

Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 4E –Approval of Final Financial Report to Close-out the BWSR Clean Water Fund Grant for the Wirth Lake Outlet Modification Project
BCWMC January 16, 2014 Meeting Agenda
Date: January 8, 2014
Project: 23270051 2013 624

4E. Approval of Final Financial Report to Close-out the BWSR Clean Water Fund Grant for the Wirth Lake Outlet Modification Project

Recommendations:

- a. Authorize Commission Chair (or acting Chair) to sign the Final Financial Form for the 2011 Minnesota Board of Water and Soil Resources (BWSR) Clean Water Fund grant and authorize staff to submit the executed form to BWSR.

Background

The Minnesota Board of Water and Soil Resources (BWSR) awarded the Commission a \$75,000 2011 Clean Water Fund (CWF) grant for the redesign and construction of the Wirth Lake Outlet. The Commission's original budget for the project was \$180,000; the Commission approved an additional budget of \$22,500 for the project, bringing the total budget to \$202,500. The BWSR CWF grant represented approximately 37% of the total budgeted project cost. BWSR classifies the remaining 63% of the budget as "local match" to be paid by the grantee (the Commission). The Commission funded the remaining 63% (\$127,500) of the project budget through an ad valorem tax and the Commission's closed project fund account.

Upon Commission staff completion of a work plan in early 2011, BWSR and the Commission executed a grant agreement, and BWSR issued an initial grant payment of \$67,500, equal to 90% of the total grant amount. The original grant had a December 31, 2012 expiration date. In December 2012, BWSR approved a grant extension; the grant agreement expired on December 31, 2013.

During project design and construction, Commission staff completed semi-annual reporting requirements to provide updates on project progress and expenditures, as required by BWSR. Now that the project is

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complete and the Commission has made final reimbursements to the City of Golden Valley, Commission staff is in the process of completing final reporting to BWSR prior to the January 31, 2014 grant agreement reporting deadline. Attached is BWSR's Final Financial Report for the project, which requires an authorized Commission signature for BWSR to release the final 10% of the grant (\$7,500). This report must be signed prior to the January 31, 2014 grant agreement reporting deadline. Therefore, staff recommends that the Commission authorize its Chair (or acting Chair) to sign the Final Financial Form, and authorize its Engineer to send the signed form to BWSR.

The following table provides a summary of total project budgets and expenditures as reported to BWSR, which provides more detail than shown in the Final Financial Form.

Activity	Source Type	Budget	Expenditures	Balance
Tech & Engineering	Local Match	\$ 25,000.00	\$ 44,469.01	\$ (19,469.01)
Tech & Engineering	State Grant	\$ 15,000.00	\$ 15,000.00	\$ -
Grant Administration	Local Match	\$ 2,000.00	\$ 7,374.30	\$ (5,374.30)
Grant Administration	State Grant	\$ -	\$ -	\$ -
Project Development	Local Match	\$ 40,000.00	\$ 11,416.14	\$ 28,583.86
Project Development	State Grant	\$ -	\$ -	\$ -
Construction	State Grant	\$ 60,000.00	\$ 60,000.00	\$ -
Construction	Local Match	\$ 108,000.00	\$ 50,450.60	\$ 57,549.40
		\$ 250,000.00	\$ 188,710.05	\$ 61,289.95



Financial Report

2011 - Runoff Reduction

Grant Title: 2011 - Runoff Reduction - Bassett Creek WMO (WMO)

Grant ID: C13-6224

Organization: Bassett Creek WMC

Grant Revenue	Amount
Total Awarded	\$75,000.00

Grant Expenditures

Grant Activity Category	Amount
Technical/Engineering Assistance	\$15,000.00
Administration/Coordination	
Urban Stormwater Management Practices	\$60,000.00
Project Development	
Total Spent	\$75,000.00
Returned Amount	\$0.00
Balance Remaining	\$0.00
Percent Spent	100%

This is to certify that the information is a true and accurate representation of the grant program accounts for the 2011 - Runoff Reduction - Bassett Creek WMO (WMO)- Bassett Creek WMC. We believe our records are complete and subject to an audit.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

Please forward this completed form to your Board Conservationist.

If returning program funds, please use the Returned Check form.

Make checks payable and mail to:
Board of Water and Soil Resources
520 Lafayette Road N.
St. Paul, MN 55155