



Grant Progress Report

Conservation Delivery 2024

Grant Title: 2024 - Conservation Delivery (Root River SWCD)

Grant ID: P24-0198

Grantee: Root River SWCD

Fiscal Agent:

Grant Day-to-Day Contact: Dave Walter

Grant Award (\$): \$22,505.00

Required Match (%): 0

Required Match (\$): \$0.00

Grant Execution Date: 09/27/2023

Grant End Date: 12/31/2025

	Total Budgeted	Total Spent	Balance Remaining*
Grant Funds	\$22,505.00	\$22,505.00	\$0.00
Match Funds	\$0.00	\$0.00	\$0.00
Other Funds	\$0.00	\$0.00	\$0.00
Total	\$22,505.00	\$22,505.00	\$0.00

*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?
Wages	Administration/Coordination	Current State Grant	2024 - Conservation Delivery (Root River SWCD)	\$22,505.00	\$22,505.00	\$0.00	N

Grant Activities

Activity Name: Wages

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

Description: Funds may be used to perform various administrative duties by the Administrative Assistant - Janice including, but not limited to, answering telephone, prepare board meeting, agendas, minutes and treasurer's reports, process accounts receivable and payable, annual financial reports, tree program, news article, time sheets, attend trainings and conferences and provide administrative assistance on grants where funds are not included in the grant.

Budget Details

<u>Source Type</u>	<u>Source Description</u>	<u>Budgeted</u>	<u>Spent</u>	<u>Balance Remaining</u>	<u>Last Transaction Date</u>	<u>Match Fund?</u>
Current State Grant	2024 - Conservation Delivery (Root River SWCD)	\$22,505.00	\$22,505.00	\$0.00	06/30/2024	N

Actual Results

CY2023 3rd Qtr. No funds were expended.

CY2023 4th Qtr. Admin Janice 46.5 hrs @ \$60.10 = \$2,794.65. Funds were used to update time cards, timesheets, grant track, filing, prepare board minutes, bd agenda, and rain gauge reporting. Time was also spent on admin duties for Root River 1W1P which includes making payments and invoicing the grant. Remaining fund balance is \$19,710.35.

FY24 1st Qtr. Dist Man Dave 4 hrs @ \$73.01 = \$292.04; Tech Jean 4 hrs @ \$50.51 = \$202.04; Admin Janice 299 hrs @ \$59.76 = \$17,868.24. Funds were used to prepare a PowerPoint of the Diersen project, grant tracking, timesheets, time cards, acct payable, acct receivable, prep for 2023 year end audit, 2023 annual report prep, tree program, reconcile and eLink reporting for various programs that admin funds were unavailable, accrual reports, board meetings, agendas & minutes, treasurer's reports, website updating, staff meeting and various other tasks. Remaining fund balance \$1,348.03.

CY2024 2nd Qtr. - Admin Janice 22.5574 hrs @ \$59.76 = 1,348.03. Funds were used to calculate mileage logs, submit time cards, prepare and record timesheets, grant tracking, upload photos from contract meeting, update contractor list , Local Work Group preparations, news article, update website, monthly deposit, review cost share policy and file 1099s.