



Grant Progress Report

PRAP and Training Assistance 2023

Grant Title: 2023 - PRAP and Training Assistance (Crow Wing SWCD)

Grant ID: P23-2861

Grantee: Crow Wing SWCD

Fiscal Agent:

Grant Day-to-Day Contact: Melissa Barrick

Grant Award (\$): \$9,500.00

Required Match (%): 0

Required Match (\$): \$0.00

Grant Execution Date: 11/07/2022

Grant End Date: 12/31/2024

	Total Budgeted	Total Spent	Balance Remaining*
Grant Funds	\$9,500.00	\$9,500.00	\$0.00
Match Funds	\$9,500.00	\$12,554.34	(\$3,054.34)
Other Funds	\$0.00	\$0.00	\$0.00
Total	\$19,000.00	\$22,054.34	(\$3,054.34)

*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?
SWCD Match	Administration/Coordination	Local Fund		\$9,500.00	\$12,554.34	(\$3,054.34)	Y
Market Analysis, Pay Grid Calibration and Implementation Costs and Plan	Planning and Assessment	Current State Grant	2023 - PRAP and Training Assistance (Crow Wing SWCD)	\$5,500.00	\$5,500.00	\$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>
HR Policy	Planning and Assessment	Current State Grant	2023 - PRAP and Training Assistance (Crow Wing SWCD)	\$4,000.00	\$4,000.00	\$0.00	N

Grant Activities

Activity Name: HR Policy						
Activity Category: Planning and Assessment					Staff time?: No	
Description: The SWCD will work with a consultant to update and review the current SWCD Personnel policy. SWCD staff, supervisors, and consultants work together to update the policy. The SWCD Supervisor will adopt the final recommendations.						
Budget Details						
Source Type	Source Description	Budgeted	Spent	Balance Remaining	Last Transaction Date	Match Fund?
Current State Grant	2023 - PRAP and Training Assistance (Crow Wing SWCD)	\$4,000.00	\$4,000.00	\$0.00	12/20/2023	N
Actual Results						
Results					Date Added	
The SWCD has not started working on the personnel policy handbook. The SWCD staff will contact the HR consultant once we have finalized the invoices with DDA Human Resources.					11/3/2022 12:09:58 PM	
The SWCD hired Ratwik, Roszak & Maloney, P.A to review and provide updates on the Crow Wing SWCD Personnel Handbook. The Crow Wing SWCD staff meet with the consultant and the board to discuss, and review suggested changes and additions to the Personnel Policy. On December 20, 2023, the Crow Wing SWCD adopted the Personnel Policy. The SWCD Board was grateful for this opportunity and the ability to have the services from Ratwik, Roszak & Maloney, P.A. See attachment for the full Personnel Policy.					12/31/2023 12:00:00 AM	

Activity Name: Market Analysis, Pay Grid Calibration and Implementation Costs and Plan

Activity Category: Planning and Assessment

Staff time?: No

Description: Hire an DDA Human Resources, Inc. consultant to complete the Market Analysis, Pay, Grid Calibration, and Implementation Cost. The SWCD staff will work with the consultant to provide the necessary information to achieve the Pay Scale. The SWCD staff will coordinate with the Board on this process.

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	2023 - PRAP and Training Assistance (Crow Wing SWCD)	\$5,500.00	\$5,500.00	\$0.00	02/07/2023	N

Actual Results

<u>Results</u>	<u>Date Added</u>
----------------	-------------------

The SWCD Hired HHD Resources to help develop market analysis, pay, grid calibration, and implementation cost. The SWCD staff worked with the consultant and personnel committee to finalize the pay scale and grid calibration. The payscales and implementation will occur in 2023. No bills have been paid to the consultant as of 12.31.22.

On April 19, 2023, the Crow Wing SWCD Board Adopted the Payscale and documentation regarding the payscales. See the attachments for the documents. Since the adoption, the SWCD continued to use this system and will update and refine as we go.

Activity Name: SWCD Match

Activity Category: Administration/Coordination

Staff time?: Yes

Description: The SWCD will coordinate contracts, meet with consultants, meet with the personnel committee, update policies, and review items. The personnel committee meets three times for \$150 per diem plus mileage for travel per person. Pay the bills, track in-kind time toward the project, and complete the required project reporting.

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		\$9,500.00	\$12,554.34	(\$3,054.34)	12/31/2023	Y
Actual Results						
<u>Results</u>					<u>Date Added</u>	
The SWCD tracked staff time to meet with the consultant, email correspondence, and review the pay scale information. The SWCD staff spent 34 hours for \$2,040 from 10.31-12.31.22.					11/3/2022 12:13:13 PM	
Additional time for Ratwik, Roszak & Maloney, P.A. to review the Job Approval Authority Policy and cell phone policies related to our HR Policy. The SWCD paid this invoice directly to Ratwik, Roszak & Maloney, P.A.					12/31/2023 12:00:00 AM	
The Crow Wing SWCD Board and Personnel Committee meet on the following days to review and discuss the PayScale and HR Policy: 1) On December 20, 2022, with the David Drown Associates to review the PowerPoint presentation (Three Supervisors in attendance). \$450 2) On April 19, 2023, the SWCD Board Adopted the Payscales at their regular board meeting (Five Supervisors in attendance) \$750 3) On October 18, 2023, the SWCD Board had a conference call with Anne Goering, PA, Lawyer, to review the personnel policy updates needed to the Crow Wing SWCD policy. (Four Supervisors in attendance) \$600 The SWCD board had a good discussion with both consultants. The SWCD Board appreciated the opportunity to work with the consultants to help the SWCD develop payscales and update the SWCD HR Policy.					12/31/2023 12:00:00 AM	
The SWCD staff will meet with the consultants, update policies and procedures, provide documentation to the SWCD Board, develop board packets, and other items related needed for the SWCD Board to adopt payscales and the updated HR Policy. In 2023, the SWCD spent the following staff hours for Payscales and HR Policies. January to May: 40 hours finalizing the payscales, communicating to staff, communicating to the board, developing documents, and reviewing items from the consultant. May-December: 100 hours updating the HR Policy with the suggestions from Ratwik, Rosak & Maloney, P.A. and communicating to staff why we are updating the policy and potential policy changes.					12/31/2023 12:00:00 AM	