



Grant All-Detail Report One Watershed One Plan 2018

Grant Title - 2018 - One Watershed One Plan (Watowan County)

Grant ID - P18-1220

Organization - Watowan County

Original Awarded Amount	\$247,575.00	Grant Execution Date	7/12/2018
Required Match Amount	\$0.00	Original Grant End Date	12/31/2019
Required Match %	0%	Grant Day To Day Contact	David Haler
Current Awarded Amount	\$247,575.00	Current End Date	12/31/2020

Budget Summary

	Budgeted	Spent	Balance Remaining*
Total Grant Amount	\$247,575.00	\$221,814.17	\$25,760.83
Total Match Amount	\$0.00	\$0.00	\$0.00
Total Other Funds	\$0.00	\$0.00	\$0.00
Total	\$247,575.00	\$221,814.17	\$25,760.83

**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
Administration	Administration /Coordination	Current State Grant	2018 - One Watershed One Plan (Watowan County)	\$35,066.00	\$27,423.67	12/2/2020	N
Contingency	Administration /Coordination	Current State Grant	2018 - One Watershed One Plan (Watowan County)	\$22,509.00	\$6,145.00	12/2/2020	N
Outreach and Facilitation	Planning and Assessment	Current State Grant	2018 - One Watershed One Plan (Watowan County)	\$20,000.00	\$2,934.75	5/14/2020	N

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
Plan Development	Planning and Assessment	Current State Grant	2018 - One Watershed One Plan (Watonwan County)	\$135,000.00	\$134,898.00	2/13/2020	N
Plan Writing and Review	Planning and Assessment	Current State Grant	2018 - One Watershed One Plan (Watonwan County)	\$35,000.00	\$50,412.75	12/2/2020	N

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

Description

Grant reporting in eLink and related formats.

Task No. 7.1: Annual Grant Reporting (during grant)

Task No. 7.2: Final Grant Reporting

Meeting expenses for committee meetings and all public information meetings.

Task No. 1.1: Determine the process to select and hire a consultant to develop the plan. Process request for qualifications (RFQ) and/or request for proposal (RFP) for plan development consultant(s)

Task No. 2.1: Establish and maintain committees, subcommittees, teams, and workgroups

Task No. 2.2: Notify plan review authorities and other stakeholders

Task No. 2.4: Hold “public information meeting” or “kickoff meeting”

Task No. 3.5: Draft Plan - Determine organizational arrangements for plan implementation (Plan Content Req. II.5.A.vii.)

Task No. 4.1: Formal review

Task No. 4.2: Public hearing

Task No. 4.3: Write Final Plan

Task No. 5.1: Plan Approval by BWSR

Task No. 6.1: Local adoption

Start Date

13-Jul-18

End Date

31-Dec-20

Has Rates and Hours?

Yes

Actual Results

Administrative costs were incurred relating to financial tracking, public meeting planning and materials, meeting supplies, speakers, postage, and associated eligible staff time. Expenses also included preparation of a GBERBA Joint Powers Agreement update for implementation phase.

January 2019/September 2019

Expenses included:

\$50.00- Postage for township notification letter

\$1152.65- Kickoff mtng. catering

\$52.35- Kickoff food

\$26.20- Kickoff supplies

\$161.25- Kickoff beverages

\$100.00- Kickoff hall rental

\$85.70- BE County Kickoff flyers, legal notice

\$94.58- Cottonwood Cty Kickoff legal notice

\$235.00- Cot. Cty- Kickoff notice postage

\$350.00- Kickoff speaker fee and mileage

\$887.80- STJ Publishing- Kickoff ads and legal

\$117.00- Advisory Committee food

\$49.18- Advisory Committee supplies

\$34.50- Martin Cty Kickoff legal

\$126.90- Brown Cty Kickoff legal

\$15.84- Brown Cty Kickoff copies

\$218.00 Jackson Cty Kickoff legal notice

\$39.10-Policy Committee materials

\$41.10- Advisory Committee donuts

\$29.70- Advisory Committee donuts

\$23.96- Supplies for Committee Mtng

TOTAL EXP: \$3890.81

October-November 2019:

\$7.99- Advisory Committee food

\$32.27- Adv. Committee food

\$39.95- Committee Mtng Donuts

\$29.70- Committee Mtng Donuts

\$15.98- Adv. Committee refreshments

\$4.78- Adv. Committee refreshments

\$28.15- Adv. Committee donuts

\$2989.31- Cottonwood Hrs (49.5 Hrs @60.39)

\$2255.33- Watonwan Hrs (47 Hrs @47.99)

\$1519.38- Watonwan Hrs (27.5 Hrs @55.25)

TOTAL EXP: \$6922.84

December 2019-Jan 2020:

\$178.16- Cottonwood County- Policy, Advisory refreshments, donuts

\$154.86- Satish Gupta- Mileage reimbursement for Advisory presentation

Total: \$333.02

Feb-Dec 2020:

Administrative expenses including staff administrative hours, meeting, copying, and publication expenses.

Please see attached financial spreadsheet for detailed breakdown.

Total Feb-Dec 2020 Expenses: \$16,277.00

Grant Activity - Contingency

Description	10% of the final budget amount.		
Category	ADMINISTRATION/COORDINATION		
Start Date	13-Jul-18	End Date	31-Dec-20
Has Rates and Hours?	No		
Actual Results	<p>No contingency funds spent as of 12-31-2018.</p> <p>January-December 2019: No funds expended.</p> <p>2020 Expenses: Expenses included preparation of a GBERBA Joint Powers Agreement update for implementation phase. Additional expenses were incurred by purchasing additional services from the consultant to assist in presentation preparation for BWSR regional and full board meetings.</p> <p>\$468.00- Attorney JPA Revision Services \$3492.00- Attorney JPA Revision Services \$2185.00- Partial HEI Invoice#51339</p> <p>Total 2020 Exp: \$6145.00</p>		

Grant Activity - Outreach and Facilitation

<p>Description</p>	<p>Meeting and/ or discussion facilitation when needed or as asked or as agreed upon in the contract. Task No. 3.2.5: Facilitate Policy Committee agreement on the watershed issues and priorities that will be addressed within the plan timeframe. Task No. 3.1: Draft Plan - Continue to aggregate watershed information. Task No. 3.6: Draft Plan- Write Plan Final review draft.</p>		
<p>Category</p>	<p>PLANNING AND ASSESSMENT</p>		
<p>Start Date</p>	<p>13-Jul-18</p>	<p>End Date</p>	<p>31-Dec-20</p>
<p>Has Rates and Hours?</p>	<p>No</p>		
<p>Actual Results</p>	<p>Although the consultant performed limited facilitation duties in 2018, no consultant invoices were approved for payment as of 12-31-2018.</p> <p>January-September 2019: No services billed</p> <p>2020 Expenses: Consultant supplied meeting facilitation services for science-based Advisory Committee meeting. \$2934.75- HEI Partial Invoice #48095</p>		

Description

Aggregate Watershed Information

Planning Assessment- attend public kick off meeting and information gathering.

Task No. 2.3: Aggregate watershed information and review for commonalities, conflicts, and gaps

Task No. 2.4: Hold “public information meeting” or “kickoff meeting”

Task No. 3.1: Draft Plan - Continue to aggregate watershed information

Analyze and Prioritize Issues

Task No. 3.2: Draft Plan- Analyze and Prioritize Issues (Plan Content Req. II.2)

Establish Measurable Goals

Task No. 3.3: Draft Plan- Establish Measurable Goals (Plan Content Req. II.3)

Implementation Schedule and Program

Task No. 3.4: Draft Plan - Develop a targeted and measurable implementation schedule and programs (Plan Content Req. II.4 and 5)

Start Date

13-Jul-18

End Date

31-Dec-20

Has Rates and Hours?

No

Actual Results

The consultant was hired in December and aggregation of watershed information had begun.

Although work was preformed, Watonwan staff time was funded from other local sources in 2018. As of 12-31-2018 no invoices from partners for this category were paid.

January-September 2019:

Consultant- Houston Engineering Inc. (HEI), was paid for activities related to description above. these activities included participation in the public kickoff meeting, aggregating and analyzing relevant watershed information, analyzing and prioritizing issues, establishing measurable goals, developing an implementation schedule, and initial work on drafting of the plan. Additional PTMApp services were billed per the contract to aid in analyzing and targeting priority areas. See attached HEI consultant invoices and spreadsheet. the spreadsheet shows the actual tracking breakdown of invoice amounts.

January-September 2019 Expenses:

\$6577.75- HEI Invoice #0041693

\$16872.88- HEI Invoice #0042120

\$19485.79- HEI Invoice #0042921

\$16136.63- HEI Invoice #0042936

\$10417.50- HEI Invoice #0043680

\$6621.50- HEI Partial Invoice #0043991

\$12375.50- HEI Invoice #0044319

TOTAL HEI INVOICES: \$88,487.55

October-November 2019:

\$7342.00- HEI Invoice #0044855

\$10322.00- HEI Partial Invoice #0045408

TOTAL: \$17,664.00

Dec 2019-Jan 2020:

\$17478.20- HEI Partial Invoice #45930

Feb-Dec 2020:

\$11268.25- HEI Partial Invoice #46722

Grant Activity - Plan Writing and Review

Description	Task No. 3.6: Draft Plan- Write Plan Final review draft Task No. 4.1: Formal review Task No. 4.3: Write Final Plan		
Category	PLANNING AND ASSESSMENT		
Start Date	13-Jul-18	End Date	31-Dec-20
Has Rates and Hours?	No		
Actual Results	<p>January-September 2019: Consultant performed plan writing and review activities related to draft plan. \$1072.00- HEI Partial Invoice #43991</p> <p>October-November 2019: \$492.00- HEI Partial Invoice #45408</p> <p>Dec 2019-Jan 2020: \$3824.00- HEI Partial Invoice #45930</p> <p>Feb-Dec 2020: Consultant plan writing and review activities: \$10585.25- HEI Partial Invoice # 46722 \$20624.00- HEI Partial Invoice #48095 \$9730.50- HEI Invoice #49816 \$4085.00- HEI Partial Invoice #51339</p> <p>Total Feb-Dec2020 Exp: \$45,024.75</p>		

Grant Attachments

Document Name	Document Type	Description
1W1P Grant Reconciliation Financial Report	Grant	2018 - One Watershed One Plan (Watowan County)
2018 One Watershed One Plan	Grant Agreement	2017 1W1P CWF - Watowan County
2018 One Watershed One Plan Amendment EXECUTED	Grant Agreement Amendment	
2018 One Watershed One Plan executed	Grant Agreement	2017 1W1P CWF - Watowan County
2019 Time Tracking	Grant	2018 - One Watershed One Plan (Watowan County)
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 03/16/2020
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 04/05/2019
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 03/13/2019
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/25/2019
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/26/2021
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 04/10/2019
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 03/16/2020
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 12/27/2019
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 10/14/2019
Corrected HEI Invoice 0044855	Grant	2018 - One Watershed One Plan (Watowan County)
Cottonwood Jan-Aug 2019 Invoice	Grant	2018 - One Watershed One Plan (Watowan County)
D Haler 2020 Timesheets	Grant	2018 - One Watershed One Plan (Watowan County)
D Haler Jan-Aug 2019 1W1P Timesheet	Grant	2018 - One Watershed One Plan (Watowan County)
Expenditure Spreadsheet 12-17-19	Grant	2018 - One Watershed One Plan (Watowan County)
FY18 1W1P Account Activity Report	Grant	2018 - One Watershed One Plan (Watowan County)
FY18 1W1P Final Expense List Spreadsheet	Grant	2018 - One Watershed One Plan (Watowan County)
FY18 1W1P Final Financial Report	Grant	2018 - One Watershed One Plan (Watowan County)
H Salminen 2020 Timesheet	Grant	2018 - One Watershed One Plan (Watowan County)
H Salminen Jan-Aug 2019 Timesheet	Grant	2018 - One Watershed One Plan (Watowan County)
HEI Budget Tracking Spreadsheet 0045930	Grant	2018 - One Watershed One Plan (Watowan County)
HEI Budget Tracking Spreadsheet 12-18-19	Grant	2018 - One Watershed One Plan (Watowan County)
HEI Invoice 0041693	Grant	2018 - One Watershed One Plan (Watowan County)
HEI Invoice 0042120	Grant	2018 - One Watershed One Plan (Watowan County)
HEI Invoice 0042921	Grant	2018 - One Watershed One Plan (Watowan County)

Document Name	Document Type	Description
HEI Invoice 0042936	Grant	2018 - One Watershed One Plan (Watonwan County)
HEI Invoice 0043680	Grant	2018 - One Watershed One Plan (Watonwan County)
HEI Invoice 0043991	Grant	2018 - One Watershed One Plan (Watonwan County)
HEI Invoice 0044319	Grant	2018 - One Watershed One Plan (Watonwan County)
HEI Invoice 0044855	Grant	2018 - One Watershed One Plan (Watonwan County)
HEI Invoice 0045408	Grant	2018 - One Watershed One Plan (Watonwan County)
HEI Invoice 0045930	Grant	2018 - One Watershed One Plan (Watonwan County)
HEI Invoice 0045930	Grant	2018 - One Watershed One Plan (Watonwan County)
HEI Invoice 46722	Grant	2018 - One Watershed One Plan (Watonwan County)
HEI Invoice 48095	Grant	2018 - One Watershed One Plan (Watonwan County)
HEI Invoice 49816	Grant	2018 - One Watershed One Plan (Watonwan County)
HEI Invoice 51339	Grant	2018 - One Watershed One Plan (Watonwan County)
HEI Invoice Tracking Spreadsheet	Grant	2018 - One Watershed One Plan (Watonwan County)
HEI Invoice Tracking Spreadsheet	Grant	2018 - One Watershed One Plan (Watonwan County)
J Votruba Apr 2020 Timesheet	Grant	2018 - One Watershed One Plan (Watonwan County)
J Votruba May 2020 Timesheet	Grant	2018 - One Watershed One Plan (Watonwan County)
K Gross April 2020 Timesheet	Grant	2018 - One Watershed One Plan (Watonwan County)
K Gross Jan-April 2019 Timesheet	Grant	2018 - One Watershed One Plan (Watonwan County)
K Gross Jan-Mar 2020 Timesheet	Grant	2018 - One Watershed One Plan (Watonwan County)
K Gross May 2020 Timesheet	Grant	2018 - One Watershed One Plan (Watonwan County)
K Gross May-August 2019 Timesheet	Grant	2018 - One Watershed One Plan (Watonwan County)
K Gross Sept-Dec 2019 Timesheet	Grant	2018 - One Watershed One Plan (Watonwan County)
P18-1220 Reconciliation A Checklist	Journal	Journal Dated - 03/11/2020
P18-1220 Reconciliation B Checklist	Journal	Journal Dated - 02/10/2021
Unexecuted Grant Agreement Amendment (GAA)	Grant Agreement Amendment	
Watowan 1W1P Acct Activity Jan-Nov 2019	Grant	2018 - One Watershed One Plan (Watonwan County)
Watowan Acct Activity Jan-Sept 2019	Grant	2018 - One Watershed One Plan (Watonwan County)
Watowan Acct. Act. Dec 2019-Jan 2020	Grant	2018 - One Watershed One Plan (Watonwan County)
Watowan Billable Rates Jan-June 2020	Grant	2018 - One Watershed One Plan (Watonwan County)
Watowan Billable Rates Jul-Dec 2020	Grant	2018 - One Watershed One Plan (Watonwan County)
Watowan Financial Spreadsheet	Grant	2018 - One Watershed One Plan (Watonwan County)

Document Name	Document Type	Description
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 06/08/2018
WorkPlan/Timeline/Budget	Grant	2018 - One Watershed One Plan (Watsonwan County)