

MEMORANDUM
Comfort Lake-Forest Lake Watershed District

To: Board of Managers

Date: August 17, 2016

From: Mike Kinney

Subject: BWSR Grant Verification Results

Background/Discussion

In early 2016 the Board of Water and Soil Resources (BWSR) notified the District that a grant verification would be performed for the FY2014 Clean Water Fund grant for the Bixby Park Water Quality Improvement Project. The grant verification process is similar to an audit, in that BWSR and District staff communicated back and forth to reconcile grant revenue and expenditures. Information was sent to BWSR as requested, and on May 17th a site visit to the District office and Bixby Park was performed by BWSR staff.

Attached is a letter from BWSR Grants Compliance Specialist, Linda Donnay, regarding the outcome of the verification. This letter was sent to Board President Anderson via the District office, and is included in the board packet so the rest of the board may review it as well.

Attached: BWSR Grant Verification Letter



July 29, 2016

Jackie Anderson, Board President
Comfort Lake Forest Lake Watershed District
44 Lake Street South, Suite A
Forest Lake, MN 55025

Dear President Anderson:

On May 17, 2016, a Board of Water and Soil Resources (BWSR) "grant verification" team visited Comfort Lake Forest Lake Watershed District to financially reconcile revenue and expenditures of BWSR grants issued in State Fiscal Year 2014 (July 1, 2013 – June 30, 2014). These site visits are scheduled with a limited number of counties (and the local governments headquartered there) annually, under BWSR's "Grants Monitoring, Reconciliation, and Verification Policy," adopted by the BWSR Board in June 2011. We would like to thank Mike Kinney and Emily Schmitz for their cooperation during the visit. As president of the Board, you are receiving the verification results.

The verification examined the individual project funded in fiscal year 2014: Bixby Park Water Quality Improvement grant. We evaluated the receipt of grant revenue from BWSR, and the district's records of expenditures on these grants, comparing the amounts claimed to the documentation that was presented to support them. We then compared the documentation of actual expenditures provided to the amounts that were reported in eLINK, BWSR's electronic reporting system.

Comfort Lake Forest Lake Watershed District staff did an excellent job of providing documentation prior to the site visit to enable a productive meeting which then gave us enough time to visit the Bixby Park clean water fund project! There were no findings (deviation from statute, rule, policy, or grant agreement) as a result of the verification.

Please note that effective for grant agreements executed after January 1, 2015, grant recipients must document 100% of staff time when services are being charged to the grant or provided as in-kind match. Refer to the Time and Effort Documentation chapter of the Grants Administration Manual found on the BWSR website: <http://www.bwsr.state.mn.us/grants/manual/>.

Thank you again for your cooperation, and we look forward to a continued partnership with Comfort Lake Forest Lake Watershed District. If you have questions on BWSR's Grants Monitoring, Reconciliation, and Verification Policy, you may contact BWSR's Fiscal Compliance Coordinator, Tim Dykstal, at Tim.Dykstal@state.mn.us.

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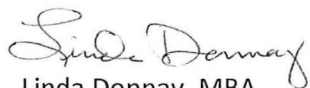
President Anderson

7/29/2016

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If you have questions related to this verification, you may contact me at Linda.Donnay@state.mn.us. In addition, if you have questions on BWSR programs you may contact Dan Fabian, your Board Conservationist, at Dan.Fabian@state.mn.us.

Sincerely,



Linda Donnay, MBA

Grants Compliance Specialist

cc: ✓ Mike Kinney, Administrator
Dan Fabian, BWSR Board Conservationist (email)
Brad Wozney, BWSR Clean Water Specialist (email)
Kevin Bigalke, BWSR Central Regional Supervisor (email)
Tim Dykstal, BWSR Fiscal Compliance Coordinator (email)
Melissa Lewis, BWSR Assistant Section Manager (email)
Wayne Zellmer, BWSR Grants Coordinator (email)