



## Grant All-Detail Report Accelerated Implementation Grant 2017

**Grant Title** - SSTS Records Catalog

**Grant ID** - C17-6651

**Organization** - Washington County

<b>Original Awarded Amount</b>	<b>\$100,000.00</b>	<b>Grant Execution Date</b>	<b>3/6/2017</b>
<b>Required Match Amount</b>	<b>\$25,000.00</b>	<b>Original Grant End Date</b>	<b>12/31/2019</b>
<b>Required Match %</b>	<b>25%</b>	<b>Grant Day To Day Contact</b>	<b>Stephanie Souter</b>
<b>Current Awarded Amount</b>	<b>\$100,000.00</b>	<b>Current End Date</b>	<b>12/31/2019</b>

### Budget Summary

	Budgeted	Spent	Balance Remaining*
Total Grant Amount	\$100,000.00	\$59,515.20	\$40,484.80
Total Match Amount	\$25,000.00	\$26,684.59	\$-1,684.59
Total Other Funds	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$125,000.00</b>	<b>\$86,199.79</b>	<b>\$38,800.21</b>

\*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	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
Administration/Coordination	Administration /Coordination	Local Fund	County funds	\$5,000.00	\$3,799.58	12/31/2018	Y
Permit review	Technical/Engineering Assistance	Local Fund	County funds	\$5,000.00			Y
Risk analysis	Inventory/Mapping	Current State Grant	SSTS Records Catalog	\$85,000.00	\$42,962.09	12/31/2018	N

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
Risk analysis	Inventory/Mapping	Local Fund	County funds	\$5,000.00			Y
SSTS records catalog and review	Monitoring/Data Collection	Current State Grant	SSTS Records Catalog	\$15,000.00	\$16,553.11	12/31/2018	N
SSTS records catalog and review	Monitoring/Data Collection	Local Fund	County match	\$10,000.00	\$22,885.01	12/31/2017	Y

### Activity Details Summary

Activity Details	Total Action Count	Total Activity Mapped	Proposed Size / Unit	Actual Size / Unit
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### Proposed Activity Indicators

Activity Name	Indicator Name	Value & Units	Waterbody	Calculation Tool	Comments
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### Final Indicators Summary

Indicator Name	Total Value	Unit
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## Grant Activity

Grant Activity - Administration/Coordination		
Description	<p>Provide overall grant administration and reporting. Convene staff and external stakeholders.</p> <p>Senior Planner Stephanie Souter will provide primary grant administration and project coordination. Senior Environmental Health Specialist(s) that work within the SSTS program may also provide match funds in staff time.</p>	
Category	ADMINISTRATION/COORDINATION	
Start Date	6-Mar-17	End Date
Has Rates and Hours?	Yes	
Actual Results	General project management, overseeing RFP processes, grant reporting.	

Grant Activity - Permit review		
Description	<p>Consultant time to review digitized permits, following a standard protocol developed/revised by the county.</p> <p>Permit review phase will be selected through a competitive Request for Proposal (RFP) process, or by using summer interns.</p> <p>Staff time may also contribute to this phase of the project, primarily from a senior environmental healthy specialist.</p>	
Category	TECHNICAL/ENGINEERING ASSISTANCE	
Start Date	1-Aug-17	End Date
Has Rates and Hours?	Yes	
Actual Results		

## Grant Activity - Risk analysis

<b>Description</b>	<p>Conduct a risk analysis using geologic data, water quality data, well locations, and other pertinent information. This will further inform additional historical permit review.</p> <p>County will convene stakeholders to identify goals for risk analysis, types of data to input.</p> <p>County will retain a consultant, selected through a competitive Request for Proposal (RFP) process, to assist with gathering data and creating GIS-based risk assessment.</p> <p>The County will also retain the University of Minnesota, Onsite Sewage Treatment Program, as an additional consultant for the risk assessment project. They will work with the county and selected consultant to review data and the outputs from the model.</p> <p>Match for the risk assessment portion may come from the funds actually paid to the selected consultant, or from staff time from a senior environmental health specialist and/or senior planner to guide/assist with the risk analysis.</p>		
<b>Category</b>	INVENTORY/MAPPING		
<b>Start Date</b>	7-Mar-17	<b>End Date</b>	
<b>Has Rates and Hours?</b>	Yes		

## Actual Results

July 2017 - county staff hosted a meeting that included watershed staff, MPCA, DNR, Minnesota Geological Survey, and University of Minnesota Onsite Sewage Treatment Program (OSTP) to get initial feedback on data that should be included/analyzed for risk assessment.

RFP released in December 2017 to solicit consultant to help with development of risk assessment model. Preliminary data list that was developed at July meeting was used to inform the RFP.

A consultant, Tetra Tech, was brought on board in the winter of 2018 to develop the risk assessment model. In addition, the University of Minnesota was brought on as an additional technical consultant. A kickoff meeting with staff, consultants, and UofM experts was held in April 2018. The consultant spent the first half of the summer researching risk assessment methodologies, and collecting and compiling data. A stakeholder meeting was held in August 2018. It included representatives from cities, watersheds, state agencies, UofM, and the met council. The project was introduced and a significant amount of time was spent discussing possible data sources. In the fall a series of draft technical memos were prepared to summarize data sources and approaches for the model. The current plan is to finalize the model development in the spring of 2019 and present it to the county board. Future work will include then utilizing the tool to determine high risk areas and review relevant SSTS data to inform future program direction.

## Grant Activity - SSTS records catalog and review

<b>Description</b>	<p>Collect, digitize, and review historical permit records.</p> <ul style="list-style-type: none"> <li>-collection of historical permit records from 1972-2004 from county and city sources</li> <li>-digitization of records</li> <li>-input into septic system database</li> </ul> <p>Second phase of this work will involve permit review of records, which will feed into risk assessment - this is addressed in a separate grant activity.</p> <p>Consultant for the records digitization will be selected through a competitive request for proposal (RFP) process. It is expected the consultant for this phase will be an engineering firm, or an agency with records management experience.</p> <p>The county has also retained consultant services from a business management firm to help facilitate the transfer of the records into the data management system, RTVision, and serve as an intermediary to the selected records consultant.</p> <p>County will also utilize interns/summer workers for a bulk of the work to gather and digitize records from cities.</p> <p>Match for this portion may come from staff time, or funds paid to the business management consultant.</p>	
<b>Category</b>	MONITORING/DATA COLLECTION	
<b>Start Date</b>	6-Mar-17	<b>End Date</b>
<b>Has Rates and Hours?</b>	Yes	

## Actual Results

For 2017:

1. Business management consultant assisted with selecting records collection vendor, writing up Standard Operating Procedures for various tasks including renaming permits, scanning files, and uploading files to data management system.
2. RFP was released for records collection.
3. Consultant was retained to collect information from cities with records, to determine the condition/location of the files, county's ability to access them, and feasibility to scan records on site (cities did not want records to leave). Final report details file conditions for each city. Identified several cities that now have digitized records.
4. Intern hired for the summer, resulted in review and renaming of approximately 3000 records already in the county's possession.
5. Intern also categorized and readied section file paper records, which were then scanned and digitized by scanning company.
6. Initial mapping of county well testing data, which may be used for risk assessment portion.

For 2018:

A student worker was brought on board to continue the renaming and uploading of SSTS records into the county database. The work included successfully uploading previously named records into database (around 3000 permits), along with additional review, renaming and uploading of previously undiscovered records.

Successfully gained access to ~600 city records from Lake Elmo that were electronic. Additional time spent scanning paper records on site at city offices (still in progress). Student worker will return in winter of 2019 to continue renaming of Lake Elmo records. Other city records will be gathered as time allows.

## Grant Attachments

Document Name	Document Type	Description
2017 Competitive Grant	Grant Agreement	2017 Competitive Grant - Washington County
2017 Competitive Grant executed	Grant Agreement	2017 Competitive Grant - Washington County
2018-01-03 Request to Revise Wwrok Plan	Journal	Journal Dated - 01/03/2018
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 02/05/2018
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 06/12/2018
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/30/2019
Application	Workflow Generated	Workflow Generated - Application - 08/05/2016
SSTS locations	Grant	SSTS Records Catalog
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 01/03/2018

Document Name	Document Type	Description
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 12/14/2016
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 03/03/2017
grantmap_16732_2016-08-03_09-34-35-AM.jpg	Grant	SSTS Records Catalog