Grant All-Detail Report
Drainage Records Grant 2018

Grant Title - Lac qui Parle Drainage Records Modernization
Grant ID - C18-2618
Organization - Lac qui Parle-Yellow Bank WD

Original Awarded Amount	**$42,000.00**	**Grant Execution Date**	**3/23/2018**
Required Match Amount	$42,000.00	**Original Grant End Date**	4/30/2020
Required Match %	100%	**Grant Day To Day Contact**	Mitchell Enderson
Current Awarded Amount	$42,000.00	**Current End Date**	4/30/2020

Budget Summary

	Budgeted	Spent	Balance Remaining*
Total Grant Amount	$42,000.00	$28,228.68	$13,771.32
Total Match Amount	$51,333.00	$37,069.28	$14,263.72
Total Other Funds	$0.00	$0.00	$0.00
Total	**$93,333.00**	**$65,297.96**	**$28,035.04**

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
Task 1: Grant Administration and Coordination	Administration /Coordination	Local Fund	In Kind	$6,112.60	$4,175.74	12/31/2019	Y
Task 2: Scanning and Organizing Records	Inventory/Mapping	Current State Grant	Lac qui Parle Drainage Records Modernization	$30,335.72	$25,187.88	12/31/2019	N
Task 2: Scanning and Organizing Records	Inventory/Mapping	Local Fund	In Kind	$4,496.90			Y

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
Task 3: Modernizing Ditch Centerlines in GIS	Inventory/Mapping	Current State Grant	Lac qui Parle Drainage Records Modernization	$11,664.28	$3,040.80	9/30/2019	N
Task 3: Modernizing Ditch Centerlines in GIS	Inventory/Mapping	Local Fund	In Kind	$19,723.50	$17,893.54	12/31/2019	Y
Task 4: Migrate Data to DRM Template and Share	Inventory/Mapping	Local Fund	In Kind	$2,000.00			Y
Task 5: Purchase and Populate Information into DrainageDB	Inventory/Mapping	Local Fund	In Kind	$19,000.00	$15,000.00	6/20/2018	Y

Activity Details Summary

Activity Details	Total Action Count	Total Activity Mapped	Proposed Size / Unit	Actual Size / Unit

Proposed Activity Indicators

Activity Name	Indicator Name	Value & Units	Waterbody	Calculation Tool	Comments

Final Indicators Summary

Indicator Name	Total Value	Unit

Grant Activity

Grant Activity - Task 1: Grant Administration and Coordination

Description	LqP-YB WD will administer the grant and coordinate with a technical consultant for a portion of the work.
	Budgeted In Kind Grant Administration & Reporting: Trudy - 50 hours @ 57.72/hr = $2,886.00 Mitch - 100 hours @ 47.47/hr = $4,747.00
	Total In kind task 1 budget = $7,633.00

Category	ADMINISTRATION/COORDINATION

Start Date	23-Mar-18	End Date	

Has Rates and Hours?   No

Actual Results	4/1/18-6/30/18: General Grant Administration: Organize & develop file/records, Coordination with Houston Engineering, Review hours and submit expenses to county, update budget, activity planning. Mitch: 10.75 hours @ $47.47 = $510.30 Trudy: 2.25 hours @ $57.72 = $129.87 7/1/18-9/30/18: General Grant Administration: Mitch: 4.25 hours @ $47.47 = $201.75 Trudy: 1.5 hours @ $57.72 = $86.58 10/1/18-12/31/18: General Grant Administration: Mitch: 19.5 hours @ $47.47 = $925.67 Trudy: 2 hours @57.72 = $115.44 Total Match Task 1 2018 = $1,969.61 2019: January - March: General Grant Administration: Mitch - 7 hours @ $50.68/hr = $354.76 Trudy - 2 hours @ $67.78/hr = $135.56 Total January - March = $490.32 April - June: General Grant Administration: Mitch - 13.75 hours @ $50.68/hr = $696.85 Trudy - .5 hours @ $67.78/hr = $33.89 Total April - June = $730.74 July - September: General Grant Administration: Mitch - 6 hours @ $50.68/hr = $304.08

Trudy - 3 hours @ $67.78/hr = $203.34

Total July - September = $507.42

October - December:

General Grant Administration:

Mitch - 6.75 hours @ $50.68/hr = $342.09

Trudy - 2 hours @ $67.78/hr = $135.56

Total October - December = $477.65

Total Match Task 1 2019 = $2,206.13

| Description | LqP-YB WD will review the existing scanned documents, scan the remainder, and organize the records by naming them per the DRM guidelines. HEI will be consulted for scanning processes and naming protocols.

Budgeted State Grant Scanning & Organizing Records:
Trudy - 170 hours @ 57.72/hr = $9,812.40
Mitch - 189 hours @ 47.47/hr = $8,971.83
Jared - 189 hours @ 41.20/hr = $7,786.80
Consulting/Training from HEI on protocols and processes: $6,095.97
Total State Grant Task 2 Budget = $32,667.00

Budgeted In Kind Scanning & Organizing Records:
Trudy - 45 hours @ 57.72/hr = $2,597.40
Mitch - 50 hours @ 47.47/hr = $2,373.50
Jared - 50 hours @ 41.20/hr = $2,060.00
Total In Kind Task 2 Budget: $7,030.90 |
|---|---|

Category	INVENTORY/MAPPING

Start Date	23-Mar-18	End Date	

Has Rates and Hours? Yes

Actual Results	4/1/18 - 6/30/18: Training with Houston Engineering on scanning records, what to scan, naming and organizing conventions, and uploading/utilizing with Drainage DB. Trudy: 5 hours @ $57.72 = $288.60 Mitch: 5 hours @ $47.47 = $237.35 Jared: 5 hours @ $41.20 = $206.00 HEI Consulting: $3,864.10 Scanning & Organizing Records: Trudy: 12.5 hours @ $57.72 = $721.50 Mitch: 12.25 hours @ $47.47 = $581.50 Jared: 89.25 hours @ $41.20 = $3,677.10 Total expense (Grant) 4/1/18 - 6/30/18 = $9,576.15 7/1/18-9/30/18: Scanning & Organizing: Mitch: 2.5 hours @ $47.47 = $118.68 Jared: 71 hours @ $41.20 = $2,925.20 Total Expense (Grant) 7/1/18 - 9/30/18 = $3,043.88 10/1/18-12/31/18 Scanning & Organizing Records: Jared: 68.5 hours @ $41.20 = $2,822.20 Trudy: 3 hours @ $57.72 = $173.16 HEI Consulting : $244.25 Total Expense (Grant) 10/1/18-12/31/18= $3,239.61 Total Expenses (Grant) 2018 = $15,859.64 2019: 1/1/2019 - 3/31/2019: Scanning & Organizing Records, uploading to Drainage DB, and uploading files to HEI: Mitch: 1 hour @ $50.68/hr = $50.68

Jared: 120.75 hours @ $43.82/hr = $5,291.27
Total January - March (Grant) = $5,341.95

4/1/2019 - 6/30/2019:
Scanning & Organizing Records, scanning ditch maps, uploading to Drainage DB, and uploading files to HEI:
Mitch - 3 hours @ $50.68/hr = $152.04
Jared - 10 hours @ $43.82/hr = $438.20
Total April - June (Grant) = $590.24

7/1/2019 - 9/30/2019:
Scanning & Organizing Records, scanning ditch maps, uploading to Drainage DB, and uploading files to HEI:
Jared - 16 hours @ $43.82/hr = $701.12
Total July - September (Grant) = $701.12

10/1/2019 - 12/31/2019:
Scanning & Organizing Records, scanning ditch maps, uploading to Drainage DB, and uploading files to HEI:
Jared - 61.5 hours @ $43.82/hr = $2,694.93
Total October - December (Grant) = $2,694.93

Total Task 2 (Grant) 2019: $9,328.24

Description	LqPYBWD will review the existing ditch centerlines and make adjustments in addition to attributing them with name, bottom width, and side slope information. HEI will develop a drainage area layer by system.
	Budgeted State Grant Modernizing Ditch Centerlines:
	HEI Consulting Training on process and attributing and completion of first ditch: $1,333.00
	HEI - Develop Drainage Area by system GIS layer: $8,000.00
	Total State Grant Task 3 Budget: $9,333.00
	Budgeted In Kind Modernizing Ditch Centerlines:
	Mitch - Initial training and subsequent review/creation: 282 hours @ $47.47/hr = $13,386.54
	HEI - Develop Drainage Area Layer by System & Training for making future updates: $1,989.78
	Trudy - Training for making future updates: 2 hours @ $57.72/hr = $115.44
	Mitch - Training for making future updates: 2 hours @ $47.47/hr = $94.94
	Jared - Training for making future updates: 2 hours @ $41.20/hr = $82.40
	Total In Kind Task 3 Budget: $15,669.10

Category	INVENTORY/MAPPING

Start Date		End Date	

Has Rates and Hours? No

Actual Results	4/1/18 - 6/30/18:
	Review & edit/create ditch centerlines and fill in attributes. Mitch (In Kind): 80.75 hours @ $47.47 = $3,833.20
	7/1/18 - 9/30/18:
	Review & edit/create ditch centerlines and fill in attributes. Mitch (In Kind): 77 hours @ $47.47 = $3,655.19
	10/1/18 - 12/31/18:
	Review & edit/create ditch centerlines and fill in attributes. Mitch (In Kind): 68.25 hours @ $47.47 = $3,239.83
	Total 2018 Expense (In Kind): $10,728.22
	2019: January - March Editing Ditch Centerlines and Attributes: Mitch (In kind)- 48.50 hours @ $50.68/hr = $2457.98
	April - June: Editing Ditch Centerlines and Attributes: Mitch (In kind) - 25.75 hours @ $50.68/hr = $1,305.01
	July - Sept: Editing Ditch Centerlines and Attributes: Mitch (Grant) - 60 hours @$50.68/hr = $3,040.80
	October - December: Editing Ditch Centerlines and Attributes: Mitch (In Kind) - 37.25 hours @ $50.68/hr = $1887.83 HEI Expense (In Kind) - Preparing layer developed for ditch watershed delineations: $1,514.50
	Total 2019 Task 3 (In Kind): $7,165.32 Total 2019 Task 3 (Grant): $3,040.80

Grant Activity - Task 4: Migrate Data to DRM Template and Share

Description	LqPC will contract with HEI to migrate the GIS data into the DRM template. LqPC & LqP-YBWD also agree to and will utilize HEI's assistance to publish hydrographic data for 103E drainage systems to the Minnesota Geospatial Commons within 1 year and update annually thereafter by February 1. Budgeted In Kind Migrate Data to DRM Template and Share: HEI - Assist with Migrating Data to DRM Template and Sharing with MN Geospatial Commons: $2,000.00 Total In Kind Budget Task 4: $2,000.00
Category	INVENTORY/MAPPING
Start Date	23-Mar-18 **End Date**
Has Rates and Hours?	No
Actual Results	3/23/18 - 12/31/18 No activity or expenses to date.

Grant Activity - Task 5: Purchase and Populate Information into DrainageDB	
Description	LqPC will purchase DrainageDB and populate the database with the GIS layers, ditch records, and current repairs/inspections. Budgeted In Kind Purchase and Populate DrainageDB: Year 1: $15,000.00 Year 2: $4,000.00 Total In Kind Budget Task 5: $19,000.00
Category	INVENTORY/MAPPING
Start Date	23-Mar-18 **End Date**
Has Rates and Hours?	No
Actual Results	4/1/18 - 6/30/18: Purchase of Drainage DB software year 1: $15,000.00 7/1/18 - 12/31/18: No Expenses Total 2018 Expenses (In Kind): $15,000.00

Grant Attachments

Document Name	Document Type	Description
2018 Drainage Records Modernization	Grant Agreement	2018 Drainage Records Modernization - Lac qui Parle-Yellow Bank WD
2018 Drainage Records Modernization executed	Grant Agreement	2018 Drainage Records Modernization - Lac qui Parle-Yellow Bank WD
50% Financial Report	Grant	Lac qui Parle Drainage Records Modernization
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 04/04/2019
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 02/04/2019
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/10/2019
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 04/11/2019
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 04/11/2019

Document Name	Document Type	Description
Application	Workflow Generated	Workflow Generated - Application - 10/02/2017
Billing Rates	Grant	Lac qui Parle Drainage Records Modernization
Budget	Grant	Lac qui Parle Drainage Records Modernization
RFP	Grant	Lac qui Parle Drainage Records Modernization
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 03/07/2018
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 12/20/2017
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 01/16/2020
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 03/06/2018
grantmap_20201_2017-10-02_10-49-13-AM.jpg	Grant	Lac qui Parle Drainage Records Modernization