

2011 - SSTS Program Enhancement - Le Sueur (COUNTY)

Fund Report

Le Sueur

Fund Information

| <u>Fund Name</u> | <u>Fund Year</u> | <u>Budgeted</u> | <u>Spent</u> | <u>Date Last Spent</u> |
|--|------------------|-----------------|--------------|------------------------|
| 2011 - SSTS Program Enhancement - Le Sueur (COUNTY) | 2011 | \$30,612.00 | \$30,612.00 | 01/18/2013 |
| Starting Balance: | | \$30,612.00 | | |
| Balance Remaining: | | \$0.00 | | |

Other funds used with this fund.

| | | | | |
|---------------------------------------|------|--------------------|--------------------|------------|
| 2011 CWF GJ Lake Association Match | 2011 | \$2,000.00 | \$2,025.00 | 11/06/2012 |
| 2011 CWF Environmental Services Match | 2011 | \$5,520.00 | \$6,390.00 | 12/28/2012 |
| 2011 CWF Sewer Board Match | 2012 | \$500.00 | \$500.00 | 07/24/2012 |
| Subtotal: | | \$8,020.00 | \$8,915.00 | |
| Total: | | \$38,632.00 | \$39,527.00 | |

Initiatives Summary

Amount spent by initiative type.

2011 - SSTS Program Enhancement - Le Sueur (COUNTY)

| | <u>Budgeted</u> | <u>Spent</u> |
|------------------------|--------------------|--------------------|
| Admin/Coordination | \$612.00 | \$612.00 |
| Funds Returned to BWSR | \$5,739.40 | \$5,739.40 |
| SSTS - Database Update | \$24,260.60 | \$24,260.60 |
| Total: | \$30,612.00 | \$30,612.00 |

Land & Water Projects Summary

Amount spent on L&W Projects.

Total:

| | | | |
|--|----------|--|-------|
| | Budgeted | | Spent |
|--|----------|--|-------|

Initiative: 2011 CWF DB Initiative 1: Administer the JGSI Database Enhancement Project throughout project length

Year: 2011

Start Date: 03/29/2011

Initiative Type: Admin/Coordination

Completion Date: 12/12/2012

Description

Action 1: Complete the required work plan (not part of grant period)

Action 2: Submit required reports

Action 3: Prepare and submit claims for payment

Actual Results

August 2011 report:

Action 1, the required workplan was completed (pre grant agreement)

Action 2: Submitted August 2011 report.

Action 3: prepared and submitted one claim in this time frame.

January 2012 report: Action 2: Submitted February 1, 2012 report, followed up on project progress.

August 2012 Report: Action 2: Submitted report;

November 28, 2012 Report: Completed Administration of the grant.

Comments

August 2012 Will request transfer of funds near project end for administration.

December 2012: funds spent for administration

FUND(s)

| | <u>Budgeted</u> | <u>Spent</u> | <u>Date Last Spent</u> |
|--|-----------------|---------------|------------------------|
| 1. 2011 - SSTS Program Enhancement - Le Sueur (COUNTY) | 612.00 | 612.00 | 11/28/12 |
| Totals: | 612.00 | 612.00 | |

Initiative: 2011 CWF DB Initiative 2: Process up to 700 inspection reports and scan previous files into PDF.

Year: 2011

Start Date: 04/08/2011

Initiative Type: SSTS - Database Update

Completion Date: 12/12/2012

Description

Action 4: Look up PID from inspection report in County septic database

Action 5: Enter new data

Action 6: Check tax program to verify information on all inspection reports

Action 7: Follow office procedure for inspection reports:

*If compliant, enter date

*Enter NONC or IHT in new record in database with due dates

*Send NONC or IHT septic owners a letter with due date

*Follow up on due date after due date has passed

*Send final letter with final due dates

*For NONC or IHT send letter with a required date for design and install date

*Follow up on design date

*Enter the design information into the database

*Follow up on the install deadline

Action 8: Create a database report for the sewer district board

Action 9: Begin process of scanning old files (in the project area) into PDF that is parcel based.

Actual Results

July 2011 report: Action 9: Purchased two external harddrives (needed backup harddrive). Scanned all the Sewer District county septic records into PDF.

January 2012 report: Processed 115 inspections, updating database.

Action 4: Looked up 115 PID

Action 5: Entered new data for 115 inspections

Action 6: Verified information on 115 inspections on the tax program

Action 7: Completed office procedure for 115 inspection reports.

July 2012:

Action 4: Looked up 74 PID

Action 5: Entered new data for 74 inspections

Action 6: Verified information of 74 inspections on the tax program

Action 7: Completed office procedure for 74 inspection reports

November 2012 report: Processed 148 inspections, updating database.

Action 4: Looked up 148 PID

Action 5: Entered new data for 148 inspections

Action 6: Verified information on 148 inspections on the tax program.

Action 7: Completed office procedure for 148 inspection reports.

December 2012: Initiative completed. A total of 338 inspection reports were reviewed and entered into SepLog.

January 2013: moved returned funds of \$2,678.20 to initiative 3. Moved \$3,061.20, final 10% not requested to initiative 3

Comments

Scanning old septic documents is secondary to updating the database with project inspections. The end goal, which may not be completed with this project, is to link the pdf's to ArcMap. A future grant application will be sought to scan septic files countywide. November 2012 will show expenditure after inspection season is completed.

| <u>FUND(s)</u> | <u>Budgeted</u> | <u>Spent</u> | <u>Date Last Spent</u> |
|--|------------------|------------------|------------------------|
| 1. 2011 CWF Sewer Board Match | 500.00 | 500.00 | 7/24/12 |
| 2. 2011 CWF GJ Lake Association Match | 2,000.00 | 2,025.00 | 12/30/11 |
| 3. 2011 CWF Environmental Services Match | 5,520.00 | 6,390.00 | 12/28/12 |
| 4. 2011 - SSTS Program Enhancement - Le Sueur (COUNTY) | 24,260.60 | 24,260.60 | 11/6/12 |
| Totals: | 32,280.60 | 33,175.60 | |

Initiative: 2011 CWF DB Initiative 3: Project completion; return funds

Year: 2012 Start Date: 01/04/2013
 Initiative Type: Funds Returned to BWSR Completion Date: 01/30/2013

Description

Return unused grant funds of \$ 2,678.20 to BWSR also did not need to request the 10% of \$3061.20 final payment

Actual Results

Returned funds on January 18, 2012.

| <u>FUND(s)</u> | <u>Budgeted</u> | <u>Spent</u> | <u>Date Last Spent</u> |
|--|-----------------|-----------------|------------------------|
| 1. 2011 - SSTS Program Enhancement - Le Sueur (COUNTY) | 5,739.40 | 5,739.40 | 1/18/13 |
| Totals: | 5,739.40 | 5,739.40 | |

List of Attached Files (click to view)

Document Description

Date Added

1. [Database_enhancement_Final_attachments_](#)

1/28/13

----- End of 2011 - SSTS Program Enhancement - Le Sueur (COUNTY) Section -----

This report can be found in the eLINK Report Manager under Report Type: *Fund Reports, Reports: All Details*