



**Minnesota
Pollution
Control
Agency**

Watershed Project Funding System

MPCA Roles and Responsibilities

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The MPCA serves many functions in the process of administering state and federal funds for watershed projects. The following information outlines some of the MPCA's roles and responsibilities as they relate to watershed funding in the state.

Statewide Administration Unit

This unit is part of the agency's Regional Division and is located in the Watershed Section. Staff members in this unit work primarily out of the St. Paul MPCA office. Tasks performed by this unit include the following:

- Management and coordination of the federal Section 319 (319) grants, state Clean Water Partnership (CWP) grants and loans, and the state Clean Water Legacy Act (CWLA) funding
- Track submittal requirements including semiannual and annual progress reports, and final reports, eLINK, and STORET
- Develop the annual Watershed Achievements report
- Develop watershed administrative guidance and policy – provide assistance where needed
- Develop and provide Total Maximum Daily Load (TMDL) guidance, modules, policy, and communication
- Facilitate the Clean Water Council and ensure CWLA reporting requirements are met
- Coordinate the updating and management of the MN Non-point Source Management Program Plan
- Assist in the development of the Non-point Source Clean Watershed Needs Survey (CWNS)



- Provide internal and external training, communication, and assistance
- Process payments, manage administrative data, and maintain program database

Watershed Project Managers

Project managers also work out of the MPCA's Regional Division and Watershed Section. Project managers work out of each of the agency's seven regional offices and the main office in St. Paul. Tasks performed by these staff members include:

- Work with local project sponsors to develop and manage proposals, work plans and contracts
- Work with local project sponsors to meet and manage all program requirements including timely submittal of semiannual and annual progress reports, and final reports, ensuring that all best management practices information is entered into eLINK, and that all monitoring data from projects is entered into STORET
- Develop and maintain local capacity to complete and implement project work

MPCA Area Offices:

Rochester area:

507/285-7343

Mankato area:

507/389-5977

Marshall area:

507/537-7146

Willmar area:

320/214-3786

Detroit Lakes area:

218/847-1519

Brainerd area:

218/828-2492

Duluth area:

218/723-4660

Metro area:

651/296-6300

Toll-Free Number:

800/657-3864

wq-s1-14

- Form external partnerships, facilitate stakeholder involvement, and facilitate internal and external project teams.
- Ensure projects are on schedule and funds are spent according to the work plan
- Review and approve invoices, work plans, and reports
- Conduct mid-project reviews and attend project meetings
- Ensure monitoring stations are installed and maintained
- Complete implementation plans (local governmental units and/or contractors heavily involved) and guide implementation

Watershed Supervisors

Watershed supervisors are part of the Regional Division and Watershed Section of the MPCA. Supervisors are present in six of the MPCA's regional offices and in the main office in St. Paul. Watershed supervisors typically perform the following tasks:

- Participate in prioritizing projects and seek sources of funding
- Approve funding and assign project managers
- Ensure timelines for proposal submittal, work plan submittal, and contract and program requirements are met
- Approve contract work plans
- Ensure contract payments and budgets are up-to-date and that contract payments are not made if grantees or contractors do not met program requirements
- Manage watershed managers and basin coordinators within the unit to complete assigned projects
- Evaluate performance of watershed managers and basin coordinators
- Ensure that defined processes are being followed, hold staff accountable for their process responsibilities and resolve issues

Contract Specialists

Contract specialists work out of the MPCA's St. Paul office in the Operational Support Division. These staff members support watershed projects as follows:

- Ensure the Scope of Work (SOW) for contracts meets basic requirements for contract agreement. If modifications needed, contact watershed manager

- Write and review contract. Work closely with program while ensuring that State requirements are met
- Prepare final contract document, ensure contract is encumbered, and route for signature
- Distribute final executed contract documents to project sponsor and program coordinator
- Assist with processing contract amendments
- Address watershed manager contract questions and provide consistency among different contracts
- Provide support with resolving any performance issues and track performance
- Provide monthly reports to Division Leadership regarding contract status
- Oversee development and administration of the TMDL Master Contract

Related Links

eLINK

Minnesota's local government offices use this Web-based, GIS-enabled software package to help them manage conservation projects and run their operations effectively. It provides local staff with an integrated administrative, operational, and decision-making system that supports their daily business activities. More information about eLink is available online at <http://www.bwsr.state.mn.us/outreach/eLINK/index.html>

STORET (STOrage and RETrieval)

STORET is the U.S. Environmental Protection Agency's (EPA's) repository for water quality, biological, and physical data. It is used by state environmental agencies, EPA and other federal agencies, universities, private citizens, and many others. More information about STORET in Minnesota is available online at <http://www.pca.state.mn.us/water/storet.html>

Minnesota Watershed Project Funding System

<http://www.pca.state.mn.us/water/watershed-funding.html>

Contact Us

For more information on watershed project funding system roles and responsibilities at the MPCA, contact

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