Grant Progress Report

SSTS-NRBG 2025

Grant Title: 2025 - Septic Treatment Systems - NRBG (Cottonwood County)

Grant ID: P25-0676

Grantee: Cottonwood County

Fiscal Agent:

Grant Day-to-Day Contact: Kay Gross

Grant Award ($): $21,200.00

Required Match (%): 0

Required Match ($): $0.00

Grant Execution Date: 10/01/2024

Grant End Date: 12/31/2027

	Total Budgeted	**Total Spent**	Balance Remaining*
Grant Funds	$21,200.00	**$21,200.00**	$0.00
Match Funds	$0.00	**$8,815.33**	($8,815.33)
Other Funds	$0.00	**$0.00**	$0.00
Total	$21,200.00	**$30,015.33**	($8,815.33)

***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	*Category*	*Source Type*	*Source Description*	*Budgeted*	*Spent*	*Balance Remaining*	*Match Fund?*
Regulation/Enforcement	Regulations/Ordinances/Enforcement	Local Fund	County Match	$0.00	$8,815.33	($8,815.33)	Y
Administration/Coordination	Administration/Coordination	Current State Grant	Administration/Coordination	$1,500.00	$1,277.40	$222.60	N
Education/Information	Education/Information	Current State Grant	Education/Information	$2,000.00	$975.00	$1,025.00	N
Regulation/Enforcement	Regulations/Ordinances/Enforcement	Current State Grant	Regulations/Enforcement	$17,200.00	$18,947.60	($1,747.60)	N
Equipment/Supplies	Supplies/Equipment	Current State Grant	Equipment/Supplies	$500.00		$500.00	N

Grant Activities

Activity Name: Administration/Coordination

Activity Category: Administration/Coordination | **Staff time?:** No

Description: Provide the proper administration, technical support, and enforcement of the Cottonwood County SSTS Program and submit the required reporting for grant reconciliation. The District Administrator and Administrative Assistant will assist with Elink reporting, financial oversight and directing customer inquiries. ADMINISTRATION AND COORDINATION: $1,500.00 Salaries: $1,500.00 *Using billable rates*

Budget Details

Source Type	Source Description	Budgeted	Spent	Balance Remaining	Last Transaction Date	Match Fund?
Current State Grant	Administration/Coordination	$1,500.00	$1,277.40	$222.60	12/31/2025	N

Actual Results

Results	*Date Added*
JANUARY - DECEMBER 2024: No activity associated with this grant item.	1/15/2025 2:33:27 PM
JANUARY - DECEMBER 2025: Staff time to administer the grant, report progress, and track staff time and expenditures towards the SSTS program. Total: $1,277.40	1/13/2026 3:15:24 PM

Activity Name: Education/Information

Activity Category: Education/Information | **Staff time?:** No

Description: Assist and educate County homeowners with the installation and maintenance of new and existing systems throughout the County. Obtain and maintain SSTS Inspector Certification through training and continuing education classes provided by U of M for SWCD and County staff.

Budget Details

Source Type	Source Description	Budgeted	Spent	Balance Remaining	Last Transaction Date	Match Fund?
Current State Grant	Education/Information	$2,000.00	$975.00	$1,025.00	12/31/2025	N

Actual Results

Results	*Date Added*
JANUARY - DECEMBER 2024:	1/15/2025 2:33:37 PM
No activity associated with this grant item.	
JANUARY - DECEMBER 2025:	1/21/2026 3:25:10 PM
Staff completed continuing education requirements to maintain SSTS Inspector certification:	
Course fees: $735.00	
Staff maintain a membership with MOWA, MN Onsite Wastewater Association, for professional development.	
Membership fee: $240.00	

Activity Name: Equipment/Supplies

Activity Category: Supplies/Equipment **Staff time?:** No

Description: General operating supplies to run the SSTS Program and specialized equipment to complete site evaluations and inspections.

Budget Details

Source Type	Source Description	Budgeted	Spent	Balance Remaining	Last Transaction Date	Match Fund?
Current State Grant	Equipment/Supplies	$500.00		$500.00		N

Actual Results

Results	*Date Added*
JANUARY - DECEMBER 2024:	1/15/2025 2:33:46 PM
No activity associated with this grant item.	
JANUARY - DECEMBER 2025:	1/21/2026 3:27:29 PM
No supplies were purchased for the SSTS program this year.	

Activity Name: Regulation/Enforcement

Activity Category: Regulations/Ordinances/Enforcement | **Staff time?:** No

Description: Provide the proper technical support and enforcement of the Cottonwood County SSTS Program. Assist County landowners with the installation and maintenance of new and existing systems throughout Cottonwood County. The Farm Bill Assistant/Program Technician will administer the technical and enforcement regulation of the program with assistance from other SWCD/County staff with appropriate certification. TECHNICAL ASSISTANCE AND ORDINANCE ENFORCEMENT: $17,200.00 Salaries: $17,200.00 *Using billable rates*

Budget Details

Source Type	Source Description	Budgeted	Spent	Balance Remaining	Last Transaction Date	Match Fund?
Current State Grant	Regulations/Enforcement	$17,200.00	$18,947.60	($1,747.60)	08/31/2025	N
Local Fund	County Match	$0.00	$8,815.33	($8,815.33)	12/31/2025	Y

Actual Results

Results	*Date Added*
JANUARY - DECEMBER 2024: No activity associated with this grant item.	1/15/2025 2:33:56 PM
JANUARY - DECEMBER 2025: Staff assisted homeowners with SSTS rules and ordinance requirements in Cottonwood county. This included site evaluations, design review, permitting, and final inspections. In addition, staff track property transfers and send out letters to parcel owners that had a property transfer without completing the necessary disclosure paperwork. This requires generating letters, tracking letters sent, forwarding non-complying parcels to the county attorney, and answering homeowner questions. Staff also assist homeowners with the low interest loan process, information is sent multiple times in letters and at site evaluations if the homeowner is present. In 2025, 36 septic systems were installed and 2 new operating permits were issued. 35 residential septic systems were installed (7 new systems and 28 replacement systems) that ranged from trenches, pressure beds, at-grades, and mound systems. 1 other establishment was installed as a shop holding tank. 2 operating permits were issued to seasonal dwellings with permanent privies installed on location. 11 septic systems were abandoned and are no longer in operation. 21 existing compliance inspections were completed by private companies in the	1/13/2026 2:52:46 PM

Results	***Date Added***
county. Staff time: $27,762.93 Overage of grant funds is provided by Cottonwood County for reimbursement of staff time and resources and is considered as match.	