



Grant All-Detail Report

NPEA JPB Grant 2015

Grant Title - 2015 - NPEA JPB Grant (Area 6 - South Central Technical Service Area)

Grant ID - P15-4529

Organization - Area 6 - South Central Technical Service Area

Grant Awarded Amount	\$125,000.00	Grant Execution Date	
Required Match Amount	\$12,500.00	Grant End Date	6/30/2016
Required Match %	10%	Grant Day To Day Contact	Jerad Bach

Budget Summary

	Budgeted	Spent	Balance Remaining*
Total Grant Amount	\$125,000.00	\$125,000.00	\$0.00
Total Match Amount	\$12,500.00	\$12,500.00	\$0.00
Total Other Funds	\$0.00	\$0.00	\$0.00
Total	\$137,500.00	\$137,500.00	\$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	Match
Administration and Coordination	Administration /Coordination	Current State Grant	2015 - NPEA JPB Grant (Area 6 - South Central Technical Serv..	\$11,325.07	\$11,325.07	12/31/2015	N
Equipment and Supplies	Supplies/Equipment	Current State Grant	2015 - NPEA JPB Grant (Area 6 - South Central Technical Serv..	\$17,796.52	\$17,796.52	12/31/2015	N

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Match
Host District Administration	Administration /Coordination	Current State Grant	2015 - NPEA JPB Grant (Area 6 - South Central Technical Serv..	\$5,000.00	\$5,000.00	6/30/2015	N
Technical and Engineering	Technical/Engineering Assistance	Current State Grant	2015 - NPEA JPB Grant (Area 6 - South Central Technical Serv..	\$90,878.41	\$90,878.41	6/30/2016	N
Technical and Engineering	Technical/Engineering Assistance	Local Fund	2015 Local Cash Match	\$12,500.00	\$12,500.00	12/31/2015	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 - Administration and Coordination			
Description	Administrative costs of the host district and fiscal agent. Expenses will include office and disability insurance, office rent, and administration fee costs, employee expenses, and training expenses.		
Category	ADMINISTRATION/COORDINATION		
Start Date	22-Dec-14	End Date	31-Dec-15
Has Rates and Hours?	No		
Actual Results	<p>The Administration/Coordination activity encompasses any staff training expenses and office rental payments.</p> <p>01/01/2015 - 12/31/2015</p> <p>Administration/ Coordination expenses during this period included lump sum payments for:</p> <p>Disability and Office Insurance=\$4,931.00</p> <p>Rent Agreements =\$4,938.47 (323.89 was reported in FY2014 NPEA Grant)</p> <p>Training Expenses=\$1,455.60</p> <p>The Engineer and Technician attended the BWSR Academy, MASWCD Area VI Meetings, and Engineering Conference.</p> <p>Grant Dollars were not spent in 2014.</p>		

Grant Activity - Equipment and Supplies

<p>Description</p>	<p>Equipment and Supplies includes but are not limited to purchases of computer hardware, computer software, field supplies, survey equipment, vehicles, vehicle maintenance, vehicle trailers, and office supplies. There are plans to purchase a truck, but the purchase will be determined after BWSR resolves the pending discussion concerning the charging of equipment out for services. Once a vehicle quote is received, the BC Chris Hughes will be notified, and he will review the cost for approval. Any other purchase over \$3500 will be presented to BWSR for approval.</p>		
<p>Category</p>	<p>SUPPLIES/EQUIPMENT</p>		
<p>Start Date</p>	<p>22-Dec-14</p>	<p>End Date</p>	<p>31-Dec-15</p>
<p>Has Rates and Hours?</p>	<p>No</p>		
<p>Actual Results</p>	<p>The Equipment/Supplies activity involves the expense for equipment or supplies needed to accomplish the engineering designs provided by the TSA. Any large purchase totalling more than \$3500 is approved by the Board Conservationist.</p> <p>01/01/2015 - 12/31/2015 Equipment/Supplies expenses included Office Equipment & Supplies=\$359.37 Field Supplies=\$149.22 Vehicle Fuel&Maintenance Expenses=\$5,066.65 (\$448.98 was charged to FY2014 NPEA Grant) Telephone Charges=\$2221.28</p> <p>One major purchase over \$3500 was made. A New GMC Sierra was purchased for \$32,496.56. The purchase was approved by the BWSR BC. \$10,000.00 of the total cost was charged to this grant.</p> <p>Grant Dollars were not spent in 2014.</p>		

Grant Activity - Host District Administration

<p>Description</p>	<p>Host District Administration will: Provide administration, fiscal and management services. Prepare the necessary grant year project reports to BWSR. Provide draft annual budget and workplan. Provide financial report at each regularly scheduled SCTSA Board meeting. Develop and disseminate summaries of accomplishments at SCTSA Board Meetings. Collaborate with SCTSA to obtain additional funding and financial reimbursement. Maintain inventory of equipment. Maintain separate accounting. Maintain separate copies of all receipts, invoices and payment vouchers.</p>		
<p>Category</p>	<p>ADMINISTRATION/COORDINATION</p>		
<p>Start Date</p>	<p>24-Dec-14</p>	<p>End Date</p>	<p>31-Dec-15</p>
<p>Has Rates and Hours?</p>	<p>No</p>		
<p>Actual Results</p>	<p>The Host District Administration activity is utilized for reimbursing the Blue Earth County SWCD for time spent on the administration of the TSA.</p> <p>01/01/2015 - 06/30/2015</p> <p>District Administration was figured for 51 hours at \$39.20 District Manager Rate and 139.5 hours at \$30.08 Conservation Specialist Rate. The total at the District Manager Rate is \$6,195.36, but only \$5000.00 was charged to the NPEAP grant.</p>		

Description

Technical and Engineering will be the hourly rate multiplied by the amount of hours worked on projects tied to the NPEAP. The hours will include time associated with site evaluations, design, construction oversight, and leave.

Technical and Engineering (Local Match) will include payments for engineering services provided to other grants and individual projects involving conservation. Local match will come from projects with Martin SWCD, Sibley SWCD, Nicollet SWCD, Blue Earth SWCD, Watonwan SWCD, Faribault SWCD, Waseca SWCD, Renville SWCD, LeSueur SWCD, Brown SWCD and the US Fish and Wildlife Service. Other agencies could be involved as projects are developed. Sources of funding will be Clean Water Fund Grants, MN DOT Grant Funding, State Cost-Share Grants, EQIP, and other Federal Grant Sources.

Start Date

22-Dec-14

End Date

30-Jun-16

Has Rates and Hours? No

Actual Results

The Technical/Engineering activity is charged for the time spent on engineering. TSA Hourly Charging Rate = Wage+Insurance+PERA+Taxes. The charging rate in calendar year 2016 was changed to utilize BSWR Option 1 calculation sheet. The TSA charges multiple funding sources. The NPEAP grant is only charged for time that isn't being charged to the funding sources. For transparency we report the total amount of possible match dollars earned by the TSA to validate the dollars charged to NPEAP. The match minimum of 10% is applied to the NPEAP grant.

01/01/16-06/30/16

Technical/Engineering expenses were for assistance provided by the TSA on 44 projects tied to NPEAP.

141 hours at the \$55.64/hour PE rate

Only 7810.87 was charged to NPEA 2015. The remainder will be charged to NPEA 2016.

01/01/2015 - 12/31/2015

Match for Technical/Engineering Assistance was earned from hours worked on Engineering Services for CWF and State Cost-share projects, and was not billed to NPEAP. For a list of projects and funding sources please see the attached CY2015 NPEAP Accomplishments Report.

Technical/Engineering expenses included a lump sum payment for:
Employee Paid Reimbursable Expenses= \$528.87

07/01/2015 - 12/31/2015

Technical/Engineering expenses were for assistance provided by the TSA on 59 projects tied to NPEAP.

1032 hours at the \$44.46/hour PE rate

1011.5 hours at the \$29.75/hour Technician rate

The total was reduced by \$32,511.90 for earned service fees from hours worked on other funding sources.

01/01/2015 - 06/30/2015

Technical/Engineering expenses were for assistance provided by the TSA on 59 projects tied to NPEAP.

963 hours at the \$42.43/hour PE rate

938 hours at the \$28.11/hour Technician rate

The total was reduced by \$27,912.58 for earned service fees from hours worked on other funding sources. The total was also reduced by \$238.97 for hours charged to the FY2014 NPEA Grant .

Grant Dollars were not spent in 2014.

Grant Attachments

Document Name	Document Type	Description
2015 NPEA Financial Report	Grant	2015 - NPEA JPB Grant (Area 6 - South Central Technical Service Area)
2015 NPEA Grant	Grant Agreement	2015 NPEA Grant - Area 6 - South Central Technical Service Area
2015 NPEA Grant executed	Grant Agreement	2015 NPEA Grant - Area 6 - South Central Technical Service Area
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/28/2016
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 07/27/2016
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 07/28/2016
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 07/29/2016
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 03/22/2016
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 03/16/2016
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/30/2015
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 03/06/2015
BWSR Approval of Vehicle Purchase	Journal	Journal Dated - 04/24/2015
CY2015 NPEAP Accomplishments Report	Grant	2015 - NPEA JPB Grant (Area 6 - South Central Technical Service Area)
NPEAP Correspondance	Grant	2015 - NPEA JPB Grant (Area 6 - South Central Technical Service Area)
NPEAP Correspondance	Grant	2015 - NPEA JPB Grant (Area 6 - South Central Technical Service Area)
NPEAP Correspondance	Grant	2015 - NPEA JPB Grant (Area 6 - South Central Technical Service Area)
Quote for Vehicle Purchase (4-23-2015)	Journal	Journal Dated - 04/24/2015
SCTSA Truck Purchase Paperwork	Journal	Journal Dated - 05/08/2015
Southcentral TSA FY 15 NPEA approved workplan	Journal	Journal Dated - 12/16/2014

Document Name	Document Type	Description
VEHICLE PURCHASE CRITERIA	Grant	2015 - NPEA JPB Grant (Area 6 - South Central Technical Service Area)
workplan	Grant	2015 - NPEA JPB Grant (Area 6 - South Central Technical Service Area)