



Septic Treatment Systems Upgrade

BWSR Grant Profile

July 1, 2017

Grant Description

The MPCA County Subsurface Sewage Treatment Systems Upgrade (also known as the “SSTS Upgrade” grant) is a competitive grant program offered by MPCA to counties for installing individual SSTS upgrades. Funds are distributed as part of the Natural Resources Block Grant (NRBG), a composite of base grants available to local government units that help them implement programs designed to protect and improve water resources.

Reporting Overview

The SSTS Upgrade grant does not require a workplan. Expenses should be reported in eLINK, and a description of how the funds were used should be entered in the Actual Results field. The full amount of this grant is paid to the grantee upon execution of the NRBG grant agreement or, in the case of the second year of a biennial grant agreement, receipt of the Notice of Payment addendum.

eLINK Reporting Requirements

Type: NRBG
Administered by: MPCA
Application completed in eLINK? No
Proposed Indicators in Application: No
Grant Agreement distributed through eLINK: Yes
Exempt from eLINK reporting: No
Additional Report Attachment: No **Non-eLINK reporting required:** Yes
Workplan: No
Match Requirement: No match required
Activity Details: Yes (Indicators optional)
Mapping: No
Rates & Hours: No
Expenses: Yes
Actual Results: Yes
Payment Schedule: 100% Advance Payment

Reporting Activities and Activity Details

When reviewing reports for Septic Treatment Systems Upgrade grants, the most important outcome BWSR and MPCA program staff are looking for is the count of septic system improvements completed. The guidance below allows program staff to quickly identify these details for each grant, and to query eLINK for aggregate practice counts across multiple grants.

It is recommended that you minimize the number of Activities, and instead break out individual projects at the Activity Detail level. This approach should reduce the time needed for the grantee to complete reporting. For example, you may have an “SSTS Upgrade Installation” Activity with both Current State Grant and Local Fund landowner budget rows. You may also have an “Administration” Activity, as shown in the example below:

Displaying 1 - 3 of 3 results

GRANT ID	GRANT TITLE	ACTIVITY	SOURCE DESCRIPTION	BUDGETED AMOUNT	SUM OF EXPENDITURES	SOURCE TYPE	MATCH?	ACTIVITY ACTIONS	PLANNING AND EXPENSE ACTIONS
P15-6081	2015 - Septic Treatment Systems Upgrade - NRBG	SSTS Upgrade Installation	2015 - Septic Treatment Systems Upgrade - NRBG	\$15,286.74	\$15,286.74	Current State Grant	N		
P15-6081	2015 - Septic Treatment Systems Upgrade - NRBG	SSTS Upgrade Installation	Landowner contribution for SSTS upgrade	\$15,286.74	\$15,286.74	Landowner Fund	Y		
P15-6081	2015 - Septic Treatment Systems Upgrade - NRBG	Administration	2015 - Septic Treatment Systems Upgrade - NRBG	\$2,188.25	\$2,188.25	Current State Grant	N		

Individual landowner projects can then be tracked at the Activity Detail level; entering one Activity Detail per project allows you to accurately enter the Installed Date for each project. The “Indicators” column should contain a value of “1”, indicating you have entered a pollution prevention (see below). Within the Edit screen (), select Practice type “126M – Septic System Improvement”, and enter the Count of Activities. Because these grants benefit low-income landowners, we ask that these projects are not mapped so that landowners’ income status is not inadvertently identified through spatial data.

Displaying 1 - 6 of 6 results

ACTIVITY DETAIL	PRACTICE	COUNT	LIFE SPAN	PROPOSED SIZE	ACTUAL SIZE	UNIT	INSTALLED DATE	MAPPED	INDICATORS	ACTION
John Doe	126M - Septic System Improvement	1	10 Years	1	1	Count	7/21/2015		1	
Martin Robinson	126M - Septic System Improvement	1	10 Years	1	1	Count	8/4/2015		1	
Chris Smith	126M - Septic System Improvement	1	10 Years	1	1	Count	8/20/2015		1	
Mabel Johnson	126M - Septic System Improvement	1	10 Years	1	1	Count	8/6/2015		1	
Taylor Olsen	126M - Septic System Improvement	1	10 Years	1	1	Count	10/15/2015		1	
Andrea Martin	126M - Septic System Improvement	1	10 Years	1	1	Count	8/16/2016		1	

When reporting Indicators (), select the category “Pollution Prevention”, Name & Units type “Prevention – Count”, count, and “Groundwater” for the waterbody, as shown below:

Final Activity Indicators

Indicator Category	Indicator Name & Units	Value	WaterBody	Calc Tool	Comments	Action
Pollution Prevention	Prevention - Count	1	Groundwater	Unknown		

Expenditures are tracked at the Activity level. When reporting expenditures related to a specific landowner project, including the landowner name in the description (e.g. “John Doe – Check #8873”) allows program staff to track expenditures to the specific project listed in the Activity Details when reviewing and approving reports.