



Grant All-Detail Report

SWCD Local Capacity Services 2016

Grant Title - 2016 - SWCD Local Capacity Services (Cottonwood SWCD)

Grant ID - P16-5114

Organization - Cottonwood SWCD

Original Awarded Amount	\$120,337.00	Grant Execution Date	2/18/2016
Required Match Amount	\$0.00	Original Grant End Date	12/31/2018
Required Match %	0%	Grant Day To Day Contact	Kay Gross
Current Awarded Amount	\$120,337.00	Current End Date	12/31/2018

Budget Summary

	Budgeted	Spent	Balance Remaining*
Total Grant Amount	\$120,337.00	\$120,337.00	\$0.00
Total Match Amount	\$0.00	\$0.00	\$0.00
Total Other Funds	\$0.00	\$0.00	\$0.00
Total	\$120,337.00	\$120,337.00	\$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 (Cottonwood SWCD)	\$6,500.00	\$6,453.39	12/31/2017	N
Riparian Zone Management - 2016 - Equipment/Supplies	Supplies/Equipment	Current State Grant	2016 - SWCD Local Capacity Services (Cottonwood SWCD)	\$36,637.00	\$36,637.00	12/31/2016	N
Riparian Zone Management - 2016 - Program Technician	Technical/Engineering Assistance	Current State Grant	2016 - SWCD Local Capacity Services (Cottonwood SWCD)	\$1,750.00	\$1,438.99	12/31/2017	N

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
Riparian Zone Management - 2016 - Resource Technician	Technical/Engineering Assistance	Current State Grant	2016 - SWCD Local Capacity Services (Cottonwood SWCD)	\$34,850.00	\$35,187.95	10/31/2018	N
Riparian Zone Management - 2016 - Senior Technician	Technical/Engineering Assistance	Current State Grant	2016 - SWCD Local Capacity Services (Cottonwood SWCD)	\$2,000.00	\$2,000.36	12/31/2016	N
Soil Erosion - 2016 - Program Technician	Technical/Engineering Assistance	Current State Grant	2016 - SWCD Local Capacity Services (Cottonwood SWCD)	\$1,750.00	\$1,750.10	12/31/2017	N
Soil Erosion - 2016 - Resource Technician	Technical/Engineering Assistance	Current State Grant	2016 - SWCD Local Capacity Services (Cottonwood SWCD)	\$34,850.00	\$34,868.85	10/31/2018	N
Soil Erosion - 2016 - Senior Technician	Technical/Engineering Assistance	Current State Grant	2016 - SWCD Local Capacity Services (Cottonwood SWCD)	\$2,000.00	\$2,000.36	12/31/2016	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 - Riparian Zone Management - 2016 - Administration

Description	<p>The Cottonwood SWCD Board of Supervisors has proposed to increase the District Personnel wages including Administration and Support Staff to reflect the work being required and in accordance with the County salaries and workload assignments. Proposed increases are as follows including Salary (FICA, Medicare and PERA): District These wage increases are being implemented to bring our staff to equitable levels as compared to Cottonwood County staff, to help retain staff, using the Cottonwood County pay scale and minimum requirements. In addition we are working with the Cottonwood County HR Department and the County Commissioners in working through our changes.</p> <p>Administrator - \$5,701.33 and \$2,778.34 Administrative Assistant. The increase will reflect the added conservation practices and programs being implemented by the Cottonwood SWCD in the coming year. The personal services will not be paid by this grant solely and will be distributed to other entities including Cottonwood County.</p> <p>CAPACITY GRANT OBLIGATION: \$6,500.00</p>		
Category	ADMINISTRATION/COORDINATION		
Start Date	19-Feb-16	End Date	31-Dec-18
Has Rates and Hours?	Yes		
Actual Results	<p>FEBRUARY - DECEMBER 2016:</p> <p>Salaries: \$6,442.61</p> <p>District Administrator - 111 hrs @\$38.13 = \$4,232.43</p> <p>Administrative Assistant - 106.5 hrs @ \$20.75 = \$2,210.18</p> <p>(Please note that the Assistant final amount of \$2,210.18 is reported on the Grant Tracking Report and is taking into account rounding).</p> <p>TOTAL: \$6,442.61</p> <p>JANUARY - DECEMBER 2017:</p> <p>Salaries: \$10.78</p> <p>Administrative Assistant - 0.5 hrs @ \$21.55 = \$10.78</p> <p>(Report and is taking into account rounding)</p> <p>TOTAL: \$10.78</p>		

Grant Activity - Riparian Zone Management - 2016 - Equipment/Supplies

<p>Description</p>	<p>The Cottonwood SWCD Board of Supervisors have agreed to include the following Capital Outlay Expenditures which will including payments from other program funds: Vehicle: Cost - \$39,400 - District Capacity - \$25,400 Copier: Cost - \$10,200.00 - District Capacity - \$4,733.06 ATV: Cost - \$11,200.00 - District Capacity - \$2,856.71 Trailer: Cost - \$33,369.00 - District Capacity - \$850.00 GPS Unit with Spatial Analysis: Cost - \$9,500.00 - District Capacity - \$0.00 ArcGIS-Computer-Software: Cost - \$2,300.00 - District Capacity - \$734.83 Printer: Cost - \$793.01 - District Capacity - \$340.00 Furniture: Cost - \$1,772.40 - District Capacity - \$1,772.40 Vehicle purchase will help office staff to meet with landowners on site and visit about implementing bmps throughout their farming practices. Also will help with the increase need to go be more mobile throughout the county with the increase in staff (more vehicles are needed). Computers, printers and copiers upgrades and initial purchases will help to meet our education and information objectives throughout our water plan and annual plan of work for the Cottonwood SWCD. The ATV and trailer will assist in ground truthing in our Buffer initiative; increase our capacity to meet with farmers and inspect the hard to reach problem spots on their farms (to help with bmp implementation). This equipment will help to implement the bmps we are focusing on for our new technical position - installing grass waterways, sediment control basins, terraces, cover crops and buffers. These purchases will be divided over several programs including, WCA, SSTS, Feedlot, Shoreland, LWP, Buffer, Easement and District funding in order to utilize the equipment for multiple programs. CAPACITY GRANT OBLIGATION: \$36,637.00</p>		
<p>Category</p>	<p>SUPPLIES/EQUIPMENT</p>		
<p>Start Date</p>	<p>19-Feb-16</p>	<p>End Date</p>	<p>31-Dec-18</p>
<p>Has Rates and Hours?</p>	<p>No</p>		
<p>Actual Results</p>	<p>FEBRUARY - DECEMBER 2016: Equipment: \$36,637.00 Computer & Software (\$734.83); Printers (\$340.00); Trailer (\$850.00); Bobcat (\$2,856.71); Vehicle (\$25,400.00); Furniture (\$3,000.40) and Copier (\$3,455.06)</p>		

All of the equipment was purchases with multiple funding sources.

Grant Activity - Riparian Zone Management - 2016 - Program Technician

Description	<p>The Cottonwood SWCD Board of Supervisors has proposed to increase the District Personnel including Technical Staff to reflect the work being required and in accordance with the County salaries and workload assignments. These wage increases are being implemented to bring our staff to equitable levels as compared to Cottonwood County staff, to help retain staff, using the Cottonwood County pay scale and minimum requirements. In addition we are working with the Cottonwood County HR Department and the County Commissioners in working through our changes. Proposed increases are as follows including Salary (FICA, Medicare and PERA): \$4,981.85 Farm Bill Assistant/Program Technician. The increase will reflect in the added conservation practices and programs being implemented by the Cottonwood SWCD in the coming year. The personnel services will not be paid by this grant solely and will be distributed to other entities including Cottonwood County.</p> <p>CAPACITY GRANT OBLIGATION: \$1,750.00</p>		
Category	TECHNICAL/ENGINEERING ASSISTANCE		
Start Date	19-Feb-16	End Date	31-Dec-18
Has Rates and Hours?	Yes		
Actual Results	<p>FEBRUARY - DECEMBER 2016: Salaries: \$974.42 Program Technician/Farm Bill Assistant - 41.50 hrs @\$23.48 = \$974.42</p> <p>JANUARY - DECEMBER 2017: Program Technician/Farm Bill Assistant - 17.15 hrs. @ \$27.09 = \$464.57</p> <p>Please take into consideration rounding when salaries are calculated on a monthly basis.</p>		

Grant Activity - Riparian Zone Management - 2016 - Resource Technician

<p>Description</p>	<p>The Cottonwood SWCD Board of Supervisors will be hiring an SWCD Resource Technician work directly with landowners to help identify their resource concerns and work to implement conservation practices. Position focus will be included targeting of resources concerns, implementation of conservation practices, Wetland Conservation Act and other resource programs as deemed necessary.</p> <p>In bringing on a new technical position we are working towards increasing our technical capacity and bmp workload. This position will work towards the installation of more grass waterways (7,260 ft - 5 acres), sediment control basins (5 no.), terraces (3 no.) with a special emphasis on cover crops (200 acres) and assisting with the Buffer Initiative.</p> <p>Total Position Cost - \$96,000/year CAPACITY GRANT OBLIGATION: \$34,850.00</p>		
<p>Category</p>	<p>TECHNICAL/ENGINEERING ASSISTANCE</p>		
<p>Start Date</p>	<p>19-Feb-16</p>	<p>End Date</p>	<p>31-Dec-18</p>
<p>Has Rates and Hours?</p>	<p>Yes</p>		
<p>Actual Results</p>	<p>FEBRUARY - DECEMBER 2016: The Resource Technician position was filled at the end of October 2016. First focus of the position is to digitizing the top of bank for the buffer program. Salaries: Resource Technician - 137.5 hrs @\$18.58 = \$2,554.75 (These funds and amounts are reported of the Grant Tracking Report and may have some discrepancies because of rounding). Insurance: \$192.69 Rent: \$229.50 Training: \$249.26 Communications: \$133.75 TOTAL: \$3,359.95 JANUARY - DECEMBER 2017: Salaries: Resource Technician - 651.45 hrs @\$18.58 = \$12,104.05 (These funds and amounts are reported of the Grant Tracking Report and may have some discrepancies because of rounding). Insurance: \$2,676.84 Rent: \$779.50</p>		

Training: \$409.61
Employee Expenses and Supplies: \$11.66

TOTAL: \$15,981.66

JANUARY - OCTOBER 2018:

Salaries: Resource Technician - 616 hrs @\$20.83 = \$12,831.28

Insurance: \$2,442.06

Rent: \$495.00

Training: \$70.00

Employee Expenses and Supplies: \$8.00

TOTAL: \$15,846.34

Grant Activity - Riparian Zone Management - 2016 - Senior Technician

<p>Description</p>	<p>The Cottonwood SWCD Board of Supervisors has proposed to increase the District Personnel wages including Administration and Support Staff to reflect the work being required and in accordance with the County salaries and workload assignments. These wage increases are being implemented to bring our staff to equitable levels as compared to Cottonwood County staff, to help retain staff, using the Cottonwood County pay scale and minimum requirements. In addition we are working with the Cottonwood County HR Department and the County Commissioners in working through our changes. Proposed increases are as follows including Salary (FICA, Medicare and PERA): District Senior Technician- \$5,748.29. The increase will reflect the added conservation practices and programs being implemented by the Cottonwood SWCD in the coming year. The personal services will not be paid by this grant solely and will be distributed to other entities including Cottonwood County. CAPACITY GRANT OBLIGATION: \$2,000.00</p>		
<p>Category</p>	<p>TECHNICAL/ENGINEERING ASSISTANCE</p>		
<p>Start Date</p>	<p>19-Feb-16</p>	<p>End Date</p>	<p>31-Dec-16</p>
<p>Has Rates and Hours?</p>	<p>Yes</p>		
<p>Actual Results</p>	<p>FEBRUARY - DECEMBER 2016: Salaries: \$2,000.36 Senior Technician - 60.1 hrs @\$33.28 = \$2,000.36 (These funds and amounts are reported of the Grant Tracking Report and may have some discrepancies because of rounding).</p>		

Grant Activity - Soil Erosion - 2016 - Program Technician

<p>Description</p>	<p>The Cottonwood SWCD Board of Supervisors has proposed to increase the District Personnel including Technical Staff to reflect the work being required and in accordance with the County salaries and workload assignments. These wage increases are being implemented to bring our staff to equitable levels as compared to Cottonwood County staff, to help retain staff, using the Cottonwood County pay scale and minimum requirements. In addition we are working with the Cottonwood County HR Department and the County Commissioners in working through our changes. Proposed increases are as follows including Salary (FICA, Medicare and PERA): \$4,981.85 Farm Bill Assistant/Program Technician. The increase will reflect in the added conservation practices and programs being implemented by the Cottonwood SWCD in the coming year. The personnel services will not be paid by this grant solely and will be distributed to other entities including Cottonwood County. CAPACITY GRANT OBLIGATION: \$1,750.00</p>		
<p>Category</p>	<p>TECHNICAL/ENGINEERING ASSISTANCE</p>		
<p>Start Date</p>	<p>19-Feb-16</p>	<p>End Date</p>	<p>31-Dec-18</p>
<p>Has Rates and Hours?</p>	<p>Yes</p>		
<p>Actual Results</p>	<p>FEBRUARY - DECEMBER 2016: Salaries: \$1,285.53 Program Technician/Farm Bill Assistant - 54.75 hrs @\$23.48 = \$1,285.53</p> <p>JANUARY - DECEMBER 2017: Program Technician/Farm Bill Assistant - 17.15 hrs. @ \$27.09 = \$464.57</p> <p>Please take into consideration rounding when salaries are calculated on a monthly basis.</p>		

Grant Activity - Soil Erosion - 2016 - Resource Technician

<p>Description</p>	<p>The Cottonwood SWCD Board of Supervisors will be hiring an SWCD Resource Technician work directly with landowners to help identify their resource concerns and work to implement conservation practices. Position focus will be included targeting of resources concerns, implementation of conservation practices, Wetland Conservation Act and other resource programs as deemed necessary.</p> <p>In bringing on a new technical position we are working towards increasing our technical capacity and bmp workload. This position will work towards the installation of more grass waterways (7,260 ft - 5 acres), sediment control basins (5 no.), terraces (3 no.) with a special emphasis on cover crops (200 acres) and assisting with the Buffer Initiative.</p> <p>Total Position Cost - \$96,000/year CAPACITY GRANT OBLIGATION: \$34,850.00</p>		
<p>Category</p>	<p>TECHNICAL/ENGINEERING ASSISTANCE</p>		
<p>Start Date</p>	<p>19-Feb-16</p>	<p>End Date</p>	<p>31-Dec-18</p>
<p>Has Rates and Hours?</p>	<p>Yes</p>		
<p>Actual Results</p>	<p>FEBRUARY - DECEMBER 2016: The Resource Technician position was filled at the end of October 2016. First focus of the position is to digitizing the top of bank for the buffer program. Salaries: Resource Technician - 137.5 hrs @\$18.58 = \$2,554.75 (These funds and amounts are reported of the Grant Tracking Report and may have some discrepancies because of rounding). Insurance: \$192.70 Rent: \$229.50 Training: \$249.26 Communications: \$133.75 TOTAL: \$3,359.96 JANUARY - DECEMBER 2017: Salaries: Resource Technician - 651.45 hrs @\$18.58 = \$12,104.04 (These funds and amounts are reported of the Grant Tracking Report and may have some discrepancies because of rounding). Insurance: \$2,676.84 Rent: \$779.50</p>		

Training: \$409.62
Employee Expenses and Supplies: \$11.66

TOTAL: \$15,981.66

JANUARY - OCTOBER 2018:

Salaries: Resource Technician - 616 hrs @\$20.83 = \$12,831.28

Insurance: \$2,130.95

Rent: \$495.00

Training: \$70.00

Employee Expenses and Supplies: \$0.00

TOTAL: \$15,527.23

Grant Activity - Soil Erosion - 2016 - Senior Technician

Description	<p>The Cottonwood SWCD Board of Supervisors has proposed to increase the District Personnel wages including Administration and Support Staff to reflect the work being required and in accordance with the County salaries and workload assignments. These wage increases are being implemented to bring our staff to equitable levels as compared to Cottonwood County staff, to help retain staff, using the Cottonwood County pay scale and minimum requirements. In addition we are working with the Cottonwood County HR Department and the County Commissioners in working through our changes.</p> <p>Proposed increases are as follows including Salary (FICA, Medicare and PERA): District Senior Technician- \$5,748.29. The increase will reflect the added conservation practices and programs being implemented by the Cottonwood SWCD in the coming year. The personal services will not be paid by this grant solely and will be distributed to other entities including Cottonwood County.</p> <p>CAPACITY GRANT OBLIGATION: \$2,000.00</p>		
Category	TECHNICAL/ENGINEERING ASSISTANCE		
Start Date	19-Feb-16	End Date	31-Dec-18
Has Rates and Hours?	Yes		
Actual Results	<p>FEBRUARY - DECEMBER 2016:</p> <p>Salaries: \$2,000.36</p> <p>Senior Technician - 60.1 hrs @\$33.28 = \$2,000.36</p> <p>(These funds and amounts are reported of the Grant Tracking Report and may have some discrepancies because of rounding).</p>		

Grant Attachments

Document Name	Document Type	Description
2016 SWCD Local Capacity Services	Grant Agreement	2016 SWCD Local Capacity Services - Cottonwood SWCD
2016 SWCD Local Capacity Services executed	Grant Agreement	2016 SWCD Local Capacity Services - Cottonwood SWCD
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 02/21/2019
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/28/2019
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 02/15/2018
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 07/18/2016
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 03/04/2019
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 03/04/2019
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 02/15/2018

Document Name	Document Type	Description
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 07/20/2016
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 03/17/2017
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 04/12/2017
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 05/02/2017
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/23/2018
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/26/2018
Amendment	Grant Agreement	2016 SWCD Local Capacity Services - Cottonwood SWCD
BWSR - Final Financial Report - 1-28-19	Grant	2016 - SWCD Local Capacity Services (Cottonwood SWCD)
District Capacity - Equipment Purchases - 2016	Grant	2016 - SWCD Local Capacity Services (Cottonwood SWCD)
District Capacity Tracking - 2016	Grant	2016 - SWCD Local Capacity Services (Cottonwood SWCD)
District Capacity Tracking - 2017	Grant	2016 - SWCD Local Capacity Services (Cottonwood SWCD)
District Capacity Tracking - 2018	Grant	2016 - SWCD Local Capacity Services (Cottonwood SWCD)
Grant Tracking - 2016 - 2018 - 1-28-19	Grant	2016 - SWCD Local Capacity Services (Cottonwood SWCD)
P16-5114 Reconciliation B Checklist	Journal	Journal Dated - 03/04/2019
Resource Technician - Board Meeting Reports - January - December - 2017	Grant	2016 - SWCD Local Capacity Services (Cottonwood SWCD)
Resource Technician - Board Meeting Reports - January - December - 2018	Grant	2016 - SWCD Local Capacity Services (Cottonwood SWCD)
SWCD Capacity Amendment - Cottonwood SWCD.docx	Grant	2016 - SWCD Local Capacity Services (Cottonwood SWCD)
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 01/29/2018
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 07/15/2016
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 02/12/2016
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 01/07/2016
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 11/30/2015