



## Grant All-Detail Report SWCD Local Capacity Services 2017

**Grant Title** - 2017 - SWCD Local Capacity Services (Brown SWCD)

**Grant ID** - P17-1672

**Organization** - Brown SWCD

<b>Grant Awarded Amount</b>	<b>\$110,000.00</b>	<b>Grant Execution Date</b>	<b>2/16/2017</b>
<b>Required Match Amount</b>	<b>\$0.00</b>	<b>Grant End Date</b>	<b>12/31/2019</b>
<b>Required Match %</b>	<b>0%</b>	<b>Grant Day To Day Contact</b>	<b>Melanie Krueger</b>

### Budget Summary

	Budgeted	Spent	Balance Remaining*
Total Grant Amount	\$110,000.00	\$110,000.00	\$0.00
Total Match Amount	\$10,000.00	\$10,000.00	\$0.00
Total Other Funds	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$120,000.00</b>	<b>\$120,000.00</b>	<b>\$0.00</b>

*\*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 - 2017 Administration	Administration /Coordination	Current State Grant	2017 - SWCD Local Capacity Services (Brown SWCD)	\$2,000.00	\$2,000.00	2/28/2018	N
Riparian Zone Management - 2017 Computer/Technology	Supplies/Equipment	Current State Grant	2017 - SWCD Local Capacity Services (Brown SWCD)	\$1,000.00	\$1,000.00	6/30/2017	N
Riparian Zone Management - 2017 Computer/Technology	Supplies/Equipment	Local Fund	County Match	\$4,500.00	\$4,500.00	10/31/2017	Y
Riparian Zone Management - 2017 Technician 1	Technical/Engineering Assistance	Current State Grant	2017 - SWCD Local Capacity Services (Brown SWCD)	\$9,250.00	\$9,250.00	2/28/2018	N

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
Riparian Zone Management - 2017 Technician 2	Technical/Engineering Assistance	Current State Grant	2017 - SWCD Local Capacity Services (Brown SWCD)	\$45,000.00	\$45,000.00	2/28/2018	N
Soil Erosion - 2017 Technician 1	Technical/Engineering Assistance	Current State Grant	2017 - SWCD Local Capacity Services (Brown SWCD)	\$9,250.00	\$9,250.00	2/28/2018	N
Soil Erosion - 2017 Technician 3	Technical/Engineering Assistance	Current State Grant	2017 - SWCD Local Capacity Services (Brown SWCD)	\$43,500.00	\$43,500.00	2/28/2018	N
Soil Erosion - 2017 Technician 3	Technical/Engineering Assistance	Local Fund	County Match	\$5,500.00	\$5,500.00	2/28/2018	Y
Water Storage and Treatment - 2017 Little Cottonwood Watershed	Inventory/Mapping	Current State Grant	2017 - SWCD Local Capacity Services (Brown SWCD)	\$0.00			N
Water Storage and Treatment - 2017 Little Cottonwood Watershed	Inventory/Mapping	Local Fund	County Match	\$0.00			Y

### 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 - Riparian Zone Management - 2017 Administration

Description	<p>Riparian Zone Management - 2017 Administration</p> <p>Brown County Comprehensive Local Water Management Plan</p> <p>Funds will be spent on staff time for Administrative personnel at Brown SWCD to continue the 2016 level of capacity for grant administration activities. Administration includes, but is not limited to, required eLINK reporting, grant log and timesheet tracking for activities of this grant workplan, oversight of the staff hired with this grant, updating the SWCD Board on grant activities, and the coordination of computer/technology purchases and hydro-conditioning workplan activities associated with this grant.</p>		
Category	ADMINISTRATION/COORDINATION		
Start Date	16-Feb-17	End Date	28-Feb-18
Has Rates and Hours?	Yes		
Actual Results	<p>Riparian Zone Management - 2017 Administration: Final Report</p> <p>Funds have been expensed to this activity for the District Manager staff time spent on grant administration activities such as eLINK reporting, grant log and timesheet tracking for activities of this grant, oversight of staff, updating Board on grant activities and coordination of computer/technology purchases with this grant.</p> <p>As of 2/28/18, all funds have been expensed to this grant activity for staff time that occurred in 2017 and 2018 as noted below.</p> <p>2017: Melanie Krueger, District Manager - \$1,714.41; 41 hours total (21hrs @\$41.81, 20hrs @41.82)</p> <p>2018: Melanie Krueger, District Manager - \$285.59; 7 hours total @42.83billing rate less 14.22 adjustment as budgeted amount was met</p> <p>**See the grant log attachment for a detailed breakdown of monthly staff time hours</p>		

**Grant Activity - Riparian Zone Management - 2017 Computer/Technology**

<p><b>Description</b></p>	<p>Riparian Zone Management - 2017 Computer/Technology</p> <p>Brown County Comprehensive Local Water Management Plan</p> <p>Funds will be used to purchase Computer/Technology Upgrades for Brown SWCD staff. The total cost of the items purchased will be paid for using these grant funds and county match funds. The computer/technology upgrades planned for purchase are: 1) a desktop computer system with two monitors for one staff member that was hired last fall, and 2) a second monitor, with appropriate hardware, for each of the other three staff members workstations at the district. These purchases will ensure that all four staff members at the district are operating at full capacity on current and equivalent computer technology as well as the most efficient level possible to provide assistance to landowners on conservation projects and buffer implementation.</p>		
<p><b>Category</b></p>	<p>SUPPLIES/EQUIPMENT</p>		
<p><b>Start Date</b></p>	<p>16-Feb-17</p>	<p><b>End Date</b></p>	<p>31-Oct-17</p>
<p><b>Has Rates and Hours?</b></p>	<p>No</p>		
<p><b>Actual Results</b></p>	<p>Riparian Zone Management – 2017 Computer/Technology: Final Report</p> <p>Funds totaling \$5,500 have been expensed to the Computer/Technology grant and county match activity. The county match workplan activity budget was increased from \$2500 to \$4500 because the Water Storage &amp; Treatment-2017 Little Cottonwood Watershed workplan activity was not completed. Funds were used for the purchase of a computer system, second monitors and hardware for district staff, and for GIS software license renewals to maintain the software that was purchased and renewed last year with Capacity grant funds.</p> <p>All funds were expensed as of 12/31/17 and are as follows:</p> <p>*June 2017 - \$1,766.07 total for a computer system with two monitors and appropriate hardware for technician work station and for a second monitor and appropriate hardware for a second technician’s work station. \$766.07 was charged to county match and \$1,000.00 was charge to capacity grant funds. *July 2017 - \$3,122.74 total for ArcGIS software license maintenance renewals for three district technician work stations. All funds were charged to county match.</p> <p>*October 2017 - \$611.19 total for second monitors and appropriate work station hardware for a technician work station and for the district manager work station</p> <p>**See the grant log attachment for a detailed breakdown of expenses monthly</p>		

**Grant Activity - Riparian Zone Management - 2017 Technician 1**

<p><b>Description</b></p>	<p>Riparian Zone Management - 2017 Technician 1</p> <p>Brown County Comprehensive Local Water Management Plan</p> <p>Funds will be spent on staff time for a District Technician position which is a continuation of the Technician activity category started under FY16 capacity funds. In June 2015, in the advent of increased work load due to buffer, emergency funds, and other funding, a 1 FTE District Technician position was hired at Brown SWCD to be funded in part (at least 0.5 FTE) by the state AIS Funding and the remaining half was covered by some county funds and the rest with district reserves. FY17 capacity funds will be spent to maintain the capacity of the portion of this position formerly covered by reserves funding in 2015. This District Technician staff position is capable of attaining appropriate technical certifications and works with landowners to implement conservation practices on property within Brown SWCD and performs other standard District Technician work tasks.</p>		
<p><b>Category</b></p>	<p>TECHNICAL/ENGINEERING ASSISTANCE</p>		
<p><b>Start Date</b></p>	<p>16-Feb-17</p>	<p><b>End Date</b></p>	<p>28-Feb-18</p>
<p><b>Has Rates and Hours?</b></p>	<p>Yes</p>		
<p><b>Actual Results</b></p>	<p>Riparian Zone Management - 2017 Technician 1: Final Report</p> <p>Funds have been expensed to this activity for the District Technician 1 staff time hours. Work tasks included, but were not limited to, district technical work, attending trainings related to job tasks, project management, attending meetings pertaining to projects or district work, landowner assistance on buffer and easement programs, and technical conservation practice work with landowners on existing or future projects.</p> <p>As of 2/28/18, all funds have been expensed to this grant activity for staff time that occurred in 2017 and 2018 as noted below.</p> <p>2017 - \$6,960.00</p> <p>*Heather Hansen, District Technician (March-May) - \$2,403.00; 67.5 hours total @ \$35.60 billing rate</p> <p>*Amanda Wold, District Technician (September-December) - \$4,557.00; 124 hours total @ \$36.75 billing rate</p> <p>2018 - \$2,290.00</p> <p>*Amanda Wold, District Technician - \$2,290.00; 60hours total @\$38.36 billing rate less 11.60 adjustment as budgeted amount was met</p> <p>**See the grant log attachment for a detailed breakdown of monthly staff time hours</p>		



Description	<p>Riparian Zone Management - 2017 Technician 2</p> <p>Brown County Comprehensive Local Water Management Plan</p> <p>Funds will be spent on staff time for the second District Technician position that was hired at Brown SWCD in October 2016. This position was added due to the increased technical assistance needs of our landowners for the buffer program, cost-share projects, and easement programs as well as all other technical programs of the district. This position would not exist without these capacity grant funds and this position increases the capacity of technical services assistance offered by the district to our landowners. This 1.0 FTE position will be funded using these FY17 capacity grant funds as well as other local and grant funds, such as cost share TA, easement delivery and county funds. A qualified individual was hired as District Technician to provide assistance to Brown SWCD landowners on buffer implementation activities as well as provide technical assistance on all other conservation practices and programs offered by the district to its landowners.</p>		
Category	TECHNICAL/ENGINEERING ASSISTANCE		
Start Date	16-Feb-17	End Date	28-Feb-18
Has Rates and Hours?	Yes		
Actual Results	<p>Riparian Zone Management - 2017 Technician 2: Final Report</p> <p>Funds have been expensed to this activity for the District Technician 2 staff time hours. Work tasks included, but were not limited to, district technical tasks, attending trainings related to job tasks, project management, attending meetings pertaining to projects or district programs, buffer program coordination and landowner assistance, project development, and technical conservation practice/program work with landowners. *this work plan activity budget increased from \$41000 to \$45000 because the Water Storage &amp; Treatment-2017 Little Cottonwood Watershed workplan activity was not completed.</p> <p>As of 2/28/18, all funds have been expensed to this grant activity for staff time that occurred in 2017 and 2018 as noted below.</p> <p>2017 - \$36,838.39</p> <p>*Jeremy Groskreutz, District Technician (March-August) - \$18,683.88; 570.5 hours total @ \$32.75 billing rate</p> <p>*Andy Meyer, District Technician (September-December) - \$18,154.51; 494 hours total @ \$36.75 billing rate</p> <p>2018 - \$8,161.61</p> <p>*Andy Meyer, District Technician - \$8,161.61; 213.5hours total @ \$38.31 billing rate less 17.58 adjustment as budgeted amount was met</p> <p>**See the grant log attachment for a detailed breakdown of monthly staff time hours</p>		

**Grant Activity - Soil Erosion - 2017 Technician 1**

<p><b>Description</b></p>	<p>Soil Erosion - 2017 Technician 1</p> <p>Brown County Comprehensive Local Water Management Plan</p> <p>Funds will be spent on staff time for a District Technician position which is a continuation of the Technician activity category started under FY16 capacity funds. In June 2015, in the advent of increased work load due to buffer, emergency funds, and other funding, a 1 FTE District Technician position was hired at Brown SWCD to be funded in part (at least 0.5 FTE) by the state AIS Funding and the remaining half was covered by some county funds and the rest with district reserves. FY17 capacity funds will be spent to maintain the capacity of the portion of this position formerly covered by reserves funding in 2015. This District Technician staff position is capable of attaining appropriate technical certifications and works with landowners to implement conservation practices on property within Brown SWCD and performs other standard District Technician work tasks.</p>		
<p><b>Category</b></p>	<p>TECHNICAL/ENGINEERING ASSISTANCE</p>		
<p><b>Start Date</b></p>	<p>16-Feb-17</p>	<p><b>End Date</b></p>	<p>28-Feb-18</p>
<p><b>Has Rates and Hours?</b></p>	<p>Yes</p>		
<p><b>Actual Results</b></p>	<p>Soil Erosion - 2017 Technician 1: Final Report</p> <p>Funds have been expensed to this activity for the District Technician 1 staff time hours. Work tasks included, but were not limited to, district technical work, attending trainings related to job tasks, project management, attending meetings pertaining to projects or district work, landowner assistance on buffer and easement programs, and technical conservation practice work with landowners on existing or future projects.</p> <p>As of 2/28/18, all funds have been expensed to this grant activity for staff time that occurred in 2017 and 2018 as noted below.</p> <p>2017 - \$6,960.00</p> <p>*Heather Hansen, District Technician (March-May) - \$2,403.00; 67.5 hours total @ \$35.60 billing rate</p> <p>*Amanda Wold, District Technician (September-December) - \$4,557.00; 124 hours total @ \$36.75 billing rate</p> <p>2018 - \$2,290.00</p> <p>*Amanda Wold, District Technician - \$2,290.00; 60hours total @\$38.36 billing rate less 11.60 adjustment as budgeted amount was met</p> <p>**See the grant log attachment for a detailed breakdown of monthly staff time hours</p>		





**Description**

**Soil Erosion - 2017 Technician 3**

**Brown County Comprehensive Local Water Management Plan**

Funds will be spent on staff time for the third District Technician position that was hired at Brown SWCD in November 2016. This position was added due to the increased technical assistance needs of our landowners for the buffer program, cost-share projects, and easement programs as well as all other technical programs of the district. This position would not exist without these capacity grant funds and this position increases the capacity of technical services assistance offered by the district to our landowners. This 1.0 FTE position will be funded using these FY17 capacity grant funds as well as other local and grant funds, such as cost share TA, easement delivery and county funds. A qualified individual was hired as District Technician to provide assistance to Brown SWCD landowners on buffer implementation activities as well as provide technical assistance on all other conservation practices and programs offered by the district to its landowners.

Category	TECHNICAL/ENGINEERING ASSISTANCE		
Start Date	16-Feb-17	End Date	28-Feb-18
Has Rates and Hours?	Yes		
Actual Results	<p>Soil Erosion - 2017 Technician 3: Final Report</p> <p>Funds have been expensed to this activity for the District Technician 3 staff time hours. Work tasks included, but were not limited to, district technical program tasks, attending trainings related to job tasks and to work towards JAA, project management, attending meetings pertaining to projects or district programs, buffer program landowner assistance, easement program tasks, work on cost share projects, and technical conservation practice/program work with landowners.</p> <p>As of 2/28/18, all funds have been expensed to this grant activity and corresponding match for staff time that occurred in 2017 and 2018 as noted below.</p> <p>2017 - \$36,965.64 Capacity Grant, \$4,177.17 County Match</p> <p>*Alan Gleisner, District Technician: Capacity Grant - \$36,965.64; 1035 hours total (559.5hrs @ \$34.76, 475.5hrs @\$36.84 billing rates); County Match - \$4,177.17; 115.25 hours total (33hrs @ \$34.76, 82.25hrs @\$36.84 billing rates). *the county match activity budget was increased from \$4000 to \$5500 because the Water Storage &amp; Treatment-2017 Little Cottonwood Watershed workplan activity was not completed.</p> <p>2018 - \$6,534.36 Capacity Grant, \$1,322.83 County Match</p> <p>*Alan Gleisner, District Technician: Capacity Grant - \$6,534.36; 164 hours total @\$39.89 billing rate less 7.60 adjustment as budgeted amount was met; County Match - \$1,322.83; 34hours total @\$39.89 billing rate less 33.43 adjustment as budgeted amount was met</p> <p>**See the grant log attachment for a detailed breakdown of monthly staff time hours</p>		

**Grant Activity - Water Storage and Treatment - 2017 Little Cottonwood Watershed**

<b>Description</b>	Water Storage and Treatment - 2017 Little Cottonwood Watershed	
	Brown County Comprehensive Local Water Management Plan	
	<p>Funds will be spent for the Hydro-Conditioning of the Little Cottonwood River Watershed which is a necessary component in completing One Watershed One Plan. The total cost of the Hydro-Conditioning will be paid for using these grant funds and county match funds. Digital Elevation Models (DEMs) derived from LiDAR data do not reveal conduits for water flow like culverts and bridges. When modeling flow with a raw DEM, culverts and bridges act as “digital dams”, not allowing water to pass through. Because of this, terrain analysis procedures using a raw DEM can provide misleading results. Identifying the location of “digital dams” and correcting the raw DEM can increase model accuracy. Having a conditioned DEM is essential to natural resource planners utilizing terrain analysis procedures like PTMApp and ACPF to target and prioritize BMP placement with high certainty.</p>	
<b>Category</b>	INVENTORY/MAPPING	
<b>Start Date</b>		<b>End Date</b>
<b>Has Rates and Hours?</b>	No	
<b>Actual Results</b>	Water Storage and Treatment – 2017 Little Cottonwood Watershed	
	<p>This activity was not completed because the Little Cottonwood watershed was not added to the Watonwan Watershed 1W1P grant application as originally planned. Therefore, funds have been zeroed out in this workplan activity and shifted to other workplan activities within the grant.</p>	

**Grant Attachments**

Document Name	Document Type	Description
<b>2017 SWCD Local Capacity Services</b>	Grant Agreement	2017 SWCD Local Capacity Services - Brown SWCD
<b>2017 SWCD Local Capacity Services executed</b>	Grant Agreement	2017 SWCD Local Capacity Services - Brown SWCD
<b>All Detail Report 3-16-18</b>	Grant	2017 - SWCD Local Capacity Services (Brown SWCD)
<b>All Details Report</b>	Workflow Generated	Workflow Generated - All Details Report - 03/13/2018
<b>All Details Report</b>	Workflow Generated	Workflow Generated - All Details Report - 04/09/2018
<b>All Details Report</b>	Workflow Generated	Workflow Generated - All Details Report - 04/02/2018
<b>All Details Report</b>	Workflow Generated	Workflow Generated - All Details Report - 03/16/2018

Document Name	Document Type	Description
<b>All Details Report</b>	Workflow Generated	Workflow Generated - All Details Report - 02/01/2018
<b>Brown County Match Documentation</b>	Grant	2017 - SWCD Local Capacity Services (Brown SWCD)
<b>FY17 Capacity Grant Reconciliation Financial Report</b>	Grant	2017 - SWCD Local Capacity Services (Brown SWCD)
<b>Financial Report Signed</b>	Grant	2017 - SWCD Local Capacity Services (Brown SWCD)
<b>Grant Log</b>	Grant	2017 - SWCD Local Capacity Services (Brown SWCD)
<b>Work Plan</b>	Workflow Generated	Workflow Generated - Work Plan - 01/05/2017
<b>Work Plan</b>	Workflow Generated	Workflow Generated - Work Plan - 02/10/2017