

Metro Blooms Invoice 3

Item 4Cvii.
BCWMC 10-15-20



PO Box 17099
Minneapolis, MN 55417
651-699-2426
www.metroblooms.org

9/30/2020

Bassett Creek Watershed Management Commission
Attn: Laura Jester
Re: Lawns to Legumes Grant
Invoice Period: September 1, 2020 - September 30, 2020

Near North Lawns to Legumes project activities including administration, coordination, project management, engagement, technical assistance and installations from September 1, 2020 to September 30, 2020. See attached detail for supporting documentation. \$ 15,175.27

Total Due: \$ 15,175.27

Please remit to: Metro Blooms, PO Box 17099, Minneapolis, MN 55417. Questions: (651) 699-2426

Reimbursement Request – Invoice Summary Spreadsheet 2020

Project Title: Near North Lawns to Legumes Demonstration Neighborhood

Invoice Dates: September 1, 2020 - September 30, 2020

	Budget Item	Beginning Budget	BWSR L2L Demo Neighborhood Grant (BCWMC)				Mortenson Foundation				Project Total			
			Budget	Beginning Balance	Current Invoice	Ending Balance	Budget	Beginning Balance	Current Invoice	Ending Balance	Budget	Beginning Balance	Current Invoice	Ending Balance
	BUDGET ITEM													
ADMIN	Project Admin + Reporting	1,860.00	1,860.00	1,209.00	591.00	618.00				-	1,860.00	1,209.00	591.00	618.00
DEV+MGMT	Project Development	4,350.00	2,250.00	-	-	-	2,100.00	(288.00)	-	(288.00)	4,350.00	(288.00)	-	(288.00)
DEV+MGMT	Project Management	4,500.00			-	-	4,500.00	1,798.20	1,199.40	598.80	4,500.00	1,798.20	1,199.40	598.80
ED+OUTREACH	Near North Engagement	3,900.00	3,700.00	-	-	-	200.00	(713.40)	497.40	(1,210.80)	3,900.00	(713.40)	497.40	(1,210.80)
ED+OUTREACH	Website Updates	1,500.00			-	-	1,500.00	1,200.00	-	1,200.00	1,500.00	1,200.00	-	1,200.00
ED+OUTREACH	Contracted Engagement	3,000.00			-	-			-	-	-	-	-	-
TA+TRAINING	Technical Assistance	10,800.00	9,100.00	8,842.50	6,336.00	2,506.50	1,700.00	-		-	10,800.00	8,842.50	6,336.00	2,506.50
TA+TRAINING	Sustainable Landcare Training	750.00	750.00	750.00	270.00	480.00			-	-	750.00	750.00	270.00	480.00
TA+TRAINING	Travel	215.00	215.00	215.00	268.57	(53.57)			-	-	215.00	215.00	268.57	(53.57)
INSTALL	Crew Labor	9,600.00	9,600.00	9,600.00	5,278.80	4,321.20					9,600.00	9,600.00	5,278.80	4,321.20
INSTALL	Equipment + Materials	4,000.00	4,000.00	4,000.00	264.35	3,735.65					4,000.00	4,000.00	264.35	3,735.65
INSTALL	Sod/Soil Disposal	650.00	650.00	650.00	137.50	512.50				-	650.00	650.00	137.50	512.50
INSTALL	Native Plants	7,875.00	7,875.00	7,875.00	2,029.05	5,845.95				-	7,875.00	7,875.00	2,029.05	5,845.95
	Column Total	53,000.00	40,000.00	33,141.50	15,175.27	17,966.23	10,000.00	1,996.80	1,696.80	300.00	50,000.00	35,138.30	16,872.07	18,266.23

Metro Blooms Profit & Loss Detail

September 1 through September 30, 2020

2:20 PM

10/02/2020

Accrual Basis

Expense	Type	Date	Name	Source Name	Memo	Amount
Program Expenses						
6800 · Neighborhood Projects						
6835 · Disposal Fees						
	Bill	09/21/2020	L2L Near North	Klier's Nursery	dumping soil/sod tearout	75.00
	Bill	09/22/2020	L2L Near North	Klier's Nursery	dumping soil/sod tearout	62.50
	Total 6835 · Disposal Fees					137.50
6845 · Equipment Rental						
	Check	09/30/2020	L2L Near North	Mike Morrison	trailer rental x 5	37.50
	Total 6845 · Equipment Rental					37.50
6850 · Landscaping Supplies/Equipment						
	Bill	09/21/2020	L2L Near North	Klier's Nursery	dark hardwood mulch	97.22
	Bill	09/22/2020	L2L Near North	Klier's Nursery	dark hardwood mulch	97.22
	Bill	09/24/2020	L2L Near North	Klier's Nursery	dark hardwood mulch	32.41
	Total 6850 · Landscaping Supplies/Equipment					226.85
6875 · Native Plant Supplies						
	Bill	09/24/2020	L2L Near North	Glacial Ridge Growers		70.21
	Bill	09/24/2020	L2L Near North	Glacial Ridge Growers		1,282.49
	Total 6875 · Native Plant Supplies					1,352.70
6885 · Travel and Mileage						
						With warranty (x1.5)
	Check	09/16/2020	L2L Near North	Jennifer Ehlert	on-site consultation	6.33
	Check	09/16/2020	L2L Near North	Jennifer Ehlert	on-site consultation	0.69
	Check	09/16/2020	L2L Near North	Jennifer Ehlert	on-site consultation	0.46
	Check	09/16/2020	L2L Near North	Jennifer Ehlert	on-site consultation	6.33
	Check	09/16/2020	L2L Near North	Jennifer Ehlert	on-site consultation	5.58
	Check	09/16/2020	L2L Near North	Jennifer Ehlert	on-site consultation	0.81
	Check	09/16/2020	L2L Near North	Jennifer Ehlert	on-site consultation	6.33
	Check	09/16/2020	L2L Near North	Jennifer Ehlert	round trip, on-site consultation	17.25
	Check	09/30/2020	L2L Near North	Ben LeMire	Installation	0.35
	Check	09/30/2020	L2L Near North	Ben LeMire	Installation	0.17

Type	Date	Name	Source Name	Memo	Amount
Check	09/30/2020	L2L Near North	Ben LeMire	Installation	0.35
Check	09/30/2020	L2L Near North	Ben LeMire	Installation	0.17
Check	09/30/2020	L2L Near North	Ben LeMire	Installation	0.58
Check	09/30/2020	L2L Near North	Ben LeMire	Installation	0.46
Check	09/30/2020	L2L Near North	Ben LeMire	Installation	0.12
Check	09/30/2020	L2L Near North	Ben LeMire	Installation	0.17
Check	09/30/2020	L2L Near North	Ben LeMire	Installation	0.58
Check	09/30/2020	L2L Near North	Ben LeMire	Installation	0.12
Check	09/30/2020	L2L Near North	Ben LeMire	Installation	0.06
Check	09/30/2020	L2L Near North	Ben LeMire	Installation	0.81
Check	09/30/2020	L2L Near North	Ben LeMire	Installation	0.69
Check	09/30/2020	L2L Near North	Ben LeMire	Installation	3.11
Check	09/30/2020	L2L Near North	Miranda Olson	Gas @ Hy-Vee for MB truck	47.12
Check	09/30/2020	L2L Near North	Miranda Olson	Gas @ HyVee for MB truck	45.90
Check	09/30/2020	L2L Near North	James Wolfen	Autumn Ridge Installs	10.01
Check	09/30/2020	L2L Near North	Mike Morrison	Installation	1.15
Check	09/30/2020	L2L Near North	Mike Morrison	Installation	5.18
Check	09/30/2020	L2L Near North	Mike Morrison	Installation x 5	20.15
Check	09/30/2020	L2L Near North	Jennifer Ehlert	round trip-onsite consultation	12.65
Check	09/30/2020	L2L Near North	Rich Harrison	Consultation	5.18
Check	09/30/2020	L2L Near North	Rich Harrison	Consultations	9.95
Check	09/30/2020	L2L Near North	Rich Harrison	Consultations	9.78
Check	09/30/2020	L2L Near North	Rich Harrison	Consultations	9.78
Check	09/30/2020	L2L Near North	Rich Harrison	Consultations	10.06
Check	09/30/2020	L2L Near North	Rich Harrison	Consultations	9.78
Check	09/30/2020	L2L Near North	Rich Harrison	Consultations	10.47
Check	09/30/2020	L2L Near North	Rich Harrison	Consultations	9.89
Total 6885 · Travel and Mileage					268.57
Total 6800 · Neighborhood Projects					2,023.12
Total Program Expenses					2,023.12
Total Expense					2,023.12

fname	lname	jobcode	local_date	local_day	hours	rate	L2L Code	payroll item	service item	notes
Aleli	Balagtas	L2L Near Nort	9/15/2020	Tue	1.03		60 Near North Engagement	Education and Outreach	Social Media	Note to Fernanda, schedule Near North pollinator project post, check accounts.
Jennifer	Ehlert	L2L Near Nort	9/2/2020	Wed	0.98		75 Technical Assistance and Training	Project Management	Internal PM	Call with James
Jennifer	Ehlert	L2L Near Nort	9/3/2020	Thu	0.33		75 Technical Assistance and Training	Technical Assistance	Site Assessment + Consultations	Consultation prep
Jennifer	Ehlert	L2L Near Nort	9/3/2020	Thu	5.43		75 Technical Assistance and Training	Technical Assistance	Site Assessment + Consultations	
Jennifer	Ehlert	L2L Near Nort	9/8/2020	Tue	0.1		75 Technical Assistance and Training	Project Management	Internal PM	Call with James
Jennifer	Ehlert	L2L Near Nort	9/8/2020	Tue	0.05		75 Technical Assistance and Training	Project Management	Internal PM	
Jennifer	Ehlert	L2L Near Nort	9/11/2020	Fri	0.47		75 Technical Assistance and Training	Technical Assistance	Site Assessment + Consultations	
Jennifer	Ehlert	L2L Near Nort	9/11/2020	Fri	1.52		75 Technical Assistance and Training	Technical Assistance	Site Assessment + Consultations	
Jennifer	Ehlert	L2L Near Nort	9/14/2020	Mon	2.23		75 Technical Assistance and Training	Technical Assistance	Site Assessment + Consultations	Consultation prep
Jennifer	Ehlert	L2L Near Nort	9/17/2020	Thu	0.78		75 Technical Assistance and Training	Project Management	Install Coordination + Planning	
Jennifer	Ehlert	L2L Near Nort	9/17/2020	Thu	0.47		75 Technical Assistance and Training	Project Management	Install Coordination + Planning	
Jennifer	Ehlert	L2L Near Nort	9/18/2020	Fri	0.22		75 Technical Assistance and Training	Project Management	Internal PM	
Jennifer	Ehlert	L2L Near Nort	9/18/2020	Fri	0.28		75 Technical Assistance and Training	Project Management	Scheduling, Ordering, + Coordin	
Jennifer	Ehlert	L2L Near Nort	9/18/2020	Fri	2.82		75 Technical Assistance and Training	Technical Assistance	Site Assessment + Consultations	
Jennifer	Ehlert	L2L Near Nort	9/21/2020	Mon	0.1		75 Technical Assistance and Training	Technical Assistance	Site Assessment + Consultations	
Jennifer	Ehlert	L2L Near Nort	9/22/2020	Tue	1.02		75 Technical Assistance and Training	Project Management	Scheduling, Ordering, + Coordin	Plant order
Jennifer	Ehlert	L2L Near Nort	9/22/2020	Tue	0.62		75 Technical Assistance and Training	Project Management	Scheduling, Ordering, + Coordin	Plant order
Jennifer	Ehlert	L2L Near Nort	9/24/2020	Thu	0.75		75 Technical Assistance and Training	Project Management	Scheduling, Ordering, + Coordin	
Jennifer	Ehlert	L2L Near Nort	9/24/2020	Thu	0.18		75 Technical Assistance and Training	Project Management	Scheduling, Ordering, + Coordin	Loading plants
Jennifer	Ehlert	L2L Near Nort	9/25/2020	Fri	0.17		75 Technical Assistance and Training	Project Management	Scheduling, Ordering, + Coordin	
Nikolai	Fjelstad DeSantiago	L2L Near Nort	9/22/2020	Tue	7		40 Installation	IN	Installation	
Nikolai	Fjelstad DeSantiago	L2L Near Nort	9/23/2020	Wed	6.1		40 Installation	IN	Installation	
William	Hamilton	L2L Near Nort	9/21/2020	Mon	6.88		40 Installation	IN	Installation	
William	Hamilton	L2L Near Nort	9/22/2020	Tue	7		40 Installation	IN	Installation	
William	Hamilton	L2L Near Nort	9/23/2020	Wed	3.13		40 Installation	IN	Installation	
William	Hamilton	L2L Near Nort	9/24/2020	Thu	7.6		40 Installation	IN	Installation	
William	Hamilton	L2L Near Nort	9/28/2020	Mon	7.92		40 Installation	IN	Installation	
William	Hamilton	L2L Near Nort	9/29/2020	Tue	8.5		40 Installation	IN	Installation	
Richard	Harrison	L2L Near Nort	9/8/2020	Tue	0.5		75 Technical Assistance	Education and Outreach	Site Assessment + Consultations	Prep for onsites, print materials
Richard	Harrison	L2L Near Nort	9/8/2020	Tue	1		75 Technical Assistance	Education and Outreach	Site Assessment + Consultations	
Richard	Harrison	L2L Near Nort	9/10/2020	Thu	1.5		75 Technical Assistance and Training	Technical Assistance	Site Assessment + Consultations	Smaller Consultation
Richard	Harrison	L2L Near Nort	9/10/2020	Thu	1.5		75 Technical Assistance and Training	Technical Assistance	Site Assessment + Consultations	Stancile Consultation
Richard	Harrison	L2L Near Nort	9/10/2020	Thu	2		75 Technical Assistance and Training	Technical Assistance	Site Assessment + Consultations	Kingsbury + Cottman Consultations
Richard	Harrison	L2L Near Nort	9/14/2020	Mon	1		75 Technical Assistance and Training	Technical Assistance	Site Assessment + Consultations	Prep for consultations, print docs and fill out paperwork for evening consults
Richard	Harrison	L2L Near Nort	9/14/2020	Mon	2.5		75 Technical Assistance and Training	Technical Assistance	Site Assessment + Consultations	
Richard	Harrison	L2L Near Nort	9/15/2020	Tue	0.42		75 Technical Assistance	Education and Outreach	Onsite Scheduling	Onsite Prep
Richard	Harrison	L2L Near Nort	9/15/2020	Tue	2.5		75 Technical Assistance and Training	Technical Assistance	Site Assessment + Consultations	
Richard	Harrison	L2L Near Nort	9/17/2020	Thu	0.5		75 Technical Assistance and Training	Project Management	Internal PM	talk to Jen and James re: Plant Pallets / Project Management
Richard	Harrison	L2L Near Nort	9/17/2020	Thu	2		75 Technical Assistance and Training	Technical Assistance	Site Assessment + Consultations	Jasmine Consultation
Richard	Harrison	L2L Near Nort	9/18/2020	Fri	2.5		75 Technical Assistance and Training	Technical Assistance	Site Assessment + Consultations	
Richard	Harrison	L2L Near Nort	9/21/2020	Mon	0.5		75 Technical Assistance and Training	Technical Assistance	Internal PM	
Richard	Harrison	L2L Near Nort	9/22/2020	Tue	0.9		75 Technical Assistance and Training	Technical Assistance	Site Assessment + Consultations	prep for days consultations
Richard	Harrison	L2L Near Nort	9/22/2020	Tue	3.75		75 Technical Assistance and Training	Technical Assistance	Site Assessment + Consultations	
Richard	Harrison	L2L Near Nort	9/23/2020	Wed	0.43		75 Technical Assistance and Training	Technical Assistance	Construction Mgmt/Admin	
Richard	Harrison	L2L Near Nort	9/24/2020	Thu	0.25		75 Technical Assistance and Training	Technical Assistance	Onsite Scheduling	Talk to Floyd Smaller to reschedule onsite,
Richard	Harrison	L2L Near Nort	9/24/2020	Thu	0.5		75 Technical Assistance and Training	Technical Assistance	Site Assessment + Consultations	Download pics and file management
Richard	Harrison	L2L Near Nort	9/25/2020	Fri	1.33		75 Technical Assistance and Training	Technical Assistance	Site Assessment + Consultations	Smaller onsite
Benjamin	LeMire	L2L Near Nort	9/21/2020	Mon	4		40 Installation	IN	Installation	
Benjamin	LeMire	L2L Near Nort	9/21/2020	Mon	1.6		40 Installation	IN	Installation	
Benjamin	LeMire	L2L Near Nort	9/22/2020	Tue	4		40 Installation	IN	Installation	
Benjamin	LeMire	L2L Near Nort	9/22/2020	Tue	2.25		40 Installation	IN	Installation	
Benjamin	LeMire	L2L Near Nort	9/23/2020	Wed	4		40 Installation	IN	Installation	
Benjamin	LeMire	L2L Near Nort	9/23/2020	Wed	1.33		40 Installation	IN	Installation	
Benjamin	LeMire	L2L Near Nort	9/24/2020	Thu	3.5		40 Installation	IN	Installation	
Benjamin	LeMire	L2L Near Nort	9/24/2020	Thu	2		40 Installation	IN	Installation	
Benjamin	LeMire	L2L Near Nort	9/25/2020	Fri	4		40 Installation	IN	Installation	
Benjamin	LeMire	L2L Near Nort	9/25/2020	Fri	3.33		40 Installation	IN	Installation	
Benjamin	LeMire	L2L Near Nort	9/28/2020	Mon	4		40 Installation	IN	Installation	
Benjamin	LeMire	L2L Near Nort	9/28/2020	Mon	3.17		40 Installation	IN	Installation	
Jennifer	Moeller	L2L Near Nort	9/18/2020	Fri	0.73		75 Technical Assistance and Training	Project Management	Install Coordination + Planning	Talk with Jen about assist with Near north, prep consult items, email James, scheduling
Jennifer	Moeller	L2L Near Nort	9/21/2020	Mon	0.42		75 Technical Assistance and Training	Project Management	Onsite Scheduling	Emailing with James for scheduling
Jennifer	Moeller	L2L Near Nort	9/22/2020	Tue	0.5		75 Technical Assistance and Training	Project Management	Onsite Scheduling	
Jennifer	Moeller	L2L Near Nort	9/23/2020	Wed	2.6		75 Technical Assistance and Training	Technical Assistance	Site Assessment + Consultations	
Jennifer	Moeller	L2L Near Nort	9/23/2020	Wed	4.13		75 Technical Assistance and Training	Technical Assistance	Site Assessment + Consultations	
Jennifer	Moeller	L2L Near Nort	9/24/2020	Thu	1.15		75 Technical Assistance and Training	Project Management	Site Assessment + Consultations	Upload participant info to egnyte
Michael	Morrison	L2L Near Nort	9/22/2020	Tue	3		75 Technical Assistance and Training	IN	Installation	

Michael	Morrison	L2L Near Nort	9/23/2020	Wed	4	75	Technical Assistance and Training	IN	Installation	
Michael	Morrison	L2L Near Nort	9/24/2020	Thu	4	75	Technical Assistance and Training	IN	Installation	
Michael	Morrison	L2L Near Nort	9/25/2020	Fri	2	75	Technical Assistance and Training	IN	Installation	
Miranda	Olson	L2L Near Nort	9/21/2020	Mon	5.75	40	Installation	IN	Installation	
Miranda	Olson	L2L Near Nort	9/21/2020	Mon	1.25	40	Installation	IN	Installation	
Miranda	Olson	L2L Near Nort	9/22/2020	Tue	5.25	40	Installation	IN	Installation	
Miranda	Olson	L2L Near Nort	9/22/2020	Tue	1.25	40	Installation	IN	Installation	
Miranda	Olson	L2L Near Nort	9/22/2020	Tue	0.42	40	Installation	IN	Install Coordination + Planning	
Miranda	Olson	L2L Near Nort	9/23/2020	Wed	4	40	Installation	IN	Installation	
Miranda	Olson	L2L Near Nort	9/23/2020	Wed	0.5	40	Installation	IN	Install Coordination + Planning	
Miranda	Olson	L2L Near Nort	9/23/2020	Wed	0.75	40	Installation	IN	Installation	
Miranda	Olson	L2L Near Nort	9/23/2020	Wed	0.75	40	Installation	IN	Disposal	
Miranda	Olson	L2L Near Nort	9/23/2020	Wed	0.5	40	Installation	IN	Install Coordination + Planning	Getting mulch
Miranda	Olson	L2L Near Nort	9/24/2020	Thu	4.75	40	Installation	IN	Installation	
Miranda	Olson	L2L Near Nort	9/24/2020	Thu	0.5	40	Installation	IN	Installation	
Miranda	Olson	L2L Near Nort	9/25/2020	Fri	4.25	40	Installation	IN	Planting	
Miranda	Olson	L2L Near Nort	9/25/2020	Fri	2.83	40	Installation	IN	Planting	
Miranda	Olson	L2L Near Nort	9/28/2020	Mon	3.75	40	Installation	IN	Install Coordination + Planning	
Miranda	Olson	L2L Near Nort	9/28/2020	Mon	2.33	40	Installation	IN	Install Coordination + Planning	
Laura	Scholl	L2L Near Nort	9/1/2020	Tue	0.18	60	Project administration: invoicing and	Development	Grant + Contract Management	
Laura	Scholl	L2L Near Nort	9/2/2020	Wed	0.38	60	Project administration: invoicing and c	Administrative	Grant + Contract Management	
Laura	Scholl	L2L Near Nort	9/2/2020	Wed	0.17	60	Project administration: invoicing and c	Administrative	Grant + Contract Management	
Laura	Scholl	L2L Near Nort	9/16/2020	Wed	0.47	60	Administrative	Project Management	Internal PM	Meeting with James and Yordi re: participants
Laura	Scholl	L2L Near Nort	9/16/2020	Wed	0.18	60	Administrative	Project Management	Participant + Partner Communica	BC email
Laura	Scholl	L2L Near Nort	9/18/2020	Fri	0.28	60	Administrative	Project Management	Install Coordination + Planning	Planting job description
Laura	Scholl	L2L Near Nort	9/22/2020	Tue	0.17	60	Administrative	Administrative	Internal PM	Reporting
Yordanse	Solomone	L2L Near Nort	9/1/2020	Tue	0.5	60	Project administration: invoicing and	Administrative	Grant + Contract Management	Scope of services for captains
Yordanse	Solomone	L2L Near Nort	9/1/2020	Tue	1.03	60	Project management	Education and Outreach	Participant + Partner Communica	Communication with Northside partners
Yordanse	Solomone	L2L Near Nort	9/2/2020	Wed	0.73	60	Project management	Education and Outreach	Email + Phone (General)	comm with partners
Yordanse	Solomone	L2L Near Nort	9/3/2020	Thu	0.48	60	Project management	Project Management	Internal PM	
Yordanse	Solomone	L2L Near Nort	9/5/2020	Sat	1.72	60	Near North Engagement	Education and Outreach	Community Outreach & Prep	L2I new participants outreach
Yordanse	Solomone	L2L Near Nort	9/8/2020	Tue	0.43	60	Project management	Education and Outreach	Email + Phone (General)	Communicating with Participants
Yordanse	Solomone	L2L Near Nort	9/9/2020	Wed	0.85	60	Near North Engagement	Education and Outreach	Evaluation + Reporting	Meeting with Brandon
Yordanse	Solomone	L2L Near Nort	9/10/2020	Thu	0.25	60	Near North Engagement	Education and Outreach	Participant + Partner Communica	
Yordanse	Solomone	L2L Near Nort	9/10/2020	Thu	1.02	60	Near North Engagement	Education and Outreach	Participant + Partner Communica	Talking to participants + scheduling consultation
Yordanse	Solomone	L2L Near Nort	9/14/2020	Mon	1.12	60	Near North Engagement	Education and Outreach	Community Outreach & Prep	
Yordanse	Solomone	L2L Near Nort	9/14/2020	Mon	0.6	60	Near North Engagement	Education and Outreach	Community Outreach & Prep	
Yordanse	Solomone	L2L Near Nort	9/16/2020	Wed	0.65	60	Project management	Education and Outreach	Internal PM	
Yordanse	Solomone	L2L Near Nort	9/16/2020	Wed	0.02	60	Project administration: invoicing and	Administrative	Admin Mtgs & Scrum	
Yordanse	Solomone	L2L Near Nort	9/16/2020	Wed	0.62	60	Project management	Education and Outreach	Internal PM	
Yordanse	Solomone	L2L Near Nort	9/17/2020	Thu	0.4	60	Near North Engagement	Education and Outreach	Social Media	
Yordanse	Solomone	L2L Near Nort	9/17/2020	Thu	0.32	60	Near North Engagement	Education and Outreach	Email + Phone (General)	Connecting with Ariah
Yordanse	Solomone	L2L Near Nort	9/22/2020	Tue	0.98	60	Near North Engagement	Education and Outreach	Email + Phone (General)	Communication + block captain stuff
Yordanse	Solomone	L2L Near Nort	9/22/2020	Tue	1.3	60	Project management	Technical Assistance	Community Outreach & Prep	Virtual block party
James	Wolfin	L2L Near Nort	9/1/2020	Tue	0.68	60	Administrative	Project Management	Project Development	
James	Wolfin	L2L Near Nort	9/1/2020	Tue	0.58	60	Project management	Project Management	Scheduling, Ordering, + Coordin	Consultation scheduling
James	Wolfin	L2L Near Nort	9/2/2020	Wed	0.47	60	Project management	Project Management	Internal PM	Consultation scheduling + emails + coordination with Brandon Lorge (L2L intern)
James	Wolfin	L2L Near Nort	9/2/2020	Wed	1.23	60	Project administration: invoicing and	Administrative	Evaluation + Reporting	Timesheet expense summaries
James	Wolfin	L2L Near Nort	9/2/2020	Wed	0.73	60	Project management	Project Management	Internal PM	Reviewing Ella Weber doc for work with Brandon Lorge
James	Wolfin	L2L Near Nort	9/2/2020	Wed	0.5	60	Project management	Project Management	Internal PM	Consultation prep with Jen Ehler
James	Wolfin	L2L Near Nort	9/2/2020	Wed	0.68	75	Technical Assistance and Training:	Technical Assistance	Scheduling, Ordering, + Coordin	Tech assistance - block party planning
James	Wolfin	L2L Near Nort	9/3/2020	Thu	0.68	75	Technical Assistance	Technical Assistance	Site Assessment + Consultations	Scheduling consultations for designers
James	Wolfin	L2L Near Nort	9/3/2020	Thu	0.75	60	Project management	Project Management	Internal PM	Time to roster updates
James	Wolfin	L2L Near Nort	9/4/2020	Fri	0.62	75	Technical Assistance and Training	Project Management	Site Assessment + Consultations	
James	Wolfin	L2L Near Nort	9/4/2020	Fri	1.18	60	Project management	Project Management	Permitting + GopherOne	
James	Wolfin	L2L Near Nort	9/8/2020	Tue	0.37	75	Technical Assistance and Training	Project Management	Site Assessment + Consultations	Scheduling consults
James	Wolfin	L2L Near Nort	9/8/2020	Tue	0.6	60	Project management	Project Management	Permitting + GopherOne	
James	Wolfin	L2L Near Nort	9/9/2020	Wed	1.27	60	Administrative	Project Management	Project Development	Brandon Lorge meeting
James	Wolfin	L2L Near Nort	9/10/2020	Thu	1.18	75	Technical Assistance and Training	Project Management	Site Assessment + Consultations	Scheduling consultations
James	Wolfin	L2L Near Nort	9/14/2020	Mon	1.05	60	Project management	Project Management	Internal PM	
James	Wolfin	L2L Near Nort	9/16/2020	Wed	1.43	60	Project management	Project Management	Internal PM	
James	Wolfin	L2L Near Nort	9/16/2020	Wed	1.02	60	Project management	Project Management	Internal PM	
James	Wolfin	L2L Near Nort	9/17/2020	Thu	1.52	60	Project management	Project Management	Participant + Partner Communica	Construction notice for participants
James	Wolfin	L2L Near Nort	9/18/2020	Fri	3.62	60	Project management	Project Management	Internal PM	Install coordination
James	Wolfin	L2L Near Nort	9/18/2020	Fri	2.12	75	Technical Assistance	Project Management	Permitting + GopherOne	
James	Wolfin	L2L Near Nort	9/20/2020	Sun	1.72	75	Technical Assistance	Project Management	Permitting + GopherOne	Plant orders
James	Wolfin	L2L Near Nort	9/21/2020	Mon	2.68	75	Technical Assistance and Training	Project Management	Install Coordination + Planning	

James	Wolfin	L2L Near Nort	9/21/2020	Mon	0.63	75	Technical Assistance and Training	Project Management	Install Coordination + Planning	Plant orders
James	Wolfin	L2L Near Nort	9/21/2020	Mon	2.25	75	Technical Assistance and Training	Project Management	Scheduling, Ordering, + Coordin	
James	Wolfin	L2L Near Nort	9/22/2020	Tue	2.92	75	Technical Assistance and Training:	Technical Assistance	Workshop Content Development	Maintenance block party workshop prep
James	Wolfin	L2L Near Nort	9/22/2020	Tue	1.6	75	Technical Assistance and Training	Project Management	Scheduling, Ordering, + Coordin	
James	Wolfin	L2L Near Nort	9/23/2020	Wed	1.08	75	Technical Assistance and Training	Project Management	Scheduling, Ordering, + Coordin	Consultation and install coordination + coordination with Brandon Lorge
James	Wolfin	L2L Near Nort	9/23/2020	Wed	0.5	75	Technical Assistance and Training	Project Management	Scheduling, Ordering, + Coordin	
James	Wolfin	L2L Near Nort	9/24/2020	Thu	1.83	40	Installation	IN	Planting	Plant pickup
James	Wolfin	L2L Near Nort	9/25/2020	Fri	2.42	75	Technical Assistance and Training	Project Management	Scheduling, Ordering, + Coordin	
James	Wolfin	L2L Near Nort	9/28/2020	Mon	0.32	60	Project management	Project Management	Install Coordination + Planning	
James	Wolfin	L2L Near Nort	9/29/2020	Tue	0.98	60	Project management	Project Management	Install Coordination + Planning	
James	Wolfin	L2L Near Nort	9/30/2020	Wed	4.32	60	Project administration: invoicing and	Administrative	Evaluation + Reporting	
					258.18					

Total expenses

Task	Hours	Rate	Request
Proj admin	9.85	60	\$ 591.00
Proj management	19.99	60	\$ 1,199.40
Near north engagement	8.29	60	\$ 497.40
Sustainable landcare training	3.6	75	\$ 270.00
Installation	131.97	40	\$ 5,278.80
Technical assistance and training	84.48	75	\$ 6,336.00
Total	258.18		\$ 14,172.60