



Grant All-Detail Report Accelerated Implementation Grant 2016

Grant Title - Campus Groundwater Conservation Planning Initiative

Grant ID - C16-7881

Organization - Area 4 - Metropolitan SWCDs Technical Service Area

| | | | |
|--------------------------------|---------------------|---------------------------------|------------------|
| Original Awarded Amount | \$200,000.00 | Grant Execution Date | 3/16/2016 |
| Required Match Amount | \$50,000.00 | Original Grant End Date | 12/31/2018 |
| Required Match % | 25% | Grant Day To Day Contact | Troy Kuphal |
| Current Awarded Amount | \$200,000.00 | Current End Date | 12/31/2018 |

Budget Summary

| | Budgeted | Spent | Balance Remaining* |
|--------------------|---------------------|---------------------|--------------------|
| Total Grant Amount | \$200,000.00 | \$127,356.10 | \$72,643.90 |
| Total Match Amount | \$50,000.00 | \$34,963.02 | \$15,036.98 |
| Total Other Funds | \$0.00 | \$0.00 | \$0.00 |
| Total | \$250,000.00 | \$162,319.12 | \$87,680.88 |

*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 | Clean Water Fund | \$7,500.00 | \$6,114.75 | 12/31/2019 | N |
| Administration | Administration /Coordination | Local Fund | Metro Conservation Districts | \$1,875.00 | \$1,528.69 | 12/31/2019 | Y |
| Project Development | Project Development | Current State Grant | Clean Water fund | \$15,000.00 | \$7,375.87 | 12/31/2019 | N |

| Activity Name | Activity Category | Source Type | Source Description | Budgeted | Spent | Last Transaction Date | Matching Fund |
|---|-------------------------|---------------------|------------------------------|--------------|-------------|-----------------------|---------------|
| Project Development | Project Development | Local Fund | Metro Conservation Districts | \$3,750.00 | \$1,843.95 | 12/31/2019 | Y |
| Supplies | Planning and Assessment | Current State Grant | Clean Water Fund | \$520.00 | \$134.99 | 12/31/2018 | N |
| Supplies | Planning and Assessment | Local Fund | Metro Conservation Districts | \$130.00 | \$33.75 | 12/31/2018 | Y |
| Water conservation campus program design and production | Planning and Assessment | Current State Grant | Clean Water Fund | \$44,980.00 | \$47,061.89 | 12/31/2019 | N |
| Water conservation campus program design and production | Planning and Assessment | Local Fund | Metro Conservation Districts | \$11,245.00 | \$11,776.13 | 12/31/2019 | Y |
| Water conservation program implementation | Planning and Assessment | Current State Grant | Clean Water Fund | \$132,000.00 | \$66,668.60 | 12/31/2019 | N |
| Water conservation program implementation | Planning and Assessment | Local Fund | Metro Conservation Districts | \$33,000.00 | \$19,780.50 | 12/31/2019 | 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 - Administration

Description

Introduction:

This project will design and apply a systematic approach to identify and rank groundwater conservation BMPs in terms of cost-effectiveness on large-acreage, public campuses (e.g. public schools, hospitals, and government facilities). These areas are targeted due to their educational benefits, likelihood of stakeholder buy in and implementation, magnitude of potential impact, and opportunity for school district-wide implementation. In concept, it is similar to home energy use audits or the Minnesota Technical Assistance Program (MnTAP) designed to help identify and implement opportunities for conservation and efficiency.

Grant Administration and Reporting:

- Required eLINK reporting (e.g. activity progress updates and budget updates)
- Coordination of expense reports and payments, and project hours tracking

Staff:

Anoka Conservation District is hosting this project for the eleven county Metro Conservation Districts.

Scott Soil and Water Conservation District is the fiscal agent for the project and will see to managing the financials.

ACD will complete eLINK reporting in cooperation with Scott SWCD.

Chris Lord – ACD Dist. Mgr. – BS BS Nat. Res. & Env. Sci. with 25 yrs in project and grant management, workload and budget planning, human resource management, risk management, contract management, BMP design and installation, ecological restoration, resource monitoring and inventory, data analysis; all of which covering myriad natural resources fields

Kathy Berkness – ACD Office Admin. – 30+ yrs managing finances, administering programs, completing progress and final project reports, website development and management, and general office administration

| | | | |
|-----------------------------|--|-----------------|--|
| Category | ADMINISTRATION/COORDINATION | | |
| Start Date | 10-Oct-16 | End Date | |
| Has Rates and Hours? | Yes | | |
| Actual Results | <p>2016 Grant reporting in eLINK, budget management & bookkeeping</p> <p>2017 1st and 2nd Qtr Grant reporting in eLINK, budget management, and bookkeeping.</p> <p>2017 3rd and 4th Qtr Grant reporting in eLINK, budget management, and bookkeeping. Scott SWCD fiscal agent administrative duties.</p> <p>2018 1st and 2nd Qtr Grant reporting in eLINK, budget management, and bookkeeping. Scott SWCD fiscal agent administrative duties.</p> <p>2018 3rd and 4th Qtr Grant reporting in eLINK, budget management, and bookkeeping, reporting.</p> <p>2019 Q1 - Q4 - Grant reporting in eLINK, budget management, and bookkeeping.</p> | | |

Grant Activity - Project Development

Description

Project Development:

- Refining project elements (narratives, deliverables, timelines and measures) – throughout project
- Engaging taskforce, stakeholders and partners – organizing meetings, providing progress reports and seeking input– throughout project
- Coordinate communications between MCD members, BWSR BC, host and fiscal agent staff and boards, and taskforce participants that are not attributable to the planning and assessment activities – throughout project

Staff:

ACD, as host district will see to all aspects of this activity.

Chris Lord – Dist. Mgr. – BS BS Nat. Res. & Env. Sci. with 25 yrs professional experience.

Mitch Haustein – Cons. Spec. – BA Bio., MS Ecology, Evolution and Behavior with 4 yrs in shallow lakes monitoring and analysis; 2 yrs developing and implementing resources monitoring plans and protocols; 3 yrs conducting GIS intensive resource inventories, completing watershed and catchment level analysis and BMP selection and modeling utilizing WinSLAMM, P8, and pollutant reduction calculators; 2 yrs with site analysis and BMP planning and construction management on both public and private properties.

Category

PROJECT DEVELOPMENT

Start Date

1-May-16

End Date

Has Rates and Hours?

Yes

Actual Results

2016 Progress reports and communication with stakeholders, partners and task force. Kick off meeting with level 1 participants on 6/1/16 at ACD Office. This meeting provided a review of the project and facilitated identification of sectors to be represented on the task force.

2017 1st and 2nd Qtr Engaging task force members and SWCD partners. Organizing task force meetings and providing progress reports.

2017 3rd and 4th Qtr Engaging task force members and SWCD partners. Organizing task force meetings and providing progress reports.

2018:Engaging SWCD partners and providing progress reports.

2019 Q1 - Q4 - Engaging partners, providing progress reports, and refining elements throughout the project.

| Grant Activity - Supplies | |
|---------------------------|---|
| Description | Equipment and Supplies: These funds are intended to cover the cost of incidental expenses such as mileage, supplies, facilities rental, and printing. This will largely be for engaging the taskforce and providing the training and training materials. |
| Category | PLANNING AND ASSESSMENT |
| Start Date | 5-Dec-16 End Date |
| Has Rates and Hours? | No |
| Actual Results | 2017 1st and 2nd Qtr Meeting supplies - large format post-it notes for interactive task force meeting facilitation. 2018 1st and 2nd Qtr On-site data collection supplies - flow bags and stop watches. 2018 3rd and 4th Qtr - Water pressure gauge 2019 Q1 - Q4 - No activity. |

Description

Program Design and Production:

During the first year of this project a taskforce will be assembled to aid in the compilation of the methodology, protocols and training modules to be used in the planning and design phase, which will occur in the second year.

- Establish multi-disciplinary stakeholder taskforce to assist with planning protocol, instructional and promotional literature, and database and metrics for monitoring and reporting – April 2016
- Refined protocol adapted from MnTAP or other suitable protocol similar to home energy audits provided to all Members, which will ultimately be available for SWCDs statewide – May 2016-October 2016
- Report describing application of protocol – Nov. 2016
- Training for Member staff on the application of the protocol and reporting metrics – Dec. 2016
- School facilities manager training module development – Jan-Feb 2017
- Refine planning and design protocol based on planning experience – Oct. 2017

Staff:

Six of the districts have expressed interest in participating in the compilation of the methodology, protocols and training modules. Workload probably won't warrant participation by that many however. Precisely which districts participate will be determined when the taskforce is established.

Chris Lord – Dist. Mgr. – BS BS Nat. Res. & Env. Sci. with 25 yrs professional experience.

Mitch Haustein – Cons. Spec. – BA Bio., MS Ecology, Evolution and Behavior with 12 yrs professional and academic experience.

At the time of work plan preparation ACD was actively recruiting to fill a position for advanced GIS and water modeling. The New Hire is anticipated to play a significant, yet supervised role in this project.

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|-----------------------------|--|-----------------|--|
| Category | PLANNING AND ASSESSMENT | | |
| Start Date | 2-May-16 | End Date | |
| Has Rates and Hours? | Yes | | |
| Actual Results | <p>2016 Establishment of task force: The task force is comprised of six Level 1 SWCD members (Anoka, Isanti, Ramsey, Scott, Sherburne, and Washington) and seven non-SWCD members from a variety of sectors (City of Woodbury water supply, MNDNR, Washington County groundwater management, Scott County facilities manager, MnTAP, Metropolitan Council, and Anoka-Hennepin School District site and ground supervisor). Conducted research of existing protocols and BMPs for development of CGCP audit process</p> <p>2017 1st and 2nd Qtr First task force meeting focused on introducing the goals of the CGCP initiative and gathering initial considerations from the members. Developed a detailed outline for the CGCP process. Second task force meeting focused on the main categories of the outline. Review of existing protocols. Detailed review of benefits calculators.</p> <p>2017 3rd and 4th Qtr Meetings with facilities managers and utilities managers for comments on CGCP protocol. Developed forms for data collection. Selection of calculators for estimating current water use and potential reductions. Level 1 SWCD member meeting to review data collection forms, calculators, and protocol steps. Development of protocol document for implementation. Development of campus outreach materials and protocol appendices.</p> <p>2018 1st and 2nd Qtr Pilot study to test and refine protocol. Trainings for SWCD staff that will implement the protocol.</p> <p>2018 Q3/Q4 Continued support provided to Level 2 SWCD staff for protocol implementation. Refinements to protocol.</p> <p>2019 Q1 - Q4 - Support provided to Level 2 staff for protocol implementation and report completion. Refinements to protocol.</p> | | |

Description

Conservation Planning and Design:

Tools used to assess and rank conservation activities will include existing planning protocols, a literature review on benefits of adopting new practices, modeled water quality and quantity benefits, cost benefit analyses of potential practices, and Geographic Information System (GIS) technologies. More specifically, GIS will be used for automated watershed delineation, identification of areas with high infiltration and aquifer recharge potential, and incorporation of hydrogeologic atlas results from counties with completed geologic atlases.

- Campus identification and recruitment to participate – Jan-Feb 2017
- Following training provided through this program, participating MCD members will complete up to 11 campus groundwater conservation plans (ideally one for each county) that identify project opportunities in terms of cost-effectiveness to improve efficiencies in use, increase infiltration of precipitation, and capture and reuse stormwater – March-Sept 2017
- Participating members will work closely with ACD staff throughout the process to ensure protocols (and improvements thereon) are followed for quality control purposes – March-Sept 2017
- Training for school district facilities managers on conservation BMP implementation provided by ACD staff with help from taskforce members – Oct. 2017
- Compile findings into a comprehensive report – Nov - Dec 2017

Staff:

All districts have expressed interest in completing campus groundwater conservation plan designs.

Chris Lord – ACD Dist. Mgr. – BS BS Nat. Res. & Env. Sci. with 25 yrs professional experience.

Mitch Haustein – ACD Cons. Spec. – BA Bio., MS Ecology, Evolution and Behavior with 12 yrs professional and academic experience.

At the time of work plan preparation ACD was actively recruiting to fill a position for advanced GIS and water modeling. The New Hire is anticipated to play a significant, yet supervised role in this project.

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|-----------------------------|--|-----------------|--|
| Category | PLANNING AND ASSESSMENT | | |
| Start Date | 1-Jul-16 | End Date | |
| Has Rates and Hours? | Yes | | |
| Actual Results | <p>2016 No activity.</p> <p>2017 1st and 2nd Qtr Outreach to campuses for participation in CGCP initiative.</p> <p>2017 3rd and 4th Qtr Meetings with interested campuses for pilot study. Gathering and analysis of water bills for pilot study preparation.</p> <p>2018 1st and 2nd Qtr Full implementation of protocol at Matoska International IB World School in White Bear Lake. Meetings with Anoka County campuses for potential participation in CGCP initiative.</p> <p>2018 Q3/Q4 Identification of campuses for implementation of the CGCP protocol by Level 2 members. Throughout the 11-County Metro, 13 additional campuses have been identified for protocol implementation. Initial data collection, kick-off meetings, and on-site data collection at the campuses is to continue into 2019.</p> <p>2019 Q1 - Q4 - Data collection, analysis, and report generation for 17 campuses.</p> | | |

Grant Attachments

| Document Name | Document Type | Description |
|--|---------------------------|---|
| 2016 ACD Invoice | Grant | Campus Groundwater Conservation Planning Initiative |
| 2016 Combined Invoices | Grant | Campus Groundwater Conservation Planning Initiative |
| 2016 Competitive Grant | Grant Agreement | 2016 Competitive Grant - Area 4 - Metropolitan SWCDs Technical Service Area |
| 2016 Competitive Grant AMENDMENT - Area-4-TSA | Grant Agreement Amendment | |
| 2016 Competitive Grant amendment EXECUTED | Grant Agreement Amendment | |
| 2016 Competitive Grant executed | Grant Agreement | 2016 Competitive Grant - Area 4 - Metropolitan SWCDs Technical Service Area |
| 2016 Program Invoices | Grant | Campus Groundwater Conservation Planning Initiative |

| Document Name | Document Type | Description |
|---|--------------------|--|
| 2016_invoice for Campus Grondwater | Grant | Campus Groundwater Conservation Planning Initiative |
| 2017 Scott Invoice | Grant | Campus Groundwater Conservation Planning Initiative |
| 2017 Sherburne Invoice | Grant | Campus Groundwater Conservation Planning Initiative |
| 2018 ACD 1 & 2 Invoice | Grant | Campus Groundwater Conservation Planning Initiative |
| 2018 Dakota 2nd QTR invoice | Grant | Campus Groundwater Conservation Planning Initiative |
| 2018 Q3 Q4 Dakota Invoice | Grant | Campus Groundwater Conservation Planning Initiative |
| 2018 Scott Invoice | Grant | Campus Groundwater Conservation Planning Initiative |
| 2019 Q1 - Q4 Invoices - eLINK Upload | Grant | Campus Groundwater Conservation Planning Initiative |
| ACD 3rd and 4th Qtr 2017 Invoice | Grant | Campus Groundwater Conservation Planning Initiative |
| ACD Supply Expense | Grant | Campus Groundwater Conservation Planning Initiative |
| ACD invoice 1st and 2nd qtr | Grant | Campus Groundwater Conservation Planning Initiative |
| All Details Report | Workflow Generated | Workflow Generated - All Details Report - 02/01/2017 |
| All Details Report | Workflow Generated | Workflow Generated - All Details Report - 02/02/2018 |
| All Details Report | Workflow Generated | Workflow Generated - All Details Report - 02/01/2017 |
| All Details Report | Workflow Generated | Workflow Generated - All Details Report - 04/16/2018 |
| All Details Report | Workflow Generated | Workflow Generated - All Details Report - 06/04/2019 |
| All Details Report | Workflow Generated | Workflow Generated - All Details Report - 05/01/2017 |
| All Details Report | Workflow Generated | Workflow Generated - All Details Report - 01/29/2019 |
| All Details Report | Workflow Generated | Workflow Generated - All Details Report - 08/03/2017 |
| All Details Report | Workflow Generated | Workflow Generated - All Details Report - 08/09/2017 |
| Amendment | Grant | Campus Groundwater Conservation Planning Initiative |
| Application | Workflow Generated | Workflow Generated - Application - 08/28/2015 |
| C16-7881 Grant Agreement Amendment Request | Grant | Campus Groundwater Conservation Planning Initiative |
| CGCP Application Fact Sheet | Grant | Campus Groundwater Conservation Planning Initiative |
| CGCP Initial Data Request Form | Grant | Campus Groundwater Conservation Planning Initiative |
| CGCP Matoska International IB World School Report | Grant | Campus Groundwater Conservation Planning Initiative |
| CGCP On-Site Data Collection Forms | Grant | Campus Groundwater Conservation Planning Initiative |
| CGCP Protocol | Grant | Campus Groundwater Conservation Planning Initiative |
| CGCP Protocol Summary Handout | Grant | Campus Groundwater Conservation Planning Initiative |
| CGCP Summary Handout | Grant | Campus Groundwater Conservation Planning Initiative |
| Email \equesting Information | Journal | Journal Dated - 03/14/2016 |
| Isanti SWCD 2017 Invoice | Grant | Campus Groundwater Conservation Planning Initiative |

| Document Name | Document Type | Description |
|--|--------------------|---|
| MCD Invoice 2016 | Grant | Campus Groundwater Conservation Planning Initiative |
| Project Fact Sheet | Grant | Campus Groundwater Conservation Planning Initiative |
| Q3Q4_ACD Invoice | Grant | Campus Groundwater Conservation Planning Initiative |
| RCD 2017 invoice | Grant | Campus Groundwater Conservation Planning Initiative |
| RCD 2017 invoice | Grant | Campus Groundwater Conservation Planning Initiative |
| RCD 2018 Invoice | Grant | Campus Groundwater Conservation Planning Initiative |
| Sherburne Invoice 2017 | Grant | Campus Groundwater Conservation Planning Initiative |
| Supplies 1st and 2nd Qtr Documentation | Grant | Campus Groundwater Conservation Planning Initiative |
| Supplies 1st and 2nd Qtr Documentation | Grant | Campus Groundwater Conservation Planning Initiative |
| Supplies 1st and 2nd Qtr Documentation | Grant | Campus Groundwater Conservation Planning Initiative |
| Work Plan | Workflow Generated | Workflow Generated - Work Plan - 04/19/2018 |
| Work Plan | Workflow Generated | Workflow Generated - Work Plan - 12/16/2015 |
| Work Plan | Workflow Generated | Workflow Generated - Work Plan - 03/14/2016 |
| Work Plan | Workflow Generated | Workflow Generated - Work Plan - 02/25/2016 |
| grantmap_14757_2015-08-28_10-43-51-AM.jpg | Grant | Campus Groundwater Conservation Planning Initiative |
| pressure guage | Grant | Campus Groundwater Conservation Planning Initiative |