

## Snake Fiscal Work Group Meeting 1/3/24

Remote Meeting and In-person at the Pine SWCD office in Sandstone, 10 am -12

In attendance: Barb, Zach, Mara, Erin, Mike, Deanna

- Meeting outcomes
  - Need to make a tracking sheet
    - Is this available and editable to the group? Or does the coordinator take the submitted application and enter it into the spreadsheet?
    - What do we want on this?
      - Essentially what's on the application sheet
      - Unique identifier for each project to track it across everything
        - So it's the same on budget tracking and project application tracking
        - Project ID potentially separate
  - Tracking project applications completely independently
    - Once approved for funding, they move to the tracking sheet
  - Tracking encumbered vs spent funds, how do we do this?
    - We favor using the LSC Funding Tracking Sheet
  - How do we want to submit invoices?
    - Tracking staff time is very important to the state
      - Erin and Jeannette to talk further
    - Submit staff time invoices quarterly
    - Submit project invoices upon project completion
    - Ask sponsoring partner to hold 10% of the project cost to protect the fiscal agent's finances
    - Each biennium gets its own grant tracking spreadsheet
  - How to track projects in the watershed that were completed without WBIF funds?
- Action Items
  - Invoice for time spent on the grant so far as a test run (Pine County, Kanabec SWCD)
  - Create grant tracking sheet (Pine County)
    - Include encumbered and spent funds
      - Track this based on E-Link categories (may have to translate this to Board)
    - Use Rum's Pivot tables from their ledger to track grant
      - Connect/auto populate a summary table that looks like the LSC's grant tracking
  - Create project tracking sheet (Pine SWCD)
    - No project ID until funding is encumbered
    - Translate application to an excel sheet (combine application into an excel file so can copy and paste) to track projects
      - Based on reduced Rum's sheet for additional categories
    - Create funding request tracking sheet as a tab within project tracking sheet
  - Create invoice form (Pine County)
    - Include receipts in invoice form somehow

## RUM RIVER WATERSHED PARTNERSHIP

### PAYMENT CERTIFICATION FORM

**Instructions:** Itemize direct & staff time expenses for each project/activity on separate rows. Activity name must match an approved Statement of Work.  
 Direct expense reimbursement requests must be accompanied by receipts, paid invoices, landowner agreements or documentation per RRWP policy.  
 Staff time reimbursement requests must be substantiated by a log of hours worked itemizing each staff for each quarter (use the "staff detail" tab).  
 The hourly rate(s) must be calculated in accordance with grant policy & available upon request.  
 All documentation must include service dates. Digital signature (DocuSign, Acrobat Sign, etc) of this form is acceptable, but not typing in one's name.  
 Please document match-paid expenses on this form in the "match-paid portion" column and provide documentation.

#### Payment Request

<b>Payment to be made to:</b>	<b>Invoice number</b>
<b>Address</b> (including city, state, zip)	<b>Grant funding source</b> FY23 RRWP WBIF (C23-3265)

Activity - Project	This Payment Request							
	What you want	Match given	Total money spent					
			\$0.00			\$0.00		

From the chat:

- <https://bwsr.state.mn.us/gam>
- <https://bwsr.state.mn.us/time-and-effort-documentation>

Submitted by Mara Jade – Thank You