



Grant Progress Report

NPEA JPB Grant 2024

Grant Title: 2024 - NPEA JPB Grant (Area 5 - Southwest Prairie Technical Service Area)

Grant ID: P24-0005

Grantee: Area 5 - Southwest Prairie Technical Service Area

Fiscal Agent:

Grant Day-to-Day Contact: Shelly Lewis

Grant Award (\$): \$275,000.00

Amended Grant Award (\$): \$275,000.00

Required Match (%): 10

Required Match (\$): \$27,500.00

Grant Execution Date: 09/05/2023

Grant End Date: 12/31/2025

Amended Grant End Date:

	Total Budgeted	Total Spent	Balance Remaining*
Grant Funds	\$275,000.00	\$275,000.00	\$0.00
Match Funds	\$27,500.00	\$27,500.00	\$0.00
Other Funds	\$0.00	\$0.00	\$0.00
Total	\$302,500.00	\$302,500.00	\$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?
Technical/Engineering Assistance	Technical/Engineering Assistance	Local Fund	Local Fund	\$27,500.00	\$27,500.00	\$0.00	Y
Administration/Coordination	Administration/Coordination	Current State Grant	2024 - NPEA JPB Grant (Area 5 - Southwest Prairie Technical Service Area)	\$15,000.00	\$15,000.00	\$0.00	N

<i>Activity Name</i>	<i>Category</i>	<i>Source Type</i>	<i>Source Description</i>	<i>Budgeted</i>	<i>Spent</i>	<i>Balance Remaining</i>	<i>Match Fund?</i>
Supplies/Equipment	Supplies/Equipment	Current State Grant	2024 - NPEA JPB Grant (Area 5 - Southwest Prairie Technical Service Area)	\$20,000.00	\$20,000.00	\$0.00	N
Technical/Engineering Assistance	Technical/Engineering Assistance	Current State Grant	2024 - NPEA JPB Grant (Area 5 - Southwest Prairie Technical Service Area)	\$240,000.00	\$240,000.00	\$0.00	N

Grant Activities

Activity Name: Administration/Coordination						
Activity Category: Administration/Coordination					Staff time?: No	
<p>Description: The Administration Coordinator and Financial Coordinator/Administrative Assistant will provide administrative, financial and oversight responsibilities for the Southwest Prairie TSA Policy Board.</p> <p>These duties include Financial reports, payroll services, annual budgets, and performance evaluations, supervision/coordination of staff, agendas/minutes/reports for quarterly board meetings, complete work plans as requested, and reporting progress in eLink.</p> <p>TOTAL BUDGET: \$15,000.00</p> <p>Administration – Kay Gross (Cottonwood SWCD) - \$74.71/hour-2023-(112 hrs@74.71=8,367.00)</p> <p>Financial/Administrative Assistant – Shelly Lewis (Murray SWCD) - \$64.57/hour – 2023 (152hrs@64.57=9,814.00)</p> <p>These figures are based off 2023 wages</p>						
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 - NPEA JPB Grant (Area 5 - Southwest Prairie Technical Service Area)	\$15,000.00	\$15,000.00	\$0.00	12/31/2025	N

Actual Results	
<u>Results</u>	<u>Date Added</u>
Administration September 1-30, 2025 (Kay 8hrs@86.85/hr=\$694.80)	10/2/2025 3:16:55 PM
October Administration Kay Gross-8.5 hrs @86.85/Hour=\$738.23, Lewis-40hrs@71.01/hr=\$2840.40 - TOTAL 3578.63	11/10/2025 12:00:00 AM
Kay Gross-5 hrs @86.85/Hour=\$434.25, Lewis-32hrs@71.01/hr=\$2272.32 - TOTAL 2706.57	12/10/2025 11:25:17 AM
Administration November 2025	
TSA Engineer (Hoogendoorn) October -December 2025 309.5hrs @ 96.84/hr (\$21,938.12 put on technical, \$8,020.00 put on administrative)\$29,958.20 The administrative portion was used for technical services.	12/31/2025 12:00:00 AM

Activity Name: Supplies/Equipment

Activity Category: Supplies/Equipment **Staff time?:** No

Description: The money will be used to purchase equipment and supplies for the Technical Service Area

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 - NPEA JPB Grant (Area 5 - Southwest Prairie Technical Service Area)	\$20,000.00	\$20,000.00	\$0.00	12/15/2025	N

Actual Results

<u>Results</u>	<u>Date Added</u>
The TSA purchased 2 Lap Top Computers in the amount of \$9,417.20.	8/28/2024 12:00:00 AM
The TSA purchased a lap top computer-HP Zbook Fury 16" Mobile workstation laptop \$4,808.00	6/2/2025 3:08:59 PM
The TSA purchased 1 HON Desk, 2 Hon File Cabinets 4Drawer, 1 HON File Cabinet 5 Drawer, 1 Hon High Back Chair	12/10/2025 10:25:58 AM
The TSA purchased Hard Drives for the computers (\$167.21 & \$224.41)total \$391.62	12/10/2025 12:00:00 AM
The TSA purchased 5 laptop bags \$368.72 & 3 Keyboards with mice \$176.34 =\$545.06 (charged to the grant \$503.18)	12/15/2025 12:00:00 AM

Activity Name: Technical/Engineering Assistance

Activity Category: Technical/Engineering Assistance

Staff time?: No

Description: Provide salary and benefits for the SWPTSA Engineer and Senior Engineering Technician. The technical staff provides engineering assistance to private landowners, local, state, and federal agencies, through 11 soil and water conservation districts. Projects range through a variety of non-point water quality management practices.

TOTAL BUDGET: \$240,000.00

Personal Services - \$240,000.00

All hours accumulated by the Engineer and Senior Engineering Technician will be billed through their calculated hourly rates, these include salary, benefits, leave, and facilities as directed by BWSR.

GRANT TOTAL MATCH: \$27,500.00

Personal Services (as described above).

These funds are obtained through the designated funds requested as dues from all 11 Southwest Prairie TSA SWCDs.

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 - NPEA JPB Grant (Area 5 - Southwest Prairie Technical Service Area)	\$240,000.00	\$240,000.00	\$0.00	12/31/2025	N
Local Fund	Local Fund	\$27,500.00	\$27,500.00	\$0.00	03/31/2025	Y

Actual Results

<u>Results</u>	<u>Date Added</u>
Hoogendoorn October-December 2024 (295hrs@91.11/hr=\$26,877.45) Local Share	12/31/2024 12:00:00 AM
Hoogendoorn (TSA Engineer) 450.5 hrs @96.84/hr= \$43,626.42 january-march 2025	3/31/2025 12:00:00 AM
Fy24 NPEA Local share \$622.55	
FY24 NPEA-\$43,003.87	

<u>Results</u>	<u>Date Added</u>
Skoglund (TSA Senior Technician) 110 Hrs @86.10/hr=\$9,471.00	3/31/2025 12:00:00 AM
Skoglund April-June 2025 (449hrs @86.10/hr=\$38,658.90	6/30/2025 12:00:00 AM
Hoogendoorn April-June 2025 (469hrs@96.84/hr=\$45,417.96)	6/30/2025 12:00:00 AM
Skoglund July-September 2025 426.50hrs@86.10/HR=\$36,721.65	9/30/2025 12:00:00 AM
Engineer Hoogendoorn July-September 2025 462.50 hrs@96.84/hr=\$44,788.50	9/30/2025 12:00:00 AM
TSA Engineer (Hoogendoorn) October -December 2025 309.5hrs @ 96.84/hr (\$21,938.12 put on technical, \$8,020.00 put on administrative)\$29,958.20	12/31/2025 12:00:00 AM