

MEMORANDUM
Comfort Lake-Forest Lake Watershed District

To: Board of Managers

Date: October 18, 2016

From: Mike Kinney

Subject: Master Watershed Stewards Fiscal Agent

Background/Discussion

The St. Croix Valley Foundation recently received an EPA grant to implement a Master Watershed Stewards program in which participants complete a capstone project that educates their community about the importance of protecting water resources. District staff has been working with three local Master Watershed Stewards by helping brainstorm ideas and put together project materials. One of the Stewards, Jack MacKenzie, is working on a project that consists of creating a “welcome cooler” filled with relevant items and materials for new lakeshore homeowners. District staff have been assisting with this by creating a “Shoreline Homeowner Tools and Rules Guide” with information on water quality best management practices, the cost-share program, aquatic invasive species, permitting requirements, etc. to be included in the cooler.

In order to manage grant finances, Mr. MacKenzie has requested that the District serve as fiscal agent for the project. As fiscal agent, or “host site”, it is the responsibility of the District to make payments from EPA Funds according to the Capstone Project Budget as requested by the Steward (Mr. MacKenzie), keep accurate records of all payments made from the EPA Funds giving copies to the Steward for use in the final report, and consult with Project Manager (Patty Mueller) if/when any questions or problems arise.

Staff has confirmed with accounting and legal counsel that the District can serve as fiscal agent and that it shouldn't be onerous from a staff time perspective. We ask that the Board discuss this during the meeting and give staff direction on proceeding with this matter.

Attached: EPA Sub-Grant Use of Funds Agreement, Welcome Cooler Project Budget

EPA Sub-Grant Use of Funds Agreement

Capstone Project: New Lake Property Welcome Cooler

Steward Name: Jack MacKenzie

Host Site Name and Mailing Address: Comfort Lake-Forest Lake Watershed District
44 Lake Street South, Suite A
Forest Lake, MN 55025

Host Site Liaison Name: Mike Kinney

Host Site Liaison Phone Number: (651) 395-5855

Steward Responsibilities:

1. Ensure the EPA funds are used in accordance with conditions, requirements and restrictions of the EPA Model Environmental Education Grant program. (see attached document).
2. Track and record in-kind donations of time, equipment and supplies for the project.
3. Submit a final report signed by the host site at the conclusion of the project including a detailed expense report complete with documentation/receipts for each expense.

Host Site Responsibilities:

1. Make payments from the EPA Funds according to the Capstone Project Budget as requested by the Steward.
2. Keep accurate records of all payments made from the EPA Funds, giving copies to the Steward for use in the final report.
3. Consult with the Project Manager (Patty Mueller muellepm8@gmail.com) if/when any questions or problems arise.

Host Site Liaison Signature _____

Steward Signature _____

Conditions, Requirements and Restrictions of the EPA Model Environmental Education Grant Program:

EPA's EE Grant Program money can fund:

- Environmental education based on sound science.
- Teaching critical thinking, problem-solving, decision-making.
- Encouraging responsible actions to protect the environment.

Expenses that can be paid for with EPA EE Grant money include:

- Personnel costs (and benefits) for staff directly working on the project.
- Travel expenses directly related to the project activities.
- Contracts for tasks to be completed to support the project.
- Supplies needed to conduct activities directly related to the project.
- Indirect costs expended by the organization to support the project.

Note: Food/Beverage Costs are:

- Allowed for "working" breakfast or lunch, or light refreshments during breaks.
- NOT allowed for evening receptions, banquets, or events where alcohol is served, entertainment is provided or funds are solicited.

EPA EE Grant money cannot fund:

- Projects that advocate a particular viewpoint or course of action about environmental issues or simply disseminate information.
- Lobbying or political activities.
- Non-education-related research or development.
- Technical training of environmental professionals.
- Construction projects

St. Croix Master Watershed Steward Capstone Project Budget Justifications
Jack MacKenzie
Welcome Cooler Project

The intent of this capstone project is to educate new lakeshore property owners on the proper way to manage their frontage so as not to negatively impact the environment of the watershed. Support from the lake associations and in-kind support from our state agencies has been outstanding, however the area community support has been slow thus far. Originally I had projected a purchase of 350 coolers.

However, as this is a pilot project, when the community groups step up to the plate, we will purchase more coolers and continue the program. In the mean time, I believe it wise to scale the number of coolers back from 350 to 140 and keep the project within the guaranteed budget numbers.

Steward Name: Jack MacKenzie
 Host Site Name CLFLWSD

**St. Croix Master Watershed Steward
 Capstone Project Budget**

Project Title: New Lake Property>Welcome Cooler

A	B	C	D	E	F	G
Category	Expense	Current Conservative Projection	EPA Funds	Matching Funds - CASH	Committed 10/3	Matching Funds -IN-KIND
1 Personnel						
2 Supplies						
3 Coolers \$14 x 350	\$4,900					
4 Realistic purchase \$14 x 140		\$1,960	\$1,400			
5 FL Lake Association				\$250		
6 Bone Lake Ass				\$75		
7 Comfort Lake Ass				\$75		
8 Rotary Club				\$750		
9 FL Chamber				\$250		
10 Sponsors \$100 x 21				2,100		
11 Equipment						
12 Travel						
13 Technology						
14 Printing/Copies						
15 MPCA Materials	\$1,750	\$1,750				\$1,750
16 UMN Extension	\$245	\$245				\$245
17 DNR Materials	\$245	\$245				\$245
18 DNR Materials	\$245	\$245				\$245
19 DNR Materials	\$488	\$488				\$488
20 DNR Materials	\$488	\$488				\$488
21 CLFLWD Materials	\$1,750	\$1,750				\$1,750
22		\$5,211				
23						
24						
25						
26 Research						
27 Other						
28						
29						
30 Totals	\$10,111	\$7,171	\$1,400	3,500	650	\$5,211
31						
32						
33						

Note: Attach a one page budget explanation that includes information on each category in the order listed on the budget template.