



Grant All-Detail Report SWCD Local Capacity Services 2018

Grant Title - 2018 - SWCD Local Capacity Services (Brown SWCD)

Grant ID - P18-9701

Organization - Brown SWCD

Original Awarded Amount	\$113,000.00	Grant Execution Date	1/24/2018
Required Match Amount	\$0.00	Original Grant End Date	12/31/2020
Required Match %	0%	Grant Day To Day Contact	Melanie Krueger
Current Awarded Amount	\$113,000.00	Current End Date	12/31/2020

Budget Summary

	Budgeted	Spent	Balance Remaining*
Total Grant Amount	\$113,000.00	\$113,000.00	\$0.00
Total Match Amount	\$10,000.00	\$10,000.00	\$0.00
Total Other Funds	\$0.00	\$0.00	\$0.00
Total	\$123,000.00	\$123,000.00	\$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 - 2018 Administration	Administration /Coordination	Current State Grant	2018 - SWCD Local Capacity Services (Brown SWCD)	\$3,000.00	\$3,000.00	2/28/2019	N
Riparian Zone Management - 2018 Computer/Technology	Supplies/Equipment	Current State Grant	2018 - SWCD Local Capacity Services (Brown SWCD)	\$0.00			N
Riparian Zone Management - 2018 Computer/Technology	Supplies/Equipment	Local Fund	County Match	\$0.00			Y

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
Riparian Zone Management - 2018 Technician 1	Technical/Engineering Assistance	Current State Grant	2018 - SWCD Local Capacity Services (Brown SWCD)	\$6,909.35	\$6,909.35	2/28/2019	N
Riparian Zone Management - 2018 Technician 2	Technical/Engineering Assistance	Current State Grant	2018 - SWCD Local Capacity Services (Brown SWCD)	\$38,640.28	\$38,640.28	3/31/2019	N
Riparian Zone Management - 2018 Technician 2	Technical/Engineering Assistance	Local Fund	County Match	\$4,000.00	\$4,000.00	3/31/2019	Y
Soil Erosion - 2018 Equipment	Supplies/Equipment	Current State Grant	2018 - SWCD Local Capacity Services (Brown SWCD)	\$14,839.64	\$14,839.64	7/1/2019	N
Soil Erosion - 2018 Technician 1	Technical/Engineering Assistance	Current State Grant	2018 - SWCD Local Capacity Services (Brown SWCD)	\$6,909.35	\$6,909.35	2/28/2019	N
Soil Erosion - Technician 3	Technical/Engineering Assistance	Current State Grant	2018 - SWCD Local Capacity Services (Brown SWCD)	\$42,701.38	\$42,701.38	3/31/2019	N
Soil Erosion - Technician 3	Technical/Engineering Assistance	Local Fund	County Match	\$6,000.00	\$6,000.00	3/31/2019	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 - 2018 Administration

Description	<p>Riparian Zone Management - 2018 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 work plan, oversight of the staff hired with this grant, updating the SWCD Board on grant activities, and the coordination of purchases associated with this grant work plan.</p>		
Category	<p>ADMINISTRATION/COORDINATION</p>		
Start Date		End Date	<p>28-Feb-19</p>
Has Rates and Hours?	<p>Yes</p>		
Actual Results	<p>Riparian Zone Management - 2018 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, oversight of staff, updating Board on grant activities and coordination of workplan activities associated with this grant.</p> <p>Total funds of \$3,000.00 were expensed to this grant activity are as follows:</p> <p>2018: Melanie Krueger, District Manager: 49hrs @ \$42.83 = \$2,098.67</p> <p>2019: Melanie Krueger, District Manager: 19hrs @ \$49.96 less 47.91 adjustment = \$901.33</p> <p>*See grant log attachment for monthly breakdown of staff time hours</p>		

Grant Activity - Riparian Zone Management - 2018 Computer/Technology

<p>Description</p>	<p>Riparian Zone Management - 2018 Computer/Technology</p> <p>Brown County Comprehensive Local Water Management Plan</p> <p>*Funds will be used to purchase Computer/Technology items for Brown SWCD. The cost of the items purchased will be paid for using these grant funds and county match funds. The computer/technology items planned for purchase in 2018 are: 1) a desktop computer system for one staff member to replace a four year old system that needs to be upgraded and 2) ArcGIS software maintenance license renewals for all three technician staff members at the district. These purchases will ensure that all staff members at the district are continuing to operate at full capacity on current and equivalent computer software and technology as well as the most efficient level possible to provide assistance to landowners on conservation projects and buffer implementation.</p>		
<p>Category</p>	<p>SUPPLIES/EQUIPMENT</p>		
<p>Start Date</p>		<p>End Date</p>	
<p>Has Rates and Hours?</p>	<p>No</p>		
<p>Actual Results</p>	<p>Riparian Zone Management – 2018 Computer/Technology: as of 12/31/18</p> <p>No expenditures as of 12/31/18</p> <p>*4/18/2019 - this activity was not completed because a different grant source paid for the computers purchased. Funds have been shifted to a different activity in the grant.</p>		

Grant Activity - Riparian Zone Management - 2018 Technician 1

<p>Description</p>	<p>Riparian Zone Management - 2018 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. FY18 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 and meetings/trainings.</p>		
<p>Category</p>	<p>TECHNICAL/ENGINEERING ASSISTANCE</p>		
<p>Start Date</p>		<p>End Date</p>	<p>28-Feb-19</p>
<p>Has Rates and Hours?</p>	<p>Yes</p>		
<p>Actual Results</p>	<p>Riparian Zone Management - 2018 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 on various conservation programs, attending meetings and trainings related to job tasks, project management, outreach activities, and providing technical assistance to landowners on existing or future projects. Total funds of \$6,909.35 were expensed to this grant activity are as follows: 2018: Amanda Wold, District Technician: 139.25hrs @ \$38.36 = \$5,341.63 2019: Nicole Schultz, District Technician: 88hrs @ \$35.63 = \$1,567.72 *See grant log attachment for monthly breakdown of staff time hours</p>		

Grant Activity - Riparian Zone Management - 2018 Technician 2

<p>Description</p>	<p>Riparian Zone Management - 2018 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 at Brown SWCD which is a continuation of the Technician 2 activity category started under FY17 capacity funds. This position began at Brown SWCD in October 2016. The 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 FY18 capacity grant funds as well as other local and grant funds, such as buffer, crep outreach, easement delivery, cost share TA and county funds. A qualified individual was hired as District Technician to provide technical assistance to Brown SWCD landowners. This 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 and meetings/trainings.</p>		
<p>Category</p>	<p>TECHNICAL/ENGINEERING ASSISTANCE</p>		
<p>Start Date</p>		<p>End Date</p>	<p>31-Mar-19</p>
<p>Has Rates and Hours?</p>	<p>Yes</p>		
<p>Actual Results</p>	<p>Riparian Zone Management - 2018 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 work on various conservation programs and planning, attending meetings and trainings related to job tasks and technical certification, project management, outreach activities, project development, and technical assistance to landowners on existing or future conservation projects.</p> <p>Total funds of \$38,640.28 were expensed to the capacity grant activity and \$4,000.00 to the county match activity as follows: 2018: Andy Meyer, District Technician: 818hrs @ \$38.31 = \$31,337.58 to Capacity Grant; 62hrs @ \$38.31 = \$2,375.22 to County Match 2019: Matthew Remer, District Technician: 206hrs @ \$35.45 = \$7,302.70 to Capacity Grant; 46hrs @ \$35.45 less 5.93 adjustment = \$1,624.77 to County Match</p> <p>*See grant log attachment for monthly breakdown of staff time hours</p>		

Grant Activity - Soil Erosion - 2018 Equipment

Description	Soil Erosion - 2018 Equipment Brown County Comprehensive Local Water Management Plan *Funds will be used to purchase a second vehicle for Brown SWCD. The vehicle will be used by all staff members for various meetings, site visits, compliance monitoring, training sessions, monitoring routes, etc. The total cost of the vehicle purchased will be paid for using Capacity grant funds, AIS program funds, Buffer grant funds, and Local funds.		
Category	SUPPLIES/EQUIPMENT		
Start Date		End Date	01-Jul-19
Has Rates and Hours?	No		
Actual Results	Soil Erosion - 2018 Equipment: Final Report Funds have been expensed to this activity for the purchase of a 2019 Ford Explorer as a second vehicle for the district. The vehicle will be used by all staff members for various district work activities. The purchase was completed on 7/1/2019 for a total cost of \$35,000.00. The FY18 Capacity Grant funds contributed \$14,839.64 towards the purchase cost. The remaining amount was covered by AIS program funds (\$6,500), Buffer grant funds (\$6,500), and Local funds (\$7,160.36). Total funds of \$14,839.64 were expensed to this grant activity on 7/1/2019. *See invoice for the vehicle and grant log attachment for reference		

Grant Activity - Soil Erosion - 2018 Technician 1

<p>Description</p>	<p>Soil Erosion - 2018 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. FY18 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 and meetings/trainings.</p>		
<p>Category</p>	<p>TECHNICAL/ENGINEERING ASSISTANCE</p>		
<p>Start Date</p>		<p>End Date</p>	<p>28-Feb-19</p>
<p>Has Rates and Hours?</p>	<p>Yes</p>		
<p>Actual Results</p>	<p>Soil Erosion - 2018 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 on various conservation programs, attending meetings and trainings related to job tasks, project management, outreach activities, and providing technical assistance to landowners on existing or future projects. Total funds of \$6,909.35 were expensed to this grant activity are as follows: 2018: Amanda Wold, District Technician: 139.25hrs @ \$38.36 = \$5,341.63 2019: Nicole Schultz, District Technician: 88hrs @ \$35.63 = \$1,567.72 *See grant log attachment for monthly breakdown of staff time hours</p>		

Grant Activity - Soil Erosion - Technician 3

<p>Description</p>	<p>Soil Erosion - Technician 3</p> <p>Brown County Comprehensive Local Water Management Plan</p> <p>*Funds will be spent on staff time for the third District Technician position at Brown SWCD which is a continuation of the Technician 3 activity category started under FY17 capacity funds. This position began at Brown SWCD in November 2016. The 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 FY18 capacity grant funds as well as other local and grant funds, such as buffer, crep outreach, easement delivery, cost share TA and county funds. A qualified individual was hired as District Technician to provide technical assistance to Brown SWCD landowners. This 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 and meetings/trainings.</p>		
<p>Category</p>	<p>TECHNICAL/ENGINEERING ASSISTANCE</p>		
<p>Start Date</p>		<p>End Date</p>	<p>31-Mar-19</p>
<p>Has Rates and Hours?</p>	<p>Yes</p>		
<p>Actual Results</p>	<p>Soil Erosion - 2018 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 work on various conservation programs and planning, attending meetings and trainings related to job tasks and technical certification, project management, outreach activities, project development, and technical assistance to landowners on existing or future conservation projects.</p> <p>Total funds of \$42,701.38 were expensed to the capacity grant activity and \$6,000.00 to the county match activity as follows: 2018: Alan Gleisner, District Technician: 840.25hrs @ \$39.89 = \$33,517.58 to Capacity Grant; 95.25hrs @ \$39.89 = \$3,799.53 to County Match 2019: Alan Gleisner, District Technician: 205.5hrs @ \$44.69 = \$9,183.80 to Capacity Grant; 50hrs @ \$44.69 less 34.04 adjustment = \$2,200.46 to County Match</p> <p>*See grant log attachment for monthly breakdown of staff time hours</p>		

Grant Attachments

Document Name	Document Type	Description
2018 Brown County Match Documentation	Grant	2018 - SWCD Local Capacity Services (Brown SWCD)
2018 SWCD Capacity Amendment EXECUTED - Brown SWCD	Grant	2018 - SWCD Local Capacity Services (Brown SWCD)
2018 SWCD Capacity Amendment UNEXECUTED - Brown SWCD	Grant	2018 - SWCD Local Capacity Services (Brown SWCD)
2018/2019 Programs and Operations Grants	Grant Agreement	2018/2019 SWCD Programs and Operations Grants - Brown SWCD
2018/2019 Programs and Operations Grants executed	Grant Agreement	2018/2019 SWCD Programs and Operations Grants - Brown SWCD
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/26/2019
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 02/20/2019
FY18 Capacity Grant Reconciliation Financial Report	Grant	2018 - SWCD Local Capacity Services (Brown SWCD)
P18-9701 Reconciliation B Checklist	Journal	Journal Dated - 05/13/2019
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 08/31/2017
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 04/05/2019
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 05/16/2019
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 02/21/2018