description	Budgeted	Spent	Balance Remaining	Match Fund?
Administration	Administration/Coordination	Current State Grant	2021 - One Watershed One Plan (Waseca SWCD)	\$40,362.00	\$32,902.16	\$7,459.84	N
Contingency-Administration	Administration/Coordination	Current State Grant	2021 - One Watershed One Plan (Waseca SWCD)	\$10,518.00		\$10,518.00	N
Contingency-Plan	Planning and Assessment	Current State Grant	2021 - One Watershed One Plan	\$14,420.00	\$14,420.00	\$0.00	N

<i>Activity Name</i>	<i>Category</i>	<i>Source Type</i>	<i>Source Description</i>	<i>Budgeted</i>	<i>Spent</i>	<i>Balance Remaining</i>	<i>Match Fund?</i>
Development			(Waseca SWCD)				
Plan Development	Planning and Assessment	Current State Grant	2021 - One Watershed One Plan (Waseca SWCD)	\$166,098.00	\$164,059.30	\$2,038.70	N

Grant Activities

Activity Name: Administration

Activity Category: Administration/Coordination

Staff time?: Yes

Description: This activity will fund grant and plan administration and coordination (\$40,362.00). Funds will be used for meeting expenses, Policy/Advisory Committee coordination (staff), and publication expenses.

Detail Work Plan Tasks include (see attached documents for additional information):

- Task 1.1: Establish and Maintain Partnership
- Task 1.4 Notify Plan Review Authorities and Host Public Kickoff Meeting
- Task 1.5: Hire Consultant(s)
- Task 3.1: Conduct Formal Review
- Task 3.2: Write Final Plan and Submit to BWSR
- Task 3.3: Adopt Plan Locally
- Task 3.4: Grant Reporting

Budget Details

<u>Source Type</u>	<u>Source Description</u>	<u>Budgeted</u>	<u>Spent</u>	<u>Balance Remaining</u>	<u>Last Transaction Date</u>	<u>Match Fund?</u>
Current State Grant	2021 - One Watershed One Plan (Waseca SWCD)	\$40,362.00	\$32,902.16	\$7,459.84	06/30/2023	N

All invoices are attached under attachments.

2023 Results of payments from January-June

Waseca County \$5,632.62; Freeborn County \$2,637.39; Faribault County \$5,123.02; Waseca SWCD \$4,274.15 (Manager 41.50 hrs, Admin 25.25 hrs)

2022

Invoices for 9/22 & 10/22 pd 12/8/22

Waseca Cty \$1,249.46

Waseca SWCD-Mgr 3.5 hr @ \$75.34 & admin 5.5 hr @ \$38.65 = \$476.27

Payments of invoices made January 2022-October 2022 are as follows:

Waseca County-\$3896.17

Waseca SWCD-\$5024.14 = \$984.81 Meeting expenses (including Midpoint Meeting) 43 total Hours Manager (6.5 hrs @ \$66.94, 17.5 hrs @ \$71.44, 4 @ \$75.26, 6 hrs @ \$75.34 9 hrs @ \$75.49) and 24.25 hours Admin (1.5 hrs @ \$36.07, 9.75 hrs @ \$37.37, 2.5 hrs @ \$38.56, 6 hrs @ \$38.79, and 4.5 hrs @ \$38.65) Variances in wages is due to beginning of year adjustments, wage adjustments in April, and new hire wage adjustments in July.

All above invoices are for services up to August 30, 2022 Invoices, being paid in and up to October 13, 2022.

2021

Beginning in July 2021 - December 2021 expenses/invoices paid for year as follows:

Waseca SWCD-Manager 21 hrs @ \$66.94=\$1405.74; Admin Assist 5.5 hrs @ \$36.07=\$198.39

SWCD Meeting Expense \$7.17

Waseca County- \$1437.54

Freeborn County-\$135.63

1st half

Mark S 16 hrs @ \$66.94/hr = \$1071.04 Fiscal Coordination to review and negotiate contracts with consultants.

Mark S 1 hr @ \$66.94/hr = \$66.94 Policy/Advisory Committee Coordination to facilitate Policy Meeting on June 25th to fill in for Day to Day.

Cheri B 3 hrs @ \$36.07 = \$108.21 creating spreadsheet and reimbursement request forms.

Rachel W 3.5 hrs @ \$45.21/hr = \$158.24 to complete minutes following policy meetings, prep for admin day to day, and create agendas/board packets/notices for policy meetings. Took over day to day responsibilities on 6-18-21. Invoice #2021-1-FC

Activity Name: Contingency-Administration

Activity Category: Administration/Coordination

Staff time?: No

Description: 5% of the final budget (\$10,518.00). Meant to be used if additional Administration funds are needed.

Budget Details

<u>Source Type</u>	<u>Source Description</u>	<u>Budgeted</u>	<u>Spent</u>	<u>Balance Remaining</u>	<u>Last Transaction Date</u>	<u>Match Fund?</u>
Current State Grant	2021 - One Watershed One Plan (Waseca SWCD)	\$10,518.00		\$10,518.00		N

Actual Results

Activity Name: Contingency-Plan Development

Activity Category: Planning and Assessment

Staff time?: No

Description: 5% of the final budget (\$10,518.00). Meant to be used if additional Plan Development funds are needed.

Budget Details

<u>Source Type</u>	<u>Source Description</u>	<u>Budgeted</u>	<u>Spent</u>	<u>Balance Remaining</u>	<u>Last Transaction Date</u>	<u>Match Fund?</u>
Current State Grant	2021 - One Watershed One Plan (Waseca SWCD)	\$14,420.00	\$14,420.00	\$0.00	06/15/2023	N

Actual Results

6/15/2023 Contingency Invoice Statement from ISG for the amount \$14,420.00

Activity Name: Plan Development

Activity Category: Planning and Assessment

Staff time?: No

Description: This activity will fund the plan development process (\$170,000.00). Hired consultants(s) will invoice Waseca SWCD. Some Steering Team time will also be invoiced or tracked (if Waseca SWCD).

Detail Work Plan Tasks include (see attached documents for additional information):

- o Task 1.3: Aggregate Watershed Information
- o Task 1.4: Notify Plan Review Authorities and Host Public Kickoff Meeting
- o Task 2.1: Write the Land and Water Resources Narrative
- o Task 2.2: Identify and Prioritize Resources and Issues
- o Task 2.3: Establish Measurable goals
- o Task 2.4: Develop a Targeted Implementation Schedule
- o Task 2.5: Describe Implementation Programs
- o Task 2.6: Determine Plan administration and Coordination
- o Task 2.7: Write Plan Final Review Draft
- o Task 3.1: Conduct Formal Review
- o Task 3.2: Write Final Plan and Submit to BWSR
- o Task 3.3: Adopt Plan Locally

Budget Details

<u>Source Type</u>	<u>Source Description</u>	<u>Budgeted</u>	<u>Spent</u>	<u>Balance Remaining</u>	<u>Last Transaction Date</u>	<u>Match Fund?</u>
Current State Grant	2021 - One Watershed One Plan (Waseca SWCD)	\$166,098.00	\$164,059.30	\$2,038.70	06/30/2023	N

Actual Results

2023 All invoices are listed as approved for payment in attachments.

Invoices paid January - June 2023 ISG \$27,155.00 less 10% (\$2715.50). The 10% Payment upon completion of contract was \$15,161.98.

2022 All invoices are listed as approved for payment in attachments.

Invoices for 9/22 & 10/22 pd 12/8/22

ISG Invoices = \$20,652.50 less 10%(\$2,065.25) = \$18,587.25 pd

January 2022-October 2022 expenses/invoices paid to:

WRC-MSU=\$11,831.11

Freeborn County=\$316.47

ISG=\$86,984.00 invoiced less 10% (\$8,698.40) as per contract leaving \$78,285.60 being paid to ISG.

All above invoices are for services up to August 30, 2022 Invoices, being paid in and up to October 13, 2022.

2021

Beginning in July 2021 - December 2021 expenses/invoices paid for year as follows:

Freeborn County - \$90.42

Waseca County-\$201.54

ISG-2nd half Calendar Year 2021

ISG was placed under contract July 2021. They worked on aggregating data, facilitating meetings (with Fresh Water), identification of resource concerns and issues. Per contract, 10% of each ISG invoice withheld until Plan completion. See attached Payment Chart.

Total amount invoiced: \$16,828.25 less 10% withheld (\$1682.83) = \$15145.42 actually paid as of 12-31-2021 see attachments.