



**FY 2026 STATE OF MINNESOTA
BOARD OF WATER and SOIL RESOURCES
PERFORMANCE REVIEW AND ASSISTANCE PROGRAM
GRANT AGREEMENT**

Vendor:	0000265343
PO#:	3000020286

This Grant Agreement is between the State of Minnesota, acting through its Board of Water and Soil Resources (Board) and Bassett Creek Watershed Management Commission, P.O. Box 270825, Golden Valley MN 55427 (Grantee).

Grant ID	Grant Title	Awarded Amt
C26-0170	Comprehensive Assessment of Organizational Structure and Funding Mechanisms for the Bassett Creek Watershed Management Commission	\$10,000.00

Total Grant Awarded: \$10,000.00

Recitals

1. Minn. Stat. § 103B.102 subd. 1 authorizes the Board to provide assistance and direction to LGUs for improving performance.
2. Under Minn. Stat. § 103B.101 subd. 9 (1), and 103B.3369, subd. 5, the Board is empowered to award this grant.
3. The Grantee is in need of assistance to address certain personnel and other organizational issues.
4. Board Resolution #21-22 authorizes the expenditure for this grant.
5. The Grantee has submitted a Board approved work plan for this Program.
6. The Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Agreement to the satisfaction of the Board.
7. As a condition of the grant, Grantee agrees to minimize administration costs.

Authorized Representative

The State’s Authorized Representative is Adam Beilke, Land and Water Programs Supervisor, BWSR, 2118 Campus Drive SE, Suite 100, Rochester, MN 55904, (507) 766-9820, or his successor, and has the responsibility to monitor the Grantee’s performance and the authority to accept the services and performance provided under this Grant Agreement.

The Grantee’s Authorized Representative is:

Laura Jester, Administrator
P.O. Box 270825
Golden Valley MN 55427
952-270-1990

If the Grantee’s Authorized Representative changes at any time during this Grant Agreement, the Grantee must immediately notify the Board.

Grant Agreement

1. **Terms of the Grant Agreement.**
 - 1.1. **Effective date:** The date the Board obtains all required signatures under Minn. Stat. § 16B.98, Subd. 5. **The Board will notify the Grantee when this Grant Agreement has been executed. The Grantee must not begin work under this Grant Agreement until it is executed.**
 - 1.2. **Expiration date:** December 31, 2026 or until all obligations have been satisfactorily fulfilled, whichever comes first.
 - 1.3. **Survival of Terms:** The following clauses survive the expiration date or cancellation of this Grant Agreement: 9. Liability; 10. State Audits; 11. Government Data Practices; 14. Governing Law, Jurisdiction, and Venue; 16. Data Disclosure; and 17. Intellectual Property Rights.

2. **Grantee's Duties.**

The Grantee will comply with required grants management policies and procedures set forth through Minn. Stat. § 16B.97, Subd. 4(a)(1). The Grantee is responsible for the specific duties for the Program as follows:

- 2.1. **Implementation:** The Grantee will implement their Board approved work plan. The work plan will be implemented according to the Program Requirements outlined in Exhibit A, which is attached and incorporated into this Grant Agreement.
- 2.2. **Reporting:** All data and information provided in a Grantee's report shall be considered public.
 - 2.2.1. The Grantee will submit an annual progress report to the Board by February 1 of each year on the status of Program implementation by the Grantee. Information provided must conform to the requirements and formats set by the Board.
 - 2.2.2. All individual grants over \$500,000 require a reporting expenditure by July 15 of each year.
 - 2.2.3. Final Progress Report: The Grantee will submit a final progress report to the Board by February 1, 2027, or within 30 days of fully expending funds, whichever occurs sooner. Information provided must conform to the requirements and formats set by the Board.
- 2.3. **Match:** The Grantee will provide minimum match required by Exhibit A.
- 2.4. **Website:** The Grantee must clearly post on the Grantee's website the names of, and contact information for, the Grantee's leadership and the employee or other person who directly manages and oversees this Grant Contract Agreement on behalf of the Grantee.

3. **Time.**

The Grantee must comply with all the time requirements described in this Grant Agreement. In the performance of this Grant Agreement, time is of the essence.

4. **Terms of Payment.**

- 4.1. Payment of the grant amount stated above will be made on a reimbursement basis by the Board promptly after receiving approved and verified evidence from the Grantee of expenditures of grant amount and the required match.
- 4.2. Each quarter of the year during the term of this Grant Agreement on or about the first day of the month the Grantee must submit evidence of expenditures incurred for reimbursement by the Board.
- 4.3. Grantee will have 30 days after the expiration date of this Grant Agreement to submit evidence of expenditures for reimbursement by the Board.
- 4.4. All costs must be incurred within the grant period. All incurred costs should be calculated or determined before the final report is completed or returning funds.
- 4.5. Once final reporting has been completed funds may not be re-requested as funds may not be available.
- 4.6. The obligation of the State under this Grant Agreement will not exceed the amount listed above.

5. **Conditions of Payment.**

All services provided by the Grantee under this Grant Agreement must be performed to the Board's satisfaction, as set forth in this Grant Agreement. Compliance will be determined at the sole discretion of the Board's Authorized Representative and in accordance with all applicable federal, State, Board, and local laws, policies, procedures, ordinances, rules, and regulations. The Grantee will not receive payment, may be required to repay grant funds, or may have future payments withheld if work is found by the Board to be unsatisfactory or performed in violation of federal, State, or local law. Costs charged to the grant must be direct and necessary to produce the outcomes funded by the grant. Charges to the grant must be itemized and documented. Grantee administrative costs must be necessary and reasonable. Grantee is required to account for staff time charged to BWSR grants in order to track the expenditure of grant funds and match to ensure the use of the funds is consistent with applicable State and BWSR requirements.

6. **Contracting and Bidding Requirements.**

- 6.1. **Municipalities**, as defined in [Subd. 1](#) of Minnesota Statutes § 471.345, are required to comply with [Minnesota Statutes § 471.345, Uniform Municipal Contracting Law](#) and the following sub-clauses:
 - 6.1.1. The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§ 177.41 through 177.50](#), as applicable.
 - 6.1.2. The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#).
 - 6.1.3. The Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

- 6.2. **Non-governmental organizations**, those that do not meet the definition of municipality in 6.1, are required to comply with the contracting and bidding requirements in the following sub-clauses:
 - 6.2.1. Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
 - 6.2.2. Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids or awarded to a targeted vendor.
 - 6.2.3. Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
 - 6.2.4. The Grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
 - 6.2.4.1. [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
 - 6.2.4.2. [Metropolitan Council Underutilized Business Program](#)
 - 6.2.4.3. Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Directory](#)
 - 6.2.5. The Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
 - 6.2.6. The Grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single source bid, if applicable.
 - 6.2.7. Notwithstanding 6.2.1. – 6.2.4. above, the State may waive bidding process requirements when:
 - 6.2.7.1. Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant; or
 - 6.2.7.2. It is determined there is only one reasonably able and available source for such materials or services and that grantee has established a fair and reasonable price.
 - 6.2.8. The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§ 177.41 through 177.50](#), as applicable.
 - 6.2.9. The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#).

7. **Assignment, Amendments, Work Plan Revisions, Waiver, and Contract Complete.**

- 7.1. **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior consent of the Board and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Grant Agreement, or their successors in office.
- 7.2. **Amendments and Work Plan Revisions.** Any amendments to this Grant Agreement must be in writing and will not be effective until approved and executed by the same parties who approved and executed the original Grant Agreement, or their successors in office. Amendments must be executed prior to the expiration of the original Grant Agreement or any amendments thereto. All work plan revisions must be documented. The Board reserves the right to require a work plan revision or grant agreement amendment for changes in the scope of the grant.
- 7.3. **Waiver.** If the Board fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or its right to enforce it.
- 7.4. **Contract Complete.** This Grant Contract Agreement contains all negotiations and agreements between the Board and the Grantee. No other understanding regarding this Grant Contract Agreement, whether written or oral, may be used to bind either party.

8. **Subcontracting and Subcontract Payment.**

- 8.1. A subrecipient is a person or entity that has been awarded a portion of the work authorized by this Grant Contract Agreement by Grantee. The Grantee must document any subaward through a formal legal agreement. The Grantee must provide timely notice to the State of any subrecipient(s) prior to the subrecipient(s) performing work under this Grant Contract Agreement.
- 8.2. Activities identified in the sub-agreement must fit within the scope of the agreement between the Board and the recipient and include shared responsibilities for liability, fund distribution, implementation, and reporting.
- 8.3. The Grantee must monitor the activities of the subrecipient(s) to ensure the subaward is used for authorized purposes; is in compliance with the terms and conditions of the subaward, [Minnesota Statutes § 16B.97, Subd.4 \(a\) \(1\)](#) and other relevant statutes and regulations; and that subaward performance goals are achieved.

- 8.4. During this Grant Contract Agreement, if a subrecipient is determined to be performing unsatisfactorily by the State's Authorized Representative, the Grantee will receive written notification that the subrecipient can no longer be used for this Grant Contract Agreement.
- 8.5. No sub-agreement shall serve to terminate or in any way affect the primary legal responsibility of the Grantee for timely and satisfactory performances of the obligations contemplated by the Grant Contract Agreement.
- 8.6. The Grantee must pay any subrecipient in accordance with Minnesota Statutes § 16A.1245.
- 8.7. The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government.

9. Liability.

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this Grant Agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this Grant Agreement.

10. State Audits.

Under Minn. Stat. § 16B.98, Subd. 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this Grant Agreement or transaction are subject to examination by the Board and/or the State Auditor, the Attorney General, or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Grant Agreement, receipt and approval of all final reports, or the required period of time to satisfy all State and program retention requirements, whichever is later.

10.1. The books, records, documents, accounting procedures and practices of the Grantee and its designated local units of government and contractors relevant to this grant, may be examined at any time by the Board or Board's designee and are subject to verification. The Grantee or delegated local unit of government will maintain records relating to the receipt and expenditure of grant funds.

11. Government Data Practices.

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this Grant Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Grant Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

12. Workers' Compensation.

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

13. Publicity and Endorsement.

13.1. **Publicity.** Any publicity regarding the subject matter of this Grant Agreement must identify the Board as the sponsoring agency. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the Program, publications, or services provided resulting from this Grant Agreement.

13.2. **Endorsement.** The Grantee must not claim that the State endorses its products or services.

14. Governing Law, Jurisdiction, and Venue.

Minnesota law, without regard to its choice-of-law provisions, governs this Grant Agreement. Venue for all legal proceedings out of this Grant Agreement, or its breach, must be in the appropriate State or federal court with competent jurisdiction in Ramsey County, Minnesota.

15. Termination.

15.1. The Board may cancel this Grant Agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

15.2. The Board may immediately terminate this Grant Agreement if the Board finds that there has been a failure to comply with the provisions of this Grant Agreement, that reasonable progress has not been made or that the purposes for which the

funds were granted have not been or will not be fulfilled. The Board may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

15.3. The Commissioner of Administration may immediately and unilaterally terminate this Grant Contract Agreement if further performance under the agreement would not serve agency purposes or performance under the Grant Contract Agreement is not in the best interest of the State.

15.4. The Board may immediately terminate this Grant Contract Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services addressed within this Grant Contract Agreement. Termination must be by written notice to the Grantee. The Board is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that dedicated funds are available.

In the event of temporary lack of funding or appropriation, the Board may pause its obligations under this Grant Contract Agreement without terminating it. This pause will be for the duration of the lack of funding or appropriation and shall not be considered a termination of the Grant Contract Agreement. The Grantee will be notified in writing of the temporary pause, and the Grantee's ability to provide services may be temporarily suspended during this period. The Board will provide reasonable notice to the Grantee of the lack of funding or appropriation and shall notify the Grantee once funding is restored or appropriated, at which point the provision of services under the Grant Contract Agreement may resume. The Board will not be assessed any penalty if the Grant Contract Agreement is terminated due to insufficient funding. The Board must provide the Grantee notice of the lack of funding within a reasonable time of the Board's receiving notice.

16. Data Disclosure.

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and State tax agencies and State personnel involved in the payment of State obligations. These identification numbers may be used in the enforcement of federal and State tax laws which could result in action requiring the Grantee to file State tax returns and pay delinquent State tax liabilities, if any.

17. Intellectual Property Rights.

The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents *created and paid for under this grant*. Works means all inventions, improvements, discoveries, (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this grant. Work includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents or subcontractors, in the performance of this grant. The Documents will be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee upon completion or cancellation of this grant at the State's request. To the extent possible, those Works eligible for copyright protection under the United State Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the Works and the Documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be duly executed intending to be bound thereby.

Approved:

Bassett Creek Watershed Management Commission

Board of Water and Soil Resources

By: _____

By: _____

(signature)

(signature)

Title: _____

Title: _____

Date: _____

Date: _____

FOR REVIEW ONLY

**Grant Program Requirements:
FY26 Performance Review and Assistance Program**

1. Match

No match is required.

2. Grant Work Plan

A work plan shall be developed in eLINK and must be approved before execution of the grant agreement. The work plan shall reflect each eligible activity that will be implemented, a description of the anticipated activity outcomes or accomplishments, and grant funding amounts to accomplish each of the activities.

3. Eligible Activities

Administration/Coordination
Planning and Assessment
Special Project

4. Allowable and Unallowable Costs

Allowable costs are costs solely incurred through project activities that are directly related to and necessary for producing the project outcomes described in the work plan. Grantee is required to account for the staff time charged to BWSR grants in order to track the expenditure of grant funds and match to ensure the use of the funds is consistent with applicable State and BWSR requirements.

Unallowable costs include but are not limited to:

- Bad debts, monetary settlements and judgements, late payment fees, and investment management fees
- Donations, fundraising, sponsorships, and acknowledgements
- Entertainment, gifts, prizes, and decorations
- Alcohol
- Interest on loans not authorized under state statute
- Loans of BWSR grant funds
- Lobbying, lobbyists, and political contributions
- Merit awards and bonuses

5. Sub-agreements

Funds may be distributed to partner(s) through the use of sub-agreements. Activities identified in the sub-agreement must fit within the scope of the agreement between BWSR and the recipient and include requirements for fund distribution, implementation, and reporting.

6. Grant Management and Reporting

Eligible activities include local grant administration, management, and reporting that are directly related to and necessary for implementing the project or activity associated with the grant. Grantee is required to report on the outcomes, activities, and accomplishments.



Grant Work Plan

PRAP Assistance 2026

Grant Title: Comprehensive Assessment of Organizational Structure and Funding Mechanisms for the Bassett Creek Watershed Management Commission

Grant ID: C26-0170

Grant Award (\$): \$10,000.00

Grant Execution Date:

Grantee: Bassett Creek Watershed Management Commission

Required Match (%): 0

Grant End Date: 12/31/2026

Fiscal Agent: Bassett Creek Watershed Management Commission

Required Match (\$): \$0.00

Grant Day-to-Day Contact: Laura Jester

	Total Budgeted	Total Spent	Balance Remaining*
Grant Funds	\$10,000.00	\$0.00	\$10,000.00
Match Funds	\$20,000.00	\$0.00	\$20,000.00
Other Funds	\$0.00	\$0.00	\$0.00
Total	\$30,000.00	\$0.00	\$30,000.00

*Grant balance remaining is the difference between the Awarded Amount and the Spent Amount. Other values compare budgeted and spent amounts.

Project Abstract	The BCWMC will adopt its 2026 - 2035 watershed management plan in April 2026. Current BCWMC staff capacity is likely insufficient to complete the work needed to achieve the goals in the plan and the BCWMC organization may need to be restructured to better align with the goals and desired outcomes. Further, additional funding sources or alternate funding mechanisms for BCWMC administration and implementation may be needed to achieve the most efficient, equitable, and robust outcomes. Through a gaps analysis and comprehensive assessment of various organizational structures, staffing levels, and funding mechanisms, this project will provide critical information and analysis on the options for change and the challenges and benefits of potential changes to structure and funding. The project will result in a shared understanding among BCWMC commissioners and BCWMC member cities on structure and funding options that would result in the desired goals being achieved through long term, sustainable, effective, and efficient watershed management.
Proposed Measurable Outcomes	The project will result in a shared understanding among BCWMC commissioners and BCWMC member cities on structure,

staffing levels, and funding options - including benefits and challenges each - that would result in the desired goals being achieved through long term, sustainable, effective, and efficient watershed management.

Budget Details

<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>
Project Report	Planning and Assessment	Local Fund	BCWMC Funds	\$5,000.00		\$5,000.00	Y
Assessment of Organization	Planning and Assessment	Local Fund	BCWMC Funds	\$5,000.00		\$5,000.00	Y
Funding Mechanisms Analysis	Planning and Assessment	Local Fund	BCWMC Funds	\$5,000.00		\$5,000.00	Y
Staffing Analysis	Planning and Assessment	Local Fund	BCWMC Funds	\$5,000.00		\$5,000.00	Y
Project Report	Planning and Assessment	Current State Grant	Comprehensive Assessment of Organizational Structure and Funding Mechanisms for the Bassett Creek Watershed Management Commission	\$2,500.00		\$2,500.00	N
Assessment of Organization	Planning and Assessment	Current State Grant	Comprehensive Assessment of Organizational Structure and Funding Mechanisms for the Bassett Creek Watershed Management Commission	\$2,500.00		\$2,500.00	N
Funding Mechanisms Analysis	Planning and Assessment	Current State Grant	Comprehensive Assessment of Organizational Structure and Funding Mechanisms for the Bassett Creek Watershed Management Commission	\$2,500.00		\$2,500.00	N
Staffing Analysis	Planning and	Current State Grant	Comprehensive Assessment of	\$2,500.00		\$2,500.00	N

Activity Name	Category	Source Type	Source Description	Budgeted	Spent	Balance Remaining	Match Fund?
	Assessment		Organizational Structure and Funding Mechanisms for the Bassett Creek Watershed Management Commission				

Grant Activities

Activity Name: Assessment of Organization

Activity Category: Planning and Assessment **Staff time?:** No

Description: Identification and description of gaps or deficiencies in the current BCWMC structure that limits the effective and efficient implementation of the BCWMC 2026 Watershed Management Plan
 Description of alternative organizational or governance structures and an evaluation of benefits and challenges (pros/cons) or SWOT analysis for each option as it relates to the Bassett Creek Watershed presented in a matrix
 Description of characteristics of effective structures
 Identification of friction points (particularly those that may be expressed by member cities) related to various structures and how they might be addressed
 Recommended policies, procedures, bylaws, other mechanisms to improve efficiency if the organization structure remains unchanged

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	Comprehensive Assessment of Organizational Structure and Funding Mechanisms for the Bassett Creek Watershed Management Commission	\$2,500.00		\$2,500.00		N
Local Fund	BCWMC Funds	\$5,000.00		\$5,000.00		Y

Activity Name: Funding Mechanisms Analysis

Activity Category: Planning and Assessment

Staff time?: No

Description: An analysis of various funding mechanisms available to watershed organizations including those allowed under current State Law and those requiring amendment to MN Statutes. The analysis will include:

a. Assessment of value for taxpayers such as a cost benefit analysis per structure/funding mechanism, analysis of funding level vs. outcomes, and/or recommendations for most efficient and effective funding mechanism.

b. Metrics such as use of operating budget, use of capital budget, staffing levels/positions, use of consultants, costs related to tax valuation and land area, outcomes/benefits for water resources (i.e., delisting impaired waters, pollutant reductions, streambank miles, etc. restored over standardized timeframe)

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	Comprehensive Assessment of Organizational Structure and Funding Mechanisms for the Bassett Creek Watershed Management Commission	\$2,500.00		\$2,500.00		N
Local Fund	BCWMC Funds	\$5,000.00		\$5,000.00		Y

Activity Name: Project Report

Activity Category: Planning and Assessment

Staff time?: No

Description: A comprehensive project report with outcomes of the organizational assessment, staffing analysis, and review of funding mechanisms. The report will include recommendations for the next steps and/or implementation of project outcomes by the BCWMC.

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>
Local Fund	BCWMC Funds	\$5,000.00		\$5,000.00		Y
Current State Grant	Comprehensive Assessment of Organizational Structure and Funding Mechanisms for the Bassett Creek Watershed Management Commission	\$2,500.00		\$2,500.00		N

Activity Name: Staffing Analysis

Activity Category: Planning and Assessment

Staff time?: No

Description: Analysis and description of optimal staffing levels for effective and efficient implementation of the BCWMC 2026 Watershed Management Plan including pros and cons of hiring employees vs. using contractors, suggestions for building resiliency and planning for staff turnover particularly as it relates to the Administrator, and an assessment of sharing staff with other organizations

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>
Local Fund	BCWMC Funds	\$5,000.00		\$5,000.00		Y
Current State Grant	Comprehensive Assessment of Organizational Structure and Funding Mechanisms for the Bassett Creek Watershed Management Commission	\$2,500.00		\$2,500.00		N