



## Grant All-Detail Report SWCD Local Capacity Services 2018

**Grant Title** - 2018 - SWCD Local Capacity Services (Cottonwood SWCD)

**Grant ID** - P18-5357

**Organization** - Cottonwood SWCD

<b>Original Awarded Amount</b>	<b>\$122,750.00</b>	<b>Grant Execution Date</b>	<b>12/6/2017</b>
<b>Required Match Amount</b>	\$0.00	<b>Original Grant End Date</b>	12/31/2020
<b>Required Match %</b>	0%	<b>Grant Day To Day Contact</b>	Kay Gross
<b>Current Awarded Amount</b>	\$122,750.00	<b>Current End Date</b>	12/31/2020

### Budget Summary

	Budgeted	Spent	Balance Remaining*
Total Grant Amount	\$122,750.00	\$122,750.00	\$0.00
Total Match Amount	\$22,700.00	\$22,770.99	\$-70.99
Total Other Funds	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$145,450.00</b>	<b>\$145,520.99</b>	<b>\$-70.99</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
Riparian Zone Management - 2018 - Administration and Coordination	Administration /Coordination	Current State Grant	2018 - SWCD Local Capacity Services (Cottonwood SWCD)	\$2,315.90	\$2,315.90	12/31/2018	N
Riparian Zone Management - 2018 - Equipment	Supplies/Equipment	Current State Grant	2018 - SWCD Local Capacity Services (Cottonwood SWCD)	\$10,000.00	\$10,216.23	9/24/2020	N
Riparian Zone Management - 2018 - GIS Specialist	Inventory/Mapping	Current State Grant	2018 - SWCD Local Capacity Services (Cottonwood SWCD)	\$11,375.00	\$11,375.00	12/31/2019	N

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
Riparian Zone Management - 2018 - GIS Specialist	Inventory/Mapping	Local Fund	2018 - SWCD Local Capacity Services (Cottonwood County)	\$0.00			Y
Riparian Zone Management - 2018 - Programs Assistant	Project Development	Current State Grant	2018 - SWCD Local Capacity Services (Cottonwood SWCD)	\$8,000.00	\$7,989.84	12/31/2019	N
Riparian Zone Management - 2018 - Resource Technician	Technical/Engineering Assistance	Current State Grant	2018 - SWCD Local Capacity Services (Cottonwood SWCD)	\$21,609.10	\$22,049.48	12/31/2020	N
Riparian Zone Management - 2018 - Staff	Project Development	Current State Grant	2018 - SWCD Local Capacity Services (Cottonwood SWCD)	\$13,075.00	\$12,531.07	12/31/2020	N
Riparian Zone Management - 2018 - Staff	Project Development	Local Fund	2018 - SWCD Local Capacity Services (Cottonwood SWCD)	\$11,350.00	\$10,837.39	12/31/2020	Y
Soil Erosion - 2018 - Administration and Coordination	Administration/Coordination	Current State Grant	2018 - SWCD Local Capacity Services (Cottonwood SWCD)	\$2,315.90	\$2,315.90	12/31/2018	N
Soil Erosion - 2018 - GIS Specialist	Inventory/Mapping	Current State Grant	2018 - SWCD Local Capacity Services (Cottonwood SWCD)	\$11,375.00	\$11,375.00	12/31/2019	N
Soil Erosion - 2018 - GIS Specialist	Inventory/Mapping	Local Fund	2018 - SWCD Local Capacity Services (Cottonwood County)	\$0.00			Y
Soil Erosion - 2018 - Programs Assistant	Project Development	Current State Grant	2018 - SWCD Local Capacity Services (Cottonwood SWCD)	\$8,000.00	\$8,008.35	12/31/2019	N
Soil Erosion - 2018 - Resource Technician	Technical/Engineering Assistance	Current State Grant	2018 - SWCD Local Capacity Services (Cottonwood SWCD)	\$21,609.10	\$22,081.95	12/31/2020	N
Soil Erosion - 2018 - Staff	Project Development	Current State Grant	2018 - SWCD Local Capacity Services (Cottonwood SWCD)	\$13,075.00	\$12,491.28	12/31/2020	N
Soil Erosion - 2018 - Staff	Project Development	Local Fund	2018 - SWCD Local Capacity Services (Cottonwood County)	\$11,350.00	\$11,933.60	12/31/2020	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 and Coordination**

<b>Description</b>	<p>The Cottonwood SWCD and the Cottonwood County Land Management Offices are co-located with the Federal Natural Resources Block Grant. Rental increases have greatly impacted the SWCD through the increase in the building rental rate from \$16.36 to \$22.13 per square foot. With this increase the added burden of increased non-usable space has added 301.21 square feet of common space which includes hallways, bathrooms and mechanical room. Yearly rent has increased by \$12,725.00 (per year) which is a burden the District can't sustain. Crowded conditions and the rent increase are pressuring the District and County to look for new space with anticipation of an office move by the end of 2018. Funding will be used for 2018 and the beginning of 2019.</p> <p>CAPACITY GRANT FUNDING: \$8,925.00</p> <p>Cottonwood County Comprehensive Local Water Plan (Pg. 23)  Priority Concern 1. Improve Surface Water Quality  Goal 1: Prevent further degradation of stream and lake water quality in Cottonwood County  Objective 1.a: Protect Soil from Erosion and Prevent Agricultural Runoff.  1.a-1: Assist with coordination and funding of environmental education events for the students of Cottonwood County. These include (but not limited to) Children's Water Festival, Environmental Fair, Fifth Grade Conservation Day, 4th Grade Water Awareness.  1.a-2: Educate landowners on lakeshore and streambank stabilization practices.  1.a-3: Promote the use of buffer strips along ditches, streams and lakes within Cottonwood County utilizing available conservation programs and practices.  1.a-4: Promote conservation practices and programs to landowners in Cottonwood County. These include State Cost-Share, RIM, RIM/WRP, CRP, EQIP, CSP and others.</p>		
<b>Category</b>	ADMINISTRATION/COORDINATION		
<b>Start Date</b>	6-Dec-17	<b>End Date</b>	31-Dec-20
<b>Has Rates and Hours?</b>	No		
<b>Actual Results</b>	<p>January - December 2017:  No activity and no funds expended.  Total Expenditure: \$0.00</p> <p>January - December 2018:  Rent - August - December - \$2,315.90  Total Expenditures: \$2,315.90</p>		



**Description**

The updating and purchase of needed equipment for the office provides assistance to several programs including WCA, SSTS, Feedlots, Shoreland, LWP, Buffer, Easement to name a few. Purchases made will be distributed over several programs to allow for multi-program use. Special emphasis will be put on updating the District accounting system and needed software and computer upgrades.

Anticipated purchases include accounting software, computer, monitor, printer, training and account building. Also with the move to the new location upgrades will be needed in conference room, phone systems and networking (\$15,000 cost - \$10,000 Capacity Funding; \$5,000 Other Program Funding or Cottonwood County).

CAPACITY GRANT FUNDING: \$10,000.00

Cottonwood County Comprehensive Local Water Plan (Pg. 29)  
Priority Concern 1. Improve Surface Water Quality  
Goal 1: Prevent further degradation of stream and lake water quality in Cottonwood County  
Objective 1.d: Address TMDL Impaired Waters.  
1.d.1: Provide public information on water quality.

<b>Category</b>	SUPPLIES/EQUIPMENT		
<b>Start Date</b>	6-Dec-17	<b>End Date</b>	31-Dec-20
<b>Has Rates and Hours?</b>	No		
<b>Actual Results</b>	<p>January - December 2017: No activity and no funds expended.</p> <p>January - December 2018: Total Expenditure: \$0.00</p> <p>January - December 2019 Purchased direct deposit software @ \$395.00 and computer upgrade @ \$242.89, file cabinets @ \$2,289.00 and chairs @ \$2,716.00, (office move). Total Expenditures: \$5,642.89</p> <p>January - December 2020 Purchased Desk, Hutch, Mat - \$1,676.00 2 computers - \$1,294.00 2 monitors - \$1,070.52 Turning Point Accounting System - \$532.82 (shared with FY19) Total Expenditure: \$4,573.34</p>		





## Description

Cottonwood County and the Cottonwood SWCD hired a GIS Specialist to be used 50/50 by each entity. The County Commissioners approved the additional allocation of \$22,750 to the Cottonwood SWCD to provide matching funds to be used to secure this position and use remaining funds for buffer cost-share. Until now there has been no consistent GIS work being completed for Cottonwood County.

The position will be housed in the Cottonwood SWCD and County Land Management Office and overseen by the Cottonwood SWCD Administrator.

The scope of this position at the SWCD and County Land Management Office will be to completed GIS work for the SSTS, Feedlot, WCA, Local Water Plan, RIM/CREP Programs; along with Riparian and Soil Erosion information to help with targeting areas of high concern.

MINUTES HAVE BEEN ATTACHED THROUGH ELINK.

Wages, benefits, insurance, supplies, training, mileage and rent are included for this position.

Wages, benefits and insurance will be computed through a calculated hourly rate.

Supplies, training, mileage and rent will be separate because they are through the SWCD.

HALF TIME POSITION: \$32,300.00

RIPARIAN MANAGEMENT CAPACITY GRANT FUNDS: \$11,375.00

SOIL EROSION CAPACITY GRANT FUNDS: \$11,375.00

RIPARIAN MANAGEMENT MATCH FUNDS: \$11,375.00 (Cottonwood County)

SOIL EROSION MATCH FUNDS: \$11,375.00 (Cottonwood County)

Cottonwood County Comprehensive Local Water Plan (Pgs. 32, 41, and 51 – By Watershed)

Priority Concern 1. Improve Surface Water Quality

Goal 1: Prevent further degradation of stream and lake water quality in Cottonwood County

Objective 1.c: Address TMDL Impaired Waters.

1.c.1: Provide public information on water quality.



Start Date

6-Dec-17

End Date

31-Dec-20

Has Rates and Hours?

Yes

## Actual Results

January - December 2017:  
No activity and no funds expended.

Total Expenditure: \$0.00

January - December 2018:  
Riparian Zone Management  
GIS Specialist:  
Rent - \$967.25  
Training - \$344.04  
Total Expenditure: \$1,311.29  
(Reimbursed Jan & Feb Rent from County)

Soil Loss  
GIS Specialist:  
Rent - \$967.25  
Training - \$344.04  
Total Expenditure: \$1,311.29  
(Reimbursed Jan & Feb Rent from County)

AMENDMENT - 11-29-18 - RETROACTIVE TO 3-1  
-18.

January - December 2019:  
GIS Specialist - County/SWCD  
Riparian Mgmt. - 344 hours @ \$24.81 = \$8,534.64  
Insurance-Health/Life - \$1,529.07  
Total: \$10,063.71

Soil Loss - 344 hours @ \$24.81 = \$8,534.64  
Insurance-Health/Life - \$1,529.07  
Total: \$10,063.71

April 2020:

Work plan revision request reflects on the GIS position collaboration with Cottonwood County. As directed by the Cottonwood County Commissioners they were only requesting funding from the District Capacity to pay for the SWCD portion of the GIS position. The other funding from the State is to be used by the SWCD for our continued conservation work.

With those changes I would like to request the following:

Original - Riparian Zone Management – 2018 – GIS Specialist - \$11,350.00 – Local Fund

Original - Soil Erosion – 2018 – GIS Specialist - \$11,350.00 – Local Fund

Change – Riparian Zone Management – 2018 – Staff - \$11,350.00 – Local Fund

Change – Soil Erosion – 2018 – Staff - \$11,350.00 – Local Fund

With these changes, the staff included would be Administrator, Administrative Program Assistant, Senior Technician, Program Technician (2), and Watershed Specialist.

4-7-2020 Approval of Workplan changes by BWSR.





## Description

The Cottonwood SWCD will be hiring a Programs Assistant in 2018. This position will work all programs through the SWCD and through our Provision of Services Contract for Cottonwood County. Duties will include but not limited to information education including Children's Water Festival, Fair, Environmental Fair; circulation advertising and newsletters for various programs; rainfall monitoring program; Elink Reporting for programs. This position will allow existing staff to focus on customer requests for Buffers, CREP, Feedlots, SSTS, LWP, TSA and GERBA activities.

Category reflects project support activities which will directly support the goals and outcomes of our office and the Local Water Plan.

CAPACITY GRANT FUNDING: \$8,000.00

Cottonwood County Comprehensive Local Water Plan (Pg. 23)

Priority Concern 1. Improve Surface Water Quality

Goal 1: Prevent further degradation of stream and lake water quality in Cottonwood County

Objective 1.a: Protect Soil from Erosion and Prevent Agricultural Runoff.

1.a-1: Assist with coordination and funding of environmental education events for the students of Cottonwood County. These include (but not limited to) Children's Water Festival, Environmental Fair, Fifth Grade Conservation Day, 4th Grade Water Awareness.

1.a-2: Educate landowners on lakeshore and streambank stabilization practices.

1.a-3: Promote the use of buffer strips along ditches, streams and lakes within Cottonwood County utilizing available conservation programs and practices.

1.a-4: Promote conservation practices and programs to landowners in Cottonwood County. These include State Cost-Share, RIM, RIM/WRP, CRP, EQIP, CSP and others.

Category	PROJECT DEVELOPMENT		
Start Date	6-Dec-17	End Date	31-Dec-20
Has Rates and Hours?	Yes		
Actual Results	<p>January - December 2017: No activity and no funds expended.</p> <p>January - December 2018: Total Expenditure: \$0.00</p> <p>January - December 2019: Hired Administrative Program Assistant hired January 1, 2019. Riparian Mgmt. 216 hours @ \$36.99 = \$7,989.84 Soil Loss 216.5 hours @ \$36.99 = \$8,008.35 Total Expended \$15,998.19</p>		



## Description

The District Resource Technician was hired in October 2016 and will be working directly with landowners to help identify their resource concerns and work to implement conservation practices. Position focus will include targeting of resource concerns, implementation of conservation practices, Wetland Conservation Act and other resource programs as deemed necessary.

The District is 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.

In the Riparian Management Zone assistance to landowners will include buffers, filter strips, native tree plantings, pasture management and structural practices to help stabilize targeted riparian areas.

CAPACITY GRANT OBLIGATION: \$15,000.00

Cottonwood County Comprehensive Local Water Plan (Pg. 29)

Priority Concern 1. Improve Surface Water Quality

Goal 1: Prevent further degradation of stream and lake water quality in Cottonwood County

Objective 1.d: Address TMDL Impaired Waters.

1.d.3; 1.c.5; 1.c.7; and 1.d.9 Work with the TMDL Implementation Plan for the watershed and hiring technical staff to promote conservation efforts in the watershed.

January - December 2019

A change in staff time methodology to calculated hourly rates we will not be utilizing the rent funding as it is built into the new hourly rates. Request granted to move remaining funds to the Riparian Zone Management - 2018 - Resource Technician staff time \$6,609.10.

Category	TECHNICAL/ENGINEERING ASSISTANCE		
Start Date	6-Dec-17	End Date	31-Dec-20
Has Rates and Hours?	Yes		
Actual Results	<p>January - December 2017: No activity and no funds expended.</p> <p>Total Expenditure: \$0.00</p> <p>January - December 2018: Resource Technician Salary 120 hrs @ \$20.83 = \$2,499.60 Health Insurance: \$410.12 Supplies: \$14.99 Rent - \$165.00 Training - \$160.97 Total Expenditures: \$3,250.68</p> <p>January - December 2019: A change in staff time methodology to calculated hourly rates we will not be utilizing the rent funding as it is built into the new hourly rates. Request granted to move remaining funds to the Riparian Zone Management - 2018 - Resource Technician staff time \$6,609.10.</p> <p>Resource Technician - Hours - 697.25 hours @ \$33.88 = \$23,622.83 Riparian Mgmt. - 350 hours @ \$33.88 = \$11,858.00 Soil Loss - 347.25 @ \$33.88 = \$11,764.83</p> <p>January - December 2020 Resource Technician - Hours - 384 hours @ \$36.15 = \$13,881.60 Riparian Mgmt. - 192 hours @ \$36.15 = \$6,904.80 Soil Loss - 192 hours @ \$36.15 = \$6,904.81 (Extra \$0.01 - Rounding adjustment from monthly calculations)</p>		



## Description

Staff will provide Riparian Management Zone assistance (including administration, information, education, technical and engineering services) to landowners including buffers, filter strips, native tree plantings, pasture management and structural practices to help stabilize targeted riparian areas.

These funds will include staff time and benefits (if appropriate for position).

CAPACITY GRANT OBLIGATION: \$13,075.00

Cottonwood County Comprehensive Local Water Plan (Pg. 23-25)

Priority Concern 1. Improve Surface Water Quality

Goal 1: Prevent further degradation of stream and lake water quality in Cottonwood County

Objective 1.a: Protect Soil from Erosion and Prevent Agricultural Runoff.

1.a-2: Educate landowners on lakeshore and streambank stabilization practices.

1.a-3: Promote the use of buffer strips along ditches, streams and lakes within Cottonwood County utilizing available conservation programs and incentives.

1.a-4: Promote conservation practices and programs to landowners in Cottonwood County. These include State Cost-Share, RIM, RIM/WRP, CRP, EQIP, CSP and others.

1.a-8; 1.a-13; 1.a-18 and 1.a-23: Promote, assist and seek funding to reduce erosion by installing eligible streambank and lakeshore stabilization projects.





Start Date

20-Jul-18

End Date

31-Dec-20

Has Rates and Hours?

Yes

Actual Results

January - December 2018

District Admin. - 1.50 hrs @ \$41.64 = \$62.46

January - December 2019:

Riparian: Farm Bill Tech - 42 hrs. @ \$43.26 = \$1,816.92

Watershed Spec - 27 hrs @ \$32.20 = \$869.40

Program Tech - 6 hrs @ \$28.60 = \$171.60

District Tech - 29 hrs @ \$55.49 = \$1,609.21

Prog Asst. - 45 hrs @ \$36.99 = \$1,664.55 Total: \$6,131.68

Soil Loss: Farm Bill Tech - 42.75 hrs @ \$43.26 = 1,849.37

Watershed Spec - 27 hrs @ \$32.20 = \$869.40

Program Tech - 6 hrs @ \$28.60 = \$171.60

District Tech - 29.5 hrs @ \$55.49 = \$1,636.96

Prog Asst. - 46.5 hrs @ \$36.99 = \$1,720.04 Total: \$6,247.37

April-2020 Revision/New Request:

Original - Riparian Mgmt. – 2018 – GIS Specialist - \$11,350.00 – Local Fund

Original - Soil Loss – 2018 – GIS Specialist - \$11,350.00 – Local Fund

Change – Riparian Mgmt. – 2018 – Staff - \$11,350.00 – Local Fund

Change – Soil Erosion – 2018 – Staff - \$11,350.00 – Local Fund

Staff-Admin., Admin. Program Asst., Sr Tech, Program Tech (2), and Watershed Specialist.

January - December 2020:

Program Technician/Farm Bill - 49.50 hrs @ \$48.66 and 1 hr @ \$48.97 - Total \$2,457.64

Program Tech2 - 229 hrs @ \$34.33 - \$7,861.57

Sr Technician - 35 hrs @ \$62.58 and 1 hr @ \$71.33 - Total \$2,261.63

Total Expenditures: \$12,580.84

Riparian Management - \$6,336.93

Soil Loss Management - \$6,243.91

January – December 2020:

Match funding from County with a request to use funding for hours worked on LWP and Capacity.

District Admin. – 12 hrs @ \$60.28 = \$723.36

District Admin. – 89.5 hrs @ \$60.58 = \$5,421.91

Sr Tech. – 26 hrs @ \$62.58 = \$1,627.07

Sr Tech. – 72 hrs @ \$71.33 = \$5,135.76

Program Tech/Farm Bill – 5 hrs @ \$48.66 = \$243.30

Program Tech/Farm Bill – 8.5 hrs @ \$48.97 = \$416.25

Program Assistant – 122 hrs @ \$38.46 = \$4,692.12

Watershed Spec – 138 hrs @ \$32.69 = \$4,511.22

Riparian - \$10,837.39(Admin, Program Assist)

Soil Loss - \$11,933.60 (Sr Tech, Prog/Farm Bill, Watershed Spec).

Funds from Watonwan 1W1P removed from LWP hrs).



## Description

The Cottonwood SWCD and the Cottonwood County Land Management Offices are co-located with the Federal Natural Resources Block Grant. Rental increases have greatly impacted the SWCD through the increase in the building rental rate from \$16.36 to \$22.13 per square foot. With this increase the added burden of increased non-usable space has added 301.21 square feet of common space which includes hallways, bathrooms and mechanical room. Yearly rent has increased by \$12,725.00 (per year) which is a burden the District can't sustain. Crowded conditions and the rent increase is pressuring the District and County to look for new space with anticipation of an office move by the end of 2018. Funding will be used for 2017 and the beginning of 2018.

CAPACITY GRANT FUNDING: \$8,925.00

Cottonwood County Comprehensive Local Water Plan (Pg. 23)

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Goal 1: Prevent further degradation of stream and lake water quality in Cottonwood County

Objective 1.a: Protect Soil from Erosion and Prevent Agricultural Runoff.

1.a-1: Assist with coordination and funding of environmental education events for the students of Cottonwood County.

These include (but not limited to) Children's Water Festival, Environmental Fair, Fifth Grade Conservation Day, 4th Grade Water Awareness.

1.a-4: Promote conservation practices and programs to landowners in Cottonwood County. These include State Cost-Share, RIM, RIM/WRP, CRP, EQIP, CSP and others.

January - December 2019

A change in staff time methodology to calculated hourly rates we will not be utilizing the rent funding as it is built into the new hourly rates. Request granted to move remaining funds to the Soil Erosion - 2018 - Resource Technician staff time \$6,609.10.

<b>Category</b>	ADMINISTRATION/COORDINATION		
<b>Start Date</b>	6-Dec-17	<b>End Date</b>	31-Dec-20
<b>Has Rates and Hours?</b>	No		
<b>Actual Results</b>	<p>January - December 2017:  No activity and no funds expended.  Total Expenditure: \$0.00</p> <p>January - December 2018:  Rent - August - December - \$2,315.90  Total Expenditure: \$2,315.90</p> <p>January - December 2019:  A change in staff time methodology to calculated hourly rates we will not be utilizing the rent funding as it is built into the new hourly rates. Request granted to move remaining funds to the Soil Erosion - 2018 - Resource Technician staff time \$6,609.10.</p>		





## Description

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The position will be housed in the Cottonwood SWCD and County Land Management Office and overseen by the Cottonwood SWCD Administrator.

The scope of this position at the SWCD and County Land Management Office will be to completed GIS work for the SSTS, Feedlot, WCA, Local Water Plan, RIM/CREP Programs; along with Riparian and Soil Erosion information to help with targeting areas of high concern.

MINUTES HAVE BEEN ATTACHED THROUGH ELINK.

Wages, benefits, insurance, supplies, training, mileage and rent are included for this position.

Wages, benefits and insurance will be computed through a calculated hourly rate.

Supplies, training, mileage and rent will be separate because they are through the SWCD.

HALF TIME POSITION: \$32,300.00

RIPARIAN MANAGEMENT CAPACITY GRANT FUNDS: \$11,375.00

SOIL EROSION CAPACITY GRANT FUNDS: \$11,375.00

RIPARIAN MANAGEMENT MATCH FUNDS: \$11,375.00 (Cottonwood County)

SOIL EROSION MATCH FUNDS: \$11,375.00 (Cottonwood County)

Cottonwood County Comprehensive Local Water Plan (Pgs. 30, 39 and 49 – By Watershed)

Priority Concern 1. Improve Surface Water Quality

Goal 1: Prevent further degradation of stream and lake water quality in Cottonwood County

Objective 1.a: Protect Soil from Erosion and Prevent Agricultural Runoff.

1.a-7: Promote, assist and seek funding to reduce erosion by stalling eligible streambank and lakeshore stabilization projects.



Start Date

6-Dec-17

End Date

31-Dec-20

Has Rates and Hours?

Yes

Actual Results

January - December 2017:  
No activity and no funds expended.  
Total Expenditure: \$0.00

January - December 2018:  
Riparian Zone Management  
GIS Specialist:  
Rent - \$967.25  
Training - \$344.04  
Total Expenditure: \$1,311.29  
(Reimbursed Jan & Feb Rent from County)  
Soil Loss  
GIS Specialist:  
Rent - \$967.25  
Training - \$344.04  
Total Expenditure: \$1,311.29  
(Reimbursed Jan & Feb Rent from County)

AMENDMENT - 11-29-18 - RETROACTIVE TO 3-1  
-18.

January - December 2019:  
GIS Specialist - County/SWCD  
Riparian 10,063.71  
  
Soil Loss - 344 hours @ \$24.81 = \$8,534.64  
Insurance-Health/Life - \$1,529.07  
Total: \$10,063.71

April 2020:

Work plan revision request reflects on the GIS position collaboration with Cottonwood County. As directed by the Cottonwood County Commissioners they were only requesting funding from the District Capacity to pay for the SWCD portion of the GIS position. The other funding from the State is to be used by the SWCD for our continued conservation work.

With those changes I would like to request the following:

Original - Riparian Zone Management – 2018 – GIS Specialist - \$11,350.00 – Local Fund

Original - Soil Erosion – 2018 – GIS Specialist - \$11,350.00 – Local Fund

Change – Riparian Zone Management – 2018 – Staff - \$11,350.00 – Local Fund

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With these changes, the staff included would be Administrator, Administrative Program Assistant, Senior Technician, Program Technician (2), and Watershed Specialist.



## Description

The Cottonwood SWCD will be hiring a Programs Assistant in 2018. This position will work all programs through the SWCD and through our Provision of Services Contract for Cottonwood County. Duties will include but not limited to information education including Children's Water Festival, Fair, Environmental Fair; circulation advertising and newsletters for various programs; rainfall monitoring program; Elink Reporting for programs. This position will allow existing staff to focus on customer requests for Buffers, CREP, Feedlots, SSTS, LWP, TSA and GERBA activities.

Category reflects project support activities which will directly support the goals and outcomes of our office and the Local Water Plan.

CAPACITY GRANT FUNDING: \$10,000.00

Cottonwood County Comprehensive Local Water Plan (Pg. 23)

Priority Concern 1. Improve Surface Water Quality

Goal 1: Prevent further degradation of stream and lake water quality in Cottonwood County

Objective 1.a: Protect Soil from Erosion and Prevent Agricultural Runoff.

1.a-1: Assist with coordination and funding of environmental education events for the students of Cottonwood County.

These include (but not limited to) Children's Water Festival, Environmental Fair, Fifth Grade Conservation Day, 4th Grade Water Awareness.

1.a-4: Promote conservation practices and programs to landowners in Cottonwood County. These include State Cost-Share, RIM, RIM/WRP, CRP, EQIP, CSP and others.



Category	PROJECT DEVELOPMENT		
Start Date	6-Dec-17	End Date	31-Dec-20
Has Rates and Hours?	Yes		
Actual Results	<p>January - December 2017: No activity and no funds expended.</p> <p>January - December 2018: Total Expenditure: \$0.00</p> <p>January - December 2019: Hired Administrative Program Assistant hired January 1, 2019. Riparian Mgmt. 216 hours @ \$36.99 = \$7,989.84 Soil Loss 216.5 hours @ \$36.99 = \$8,008.35 Total Expended \$15,998.19</p>		



## Description

The Resource Technician hired in October 2016 works directly with landowners to help identify resource concerns and implement conservation practices. Position focus includes targeting resource concerns, implementation of BMPs, Wetland Conservation Act and other resource programs.

The District is 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.

In the Riparian Mgmt Zone assistance to landowners will include buffers, filter strips, native tree plantings, pasture management and structural practices to help stabilize targeted riparian areas.

CAPACITY GRANT OBLIGATION: \$15,000.00

Cottonwood County Comprehensive Local Water Plan (Pg. 23-25)

Priority Concern 1. Improve Surface Water Quality

Goal 1: Prevent further degradation of stream and lake water quality in Cottonwood County

Objective 1.a: Protect Soil from Erosion and Prevent Agricultural Runoff.

1.a-2: Educate landowners on lakeshore and streambank stabilization practices.

1.a-3: Promote the use of buffer strips along ditches, streams and lakes within Cottonwood County utilizing available conservation programs and incentives.

1.a-4: Promote conservation practices and programs to landowners in Cottonwood County. These include State Cost-Share, RIM, RIM/WRP, CRP, EQIP, CSP and others.

1.a-8; 1.a-13; 1.a-18 and 1.a-23: Promote, assist and seek funding to reduce erosion by installing eligible streambank and lakeshore stabilization projects.

January - December 2019

A change in staff time methodology to calculated hourly rates we will not be utilizing the rent funding as it is built into the new hourly rates. Request granted to move remaining funds to the Soil Erosion - 2018 - Resource Technician staff time \$6,609.10.

Category	TECHNICAL/ENGINEERING ASSISTANCE		
Start Date	6-Dec-17	End Date	31-Dec-20
Has Rates and Hours?	Yes		
Actual Results	<p>January - December 2017: No activity and no funds expended.</p> <p>Total Expenditure: \$0.00</p> <p>January - December 2018: Resource Technician Salary 126.75 hrs @ \$20.83 = \$2,640.21 Please take into consideration rounding (\$0.01) Health Insurance - \$410.12 Rent - \$165.00 Training - \$160.98 Total Expenditures: \$3,376.31</p> <p>January - December 2019 A change in staff time methodology to calculated hourly rates we will not be utilizing the rent funding as it is built into the new hourly rates. Request granted to move remaining funds to the Soil Erosion - 2018 - Resource Technician staff time \$6,609.10.</p> <p>Resource Technician - Hours - 697.25 hours @ \$33.88 = \$23,622.83 Riparian Mgmt. - 350 hours @ \$33.88 = \$11,858.00 Soil Loss - 347.25 @ \$33.88 = \$11,764.83</p> <p>January - December 2020 Resource Technician - Hours - 384 hours @ \$36.15 = \$13,881.60 Riparian Mgmt. - 192 hours @ \$36.15 = \$6,904.80 Soil Loss - 192 hours @ \$36.15 = \$6,904.81 (Extra \$0.01 - Rounding adjustment from monthly calculations)</p>		



**Description**

Staff will provide Soil Loss assistance (including administration, information, education, technical and engineering services) to landowners including buffers, filter strips, ecological practices (including a focus on soil health and cover crops) and structural practices to help stabilize targeted vulnerable soils.

These funds will include staff time and benefits (if appropriate for position).

CAPACITY GRANT OBLIGATION: \$13,075.00

Cottonwood County Comprehensive Local Water Plan (Pg. 29)

Priority Concern 1. Improve Surface Water Quality

Goal 1: Prevent further degradation of stream and lake water quality in Cottonwood County

Objective 1.d: Address TMDL Impaired Waters.

1.d.3; 1.c.5; 1.c.7;



Start Date

20-Jul-18

End Date

31-Dec-20



Has Rates and Hours?

Yes

Actual Results

January - December 2019:

Riparian Mgmt.

Farm Bill Tech - 42 hours @ \$43.26 = \$1,816.92

Watershed Tech - 27 hours @ \$32.20 = \$869.40

Program Tech - 6 hours @ \$28.60 = \$171.60

District Tech - 29 hours @ \$55.49 = \$1,609.21

Admin Prog Asist - 45 hours @ \$36.99 = \$1,664.55

Total: \$6,131.68

Soil Loss

Farm Bill Tech - 42.75 hours @ \$43.26 = 1,849.37

Watershed Tech - 27 hours @ 32.20 = \$869.40

Program Tech - 6 hours @ \$28.60 = \$171.60

District Tech - 29.5 hours @ \$55.49 = \$1,636.96

Admin Prog Asist - 46.5 hours @ \$36.99 = \$1,720.04

Total: \$6,247.37

April-2020

Work plan revision request to reflect on the GIS position collaboration with Cottonwood County. As directed by the Cottonwood County Commissioners they were only requesting funding from the District Capacity to pay for the SWCD portion of the GIS position. The other funding from the State is to be used by the SWCD for our continued conservation work.

With those changes I would like to request the following:

Original - Riparian Zone Management – 2018 – GIS Specialist - \$11,350.00 – Local Fund

Original - Soil Erosion – 2018 – GIS Specialist - \$11,350.00 – Local Fund

Change – Riparian Zone Management – 2018 – Staff - \$11,350.00 – Local Fund

Change – Soil Erosion – 2018 – Staff - \$11,350.00 – Local Fund

With these changes, the staff included would be Administrator, Administrative Program Assistant, Senior Technician, Program Technician (2), and Watershed Specialist.

January - December 2020:  
 Program Tech/Farm Bill - 49.50 hours @ \$48.66 and 1 hour @ \$48.97 - Total \$2,457.64  
 Program Tech 2 - 229 hours @ \$34.33 - \$7,861.57  
 Sr District Technician - 35 hours @ \$62.58 and 1 hour @ \$71.33 - Total \$2,261.63  
 Total Expenditures: \$12,580.84  
 Riparian Management - \$6,336.93  
 Soil Loss Management - \$6,243.91

January – December 2020:  
 Match:  
 \*See details under Riparian - Staff  
 Riparian - \$10,837.39(Admin, Program Assist)  
 Soil Loss - \$11,933.60 (Sr Tech, Prog/Farm Bill, Watershed Spec).

## Grant Attachments

Document Name	Document Type	Description
<b>2018 Buffer Cost Share Amendment EXECUTED - Cottonwood SWCD</b>	Grant	2018 - SWCD Local Capacity Services (Cottonwood SWCD)
<b>2018 SWCD Capacity Amendment UNEXECUTED - Cottonwood SWCD</b>	Grant	2018 - SWCD Local Capacity Services (Cottonwood SWCD)
<b>2018/2019 Programs and Operations Grants</b>	Grant Agreement	2018/2019 SWCD Programs and Operations Grants - Cottonwood SWCD
<b>2018/2019 Programs and Operations Grants executed</b>	Grant Agreement	2018/2019 SWCD Programs and Operations Grants - Cottonwood SWCD
<b>All Details Report</b>	Workflow Generated	Workflow Generated - All Details Report - 03/17/2020
<b>All Details Report</b>	Workflow Generated	Workflow Generated - All Details Report - 04/02/2020
<b>All Details Report</b>	Workflow Generated	Workflow Generated - All Details Report - 01/28/2020
<b>All Details Report</b>	Workflow Generated	Workflow Generated - All Details Report - 01/30/2019
<b>All Details Report</b>	Workflow Generated	Workflow Generated - All Details Report - 01/29/2018
<b>All Details Report</b>	Workflow Generated	Workflow Generated - All Details Report - 02/20/2019
<b>All Details Report</b>	Workflow Generated	Workflow Generated - All Details Report - 04/25/2019

Document Name	Document Type	Description
<b>All Details Report</b>	Workflow Generated	Workflow Generated - All Details Report - 02/09/2018
<b>Capacity - Grant Tracking - FY2018 - January - December - 2018 - \$100,000 - As of 12-31-18</b>	Grant	2018 - SWCD Local Capacity Services (Cottonwood SWCD)
<b>Capacity - Grant Tracking - FY2018 - January - December - 2018 - \$22,750 State - As of 12-31-18</b>	Grant	2018 - SWCD Local Capacity Services (Cottonwood SWCD)
<b>Cottonwood County Board of Commissioner Minutes - 11-21-17</b>	Grant	2018 - SWCD Local Capacity Services (Cottonwood SWCD)
<b>FY18 Capacity Tracking Document1</b>	Grant	2018 - SWCD Local Capacity Services (Cottonwood SWCD)
<b>FY18 Capacity Tracking Document2</b>	Grant	2018 - SWCD Local Capacity Services (Cottonwood SWCD)
<b>Final Financial</b>	Grant	2018 - SWCD Local Capacity Services (Cottonwood SWCD)
<b>GIS Specialist</b>	Grant	2018 - SWCD Local Capacity Services (Cottonwood SWCD)
<b>Hours Reported - 12-31-2019</b>	Grant	2018 - SWCD Local Capacity Services (Cottonwood SWCD)
<b>Running Totals - 12-31-2019</b>	Grant	2018 - SWCD Local Capacity Services (Cottonwood SWCD)
<b>Work Plan</b>	Workflow Generated	Workflow Generated - Work Plan - 08/31/2017
<b>Work Plan</b>	Workflow Generated	Workflow Generated - Work Plan - 04/06/2020
<b>Work Plan</b>	Workflow Generated	Workflow Generated - Work Plan - 11/08/2018
<b>Work Plan</b>	Workflow Generated	Workflow Generated - Work Plan - 12/05/2017
<b>Work Plan</b>	Workflow Generated	Workflow Generated - Work Plan - 07/19/2018
<b>Work Plan</b>	Workflow Generated	Workflow Generated - Work Plan - 05/21/2018
<b>Work Plan</b>	Workflow Generated	Workflow Generated - Work Plan - 11/29/2018
<b>Work Plan</b>	Workflow Generated	Workflow Generated - Work Plan - 12/06/2019
<b>Work Plan Revision Request</b>	Journal	Journal Dated - 04/06/2020