



## Grant All-Detail Report SSTS-NRBG 2014

**Grant Title** - 2014 - Septic Treatment Systems - NRBG (Cottonwood County)

**Grant ID** - P14-9769

**Organization** - Cottonwood County

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

### Budget Summary

	Budgeted	Spent	Balance Remaining*
Total Grant Amount	\$18,600.00	\$18,600.00	\$0.00
Total Match Amount	\$10,670.47	\$10,670.47	\$0.00
Total Other Funds	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$29,270.47</b>	<b>\$29,270.47</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
2014 - Septic Treatment Systems - Administration and Coordination	Administration /Coordination	Current State Grant	2014 - Septic Treatment Systems - NRBG (Cottonwood County)	\$12,871.82	\$12,871.82	12/31/2014	N
2014 - Septic Treatment Systems - Administration and Coordination	Administration /Coordination	Local Fund	2014 - County Funds	\$10,670.47	\$10,670.47	12/31/2014	Y

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
2014 - Septic Treatment Systems - Education and Training	Education/Information	Current State Grant	2014 - Septic Treatment Systems - NRBG (Cottonwood County)	\$5,546.12	\$5,546.12	12/31/2014	N
2014 - Septic Treatment Systems - Equipment and Supplies	Supplies/Equipment	Current State Grant	2014 - Septic Treatment Systems - NRBG (Cottonwood County)	\$182.06	\$182.06	12/31/2014	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 - 2014 - Septic Treatment Systems - Administration and Coordination

<b>Description</b>	<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 have brought about the hiring of a Planning and Zoning Technician for the County and the Farm Bill/Program Assistant for the SWCD. These positions along with the District Technician will become MPCA Certified for SSTS installation and inspections. Prior to their completed certification Al Conors, will be the certified staff for Cottonwood County.</p> <p>FY2014 BUDGET TOTAL: \$18,600.00 NRGB Grant: \$18,600.00</p> <p>ADMINISTRATION and COORDINATION: Salaries: \$9,700.00 Communication: \$700.00 Mileage: \$3,000.00</p> <p>EDUCATION and TRAINING: \$4,700.00</p> <p>EQUIPMENT and SUPPLIES: \$500.00</p>		
<b>Category</b>	ADMINISTRATION/COORDINATION		
<b>Start Date</b>	21-Nov-13	<b>End Date</b>	31-Dec-14
<b>Rates and Hours</b>			
<b>Actual Results</b>	<p>JANUARY - DECEMBER 2014 REGULATIONS/ORDINANCES/ENFORCEMENT Alan Conors oversaw the County SSTS Program during 2014 and mentored the SWCD Program Assistant to comply with MPCA certification guidelines.</p>		

MPCA Certification was received by Becky Alexander, Program Assistant, in November of 2014.

Staff issued 31 construction and repair permits total in Cottonwood County. Construction permits consisted of 23 - Type 1 - Mound Systems; 1 - Type 1 - At Grade System and 7 - Type 2 - Machine Shop Holding Tanks.

PLEASE SEE THE ATTACHED FY2014 SSTS ANNUAL REPORT - ALSO LOCATED ON THE SWCD AND COUNTY WEB SITES.

STATE GRANT FUNDS: \$12,871.82

Salaries: \$12,871.82

County Staff - 263.5 hrs - \$9,192.07

Program Assistant - 189.25 hrs - \$3,679.75

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

LOCAL MATCHING FUNDS: \$10,670.47

Salaries: \$8,374.24

District Administrator - 37.75 hrs - \$1,573.19

District Technician - 58.5 hrs - \$2,511.96

Program Assistant - 92.75 hrs - \$2,271.54

District Administrative Assistant - 64 hrs - \$1,904.21

Financial Program Assistant - 6 hrs - \$113.34

Communication: \$464.30

Cell Phone, Copies and Mailing Correspondence

Mileage: \$1,831.93 (3,271.3 miles)

**Grant Activity - 2014 - Septic Treatment Systems - Education and Training**

<p><b>Description</b></p>	<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 have brought about the hiring of a Planning and Zoning Technician for the County and the Farm Bill/Program Assistant for the SWCD. These positions along with the District Technician will become MPCA Certified for SSTS installation and inspections. Prior to their completed certification Al Conors, will be the certified staff for Cottonwood County.</p>		
<p><b>Category</b></p>	<p>EDUCATION/INFORMATION</p>		
<p><b>Start Date</b></p>	<p>21-Nov-13</p>	<p><b>End Date</b></p>	<p>31-Dec-14</p>
<p><b>Rates and Hours</b></p>			
<p><b>Actual Results</b></p>	<p>JANUARY - DECEMBER 2014</p> <p>Training - \$5,439.54</p> <p>Education - \$106.58</p> <p>The Cottonwood Program Assistant and District Technician are completing the MPCA SSTS Certification Training and attended the following trainings in 2014.</p> <p>Introduction to Onsite Systems: 2 staff</p> <p>Installing Onsite Systems: 1 staff</p> <p>Basic Design of Onsite Systems: 2 staff</p> <p>Inspection Onsite Systems: 2 staff</p> <p>Soils: 1 staff</p>		

## Grant Activity - 2014 - Septic Treatment Systems - Equipment and Supplies

<b>Description</b>	<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 have brought about the hiring of a Planning and Zoning Technician for the County and the Farm Bill/Program Assistant for the SWCD. These positions along with the District Technician will become MPCA Certified for SSTS installation and inspections. Prior to their completed certification Al Conors, will be the certified staff for Cottonwood County.</p>		
<b>Category</b>	SUPPLIES/EQUIPMENT		
<b>Start Date</b>	21-Nov-13	<b>End Date</b>	31-Dec-14
<b>Rates and Hours</b>			
<b>Actual Results</b>	<p>JANUARY - DECEMBER 2014 SUPPLIES and EQUIPMENT - \$182.06</p> <p>The Cottonwood SWCD provides all 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.</p>		

## Grant Attachments

Document Name	Document Type	Description
<b>2014 Natural Resources Block Grant</b>	Grant Agreement	2014 Natural Resources Block Grant - Cottonwood County
<b>2014 Natural Resources Block Grant executed</b>	Grant Agreement	2014 Natural Resources Block Grant - Cottonwood County
<b>All Details Report</b>	Workflow Generated	Workflow Generated - All Details Report - 02/01/2014
<b>All Details Report</b>	Workflow Generated	Workflow Generated - All Details Report - 02/07/2014
<b>All Details Report</b>	Workflow Generated	Workflow Generated - All Details Report - 01/28/2015
<b>BWSR - Final Financial Report - SSTS - NRBG - 2014</b>	Grant	2014 - Septic Treatment Systems - NRBG (Cottonwood County)
<b>District Technician - Reports - 2014</b>	Grant	2014 - Septic Treatment Systems - NRBG (Cottonwood County)
<b>Land Mgmt Ad - SSTS</b>	Grant	2014 - Septic Treatment Systems - NRBG (Cottonwood County)
<b>NRBG - FY14 - Budget</b>	Grant	2014 - Septic Treatment Systems - NRBG (Cottonwood County)

Document Name	Document Type	Description
<b>SSTS - Annual Report - 2014 - Page 1 - System Types</b>	Grant	2014 - Septic Treatment Systems - NRBG (Cottonwood County)
<b>SSTS - Annual Report - 2014 - Page 2 - Inspector Information</b>	Grant	2014 - Septic Treatment Systems - NRBG (Cottonwood County)
<b>SSTS - Annual Report - 2014 - Page 4 - Tank Report</b>	Grant	2014 - Septic Treatment Systems - NRBG (Cottonwood County)
<b>SSTS - Annual Report - Page 3 - Jurisdiction Information</b>	Grant	2014 - Septic Treatment Systems - NRBG (Cottonwood County)
<b>SSTS - County Staff - Time and Mileage Report - 2014</b>	Grant	2014 - Septic Treatment Systems - NRBG (Cottonwood County)
<b>SWCD - SSTS - Grant Tracking - State Grant Funds - 2014</b>	Grant	2014 - Septic Treatment Systems - NRBG (Cottonwood County)
<b>Technician Program Assistant - Reports - 2014</b>	Grant	2014 - Septic Treatment Systems - NRBG (Cottonwood County)