



Grant All-Detail Report SSTS-NRBG 2015

Grant Title - 2015 - Septic Treatment Systems - NRBG (Cottonwood County)

Grant ID - P15-8697

Organization - Cottonwood County

Grant Awarded Amount	\$18,600.00	Grant Execution Date	
Required Match Amount	\$0.00	Grant End Date	12/31/2016
Required Match %	0%	Grant Day To Day Contact	Kay Gross

Budget Summary

	Budgeted	Spent	Balance Remaining*
Total Grant Amount	\$18,600.00	\$18,600.00	\$0.00
Total Match Amount	\$24,999.53	\$24,999.53	\$0.00
Total Other Funds	\$0.00	\$0.00	\$0.00
Total	\$43,599.53	\$43,599.53	\$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
2015 - Septic Treatment Systems - Administration and Coordination	Regulations/Ordinances/Enforcement	Current State Grant	2015 - Septic Treatment Systems - NRBG (Cottonwood County)	\$14,217.11	\$14,217.11	12/31/2015	N
2015 - Septic Treatment Systems - Administration and Coordination	Regulations/Ordinances/Enforcement	Local Fund	2015 - County Funds	\$24,999.53	\$24,999.53	12/31/2015	Y

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
2015 - Septic Treatment Systems - Equipment and Supplies	Supplies/Equipment	Current State Grant	2015 - Septic Treatment Systems - NRBG (Cottonwood County)	\$213.60	\$213.60	12/31/2015	N
Septic Treatment Systems - Education and Training	Education/Information	Current State Grant	2015 - Septic Treatment Systems - NRBG (Cottonwood County)	\$4,169.29	\$4,169.29	12/31/2015	N

Activity Details Summary

Activity Details	Total Action Count	Total Activity Mapped	Size / Unit
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Indicators Summary

Indicator Name	Total Value	Unit
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Grant Activity

Grant Activity - 2015 - Septic Treatment Systems - Administration and Coordination

Description	<p>Provide the proper administration, technical support and enforcement of the Cottonwood County SSTS Program and submit the required reporting for grant reconciliation. Assist county landowners with the installation and maintenance of new and existing systems throughout Cottonwood County.</p> <p>The Cottonwood County Land Management and SWCD Office have three staff that will be certified through MPCA for SSTS inspections. The Farm Bill/Program Assistant will administer the program with assistance from the Planning and Zoning Technician and District Technician.</p> <p>The District Administrator and Administrative Assistant will assist with Elink reporting, financial oversight and directing customer inquiries.</p> <p>FY2015 BUDGET TOTAL: \$18,600.00 NRBG GRANT: \$18,600.00</p> <p>ADMINISTRATION and COORDINATION: Salaries: \$9,850.00 Communications: \$700.00 Mileage: \$2,750.00</p> <p>EDUCATION and TRAINING: \$4,500.00</p> <p>EQUIPMENT and SUPPLIES: \$800.00</p>		
Category	REGULATIONS/ORDINANCES/ENFORCEMENT		
Start Date	17-Nov-14	End Date	31-Dec-15
Rates and Hours			
Actual Results	JANUARY - DECEMBER 2014: No activity associated with this grant.		

JANUARY - DECEMBER 2015

REGULATIONS/ORDINANCES/ENFORCEMENT

Becky Alexander oversaw the County SSTS Program and mentored two other staff that received their MPCA certification in 2015.

Staff issued 53 construction and repair permits in Cottonwood County. Construction permits consisted of 5 - Type I Trench Systems; 5 - Type 1 - At-Grade systems; 39 - Type 1 - Mound Systems; 1 - Type 3 - Mound System; 3 - Type 2 - Machine Shop Holding tanks.

PLEASE SEE THE ATTACHED FY2015 SSTS ANNUAL REPORT - ALSO LOCATED ON THE SWCD AND COUNTY WEBSITES.

STATE GRANT FUNDS: \$18,600

Salaries: \$14,217.11

County Staff - 257.2 hrs - \$6,229.81

FB/Program Assistant - 328.2 hrs - \$7,747.93

Administrative Assistant - 12.3 hrs - \$239.37

Staff hours for program reporting, grant reconciliation, landowner contacts, and certification training.

LOCAL MATCHING FUNDS: \$24,999.53

Salaries: \$13,954.07

District Administrator - 69.25 hrs - \$2,452.15

District Technician - 191.3 hrs - \$5,276.84

Program Assistant - 33.3 hrs - \$629.76

District Administrative Assistant - 39.3 hrs - \$762.43

FB/Program Assistant - 185.6 hrs - \$4,382.89

Health Insurance: \$5,657.05

Communications: \$719.02

Cell Phone, Copies, and Mailing Correspondence

Mileage: \$3,004.39 (5270 miles)

RENT: \$1,665

Grant Activity - 2015 - Septic Treatment Systems - Equipment and Supplies

Description	2015 - Septic Treatment Systems - Equipment and Supplies		
Category	SUPPLIES/EQUIPMENT		
Start Date	17-Nov-14	End Date	31-Dec-15
Rates and Hours			
Actual Results	<p>JANUARY - DECEMBER 2014: No activity associated with this grant.</p> <p>JANUARY - DECEMBER 2015 SUPPLIES and EQUIPMENT - \$213.60</p> <p>The Cottonwood SWCD provides all of the supplies used by District and County staff to complete their work with landowners on state programs. This includes, notepads, binders, staplers, writing utensils, and other miscellaneous items. This year a new soil auger head and sand/rock sieves to complete necessary site evaluations were also purchased.</p>		

Grant Activity - Septic Treatment Systems - Education and Training

Description	<p>Provide the proper administration, technical support, and enforcement of the Cottonwood County SSTS Program and submit the required reporting for grant reconciliation. Assist County landowners with the installation and maintenance of new and existing systems throughout Cottonwood County.</p> <p>The combining of the County Planning and Zoning Office and the SWCD to form the Land Management Office in 2014 brought new staff for the County. The Planning and Zoning Technician position, as well as the District Technician, became MPCA certified inspectors for new and replacement systems in conjunction with our currently certified Farm Bill Assistant/District Technician.</p>		
Category	EDUCATION/INFORMATION		
Start Date	17-Nov-14	End Date	31-Dec-15
Rates and Hours			
Actual Results	<p>JANUARY - DECEMBER 2014: No activity associated with this grant.</p> <p>JANUARY - DECEMBER 2015 Training - \$4,049.26 Education - \$120</p> <p>The Cottonwood District Technician and Planning and Zoning Technician completed the MPCA SSTS Certification Training and attended the following trainings in 2015.</p> <p>Introduction to Onsite Systems: 1 staff Installing Onsite Systems: 2 staff Basic Design of Onsite Systems: 1 staff Inspection of Onsite Systems: 1 staff Soils: 2 staff</p> <p>The Farm Bill Assistant/Program Technician completed the following continuing education classes required to keep the MPCA SSTS Certification in 2015.</p> <p>CE Inspector: 1 staff</p>		

Grant Attachments

Document Name	Document Type	Description
2015 - Farm Bill Assistant/Program Technician - Reports	Grant	2015 - Septic Treatment Systems - NRBG (Cottonwood County)
2015 NRBG Addendum	Grant Agreement	2015 Natural Resources Block Grant Addendum - Cottonwood County
2015 NRBG Addendum executed	Grant Agreement	2015 Natural Resources Block Grant Addendum - Cottonwood County
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/26/2015
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/22/2015
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/30/2016
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 02/23/2016
District Technician - Monthly Reports - 2015	Grant	2015 - Septic Treatment Systems - NRBG (Cottonwood County)
Elink - All Details Report - SSTS Base Grant - FY2015	Grant	2015 - Septic Treatment Systems - NRBG (Cottonwood County)
NRBG - FY15 - Budget	Grant	2015 - Septic Treatment Systems - NRBG (Cottonwood County)
P&Z Tech Monthly Reports- 2015	Grant	2015 - Septic Treatment Systems - NRBG (Cottonwood County)
SSTS - Annual Report - 2015 - Page 2 - Inspector Information	Grant	2015 - Septic Treatment Systems - NRBG (Cottonwood County)
SSTS - Annual Report - 2015 - Page 3 - Jurisdiction Information	Grant	2015 - Septic Treatment Systems - NRBG (Cottonwood County)
SSTS - Annual Report - 2015 - Page 4 - Tank Report	Grant	2015 - Septic Treatment Systems - NRBG (Cottonwood County)
SSTS - Annual Report - Page 1 - System Types	Grant	2015 - Septic Treatment Systems - NRBG (Cottonwood County)
SSTS Base Grant - Financial - FY2015	Grant	2015 - Septic Treatment Systems - NRBG (Cottonwood County)
SSTS- State Grant Tracking - FY2015 - January - December 2015	Grant	2015 - Septic Treatment Systems - NRBG (Cottonwood County)