



# FY10-11 Final Payment Authorization for BWSR Competitive Grants

## BWSR Grantee and Internal Staff Guidance



### 1.0 Background:

Starting in FY10, BWSR began implementing a reimbursement process for the majority of BWSR competitive grants. BWSR allocates 90% of funds to grant recipients up-front only after:

- 1) A work plan has been completed in eLINK and approved by BWSR staff, and
- 2) The grant agreement has been officially executed by the Land and Water Section Manager (David Weirens) and the grantee has been notified to begin work.

The remaining 10% of funds are paid promptly after Board Conservationist approval of the grantee's final report. This document outlines the final report requirements and provides BWSR Board Conservationists guidance for authorizing final payment for these competitive grants.

**2.0 Final Report and Grant Reconciliation Requirements:** The following items must be completed before authorization for payment is made from BWSR to the grantee for final grant payment.

- 1) All eLINK reporting must be completed by the grantee and submitted via the Status Change
  - The BC will use the eLINK "summary report" and/or the "all details report" to review report entries and cross reference with the eLINK reporting guidance.
- 2) Clean Water Fund (CWF) Stories up to date
  - a. For projects that already developed a Clean Water Fund story for the BWSR website, BWSR will provide the grantee with a copy of the Publisher file of the story that the grant recipient will update for the final report.
  - b. For Feedlot, SSTS Abatement, SSTS Inventory, and SSTS Program Enhancement Grants, the grant recipient will send their CWF story information to BWSR at the following web link:  
[http://www.bwsr.state.mn.us/cleanwaterfund/ssts\\_feedlot\\_stories.html](http://www.bwsr.state.mn.us/cleanwaterfund/ssts_feedlot_stories.html) .  
BWSR will compile the information and create the CWF story document for the grant recipient.
- 3) Final Financial Report Completed
  - a. Exported from eLINK by the grantee,
  - b. Signed by the grantees authorized representative,

- c. Original document mailed to BWSR BC within 30 days of final expenditures at local level, and, and
- d. Scanned to the regional W: drive by OAS staff.
- 4) Request for final payment with items from items in #3
- 5) The Board Conservationist approves final eLINK reporting and changes grant status to "Final Report Completed" after everything in steps 1-4 above have been completed satisfactorily.

### **3.0 Internal Authorization Process (BWSR Staff Only):**

Once all the information in section 2.0 has been completed, the Board Conservationist will email the final payment authorization to Grants and Accounting Technician in the Land and Water Section and cc: the Land and Water Section Manager and the regional Clean Water Specialist. The final payment will be made once final authorization has been approved by BWSR. The email from the BC to the Grants and Accounting Technician must include the following:

- LGU name
- Grant Type (ex. CWF Clean Water Assistance Grant)
- Project ID number and the Grant Agreement P.O. number
- Total grant award for the project
- In email subject line, denote "final payment authorization for (insert LGU name)"

### **4.0 Frequently Asked Questions (FAQs):**

- **Are these grants reimbursement?** Yes, these grants are reimbursable for work completed and paid for by the grantee for the remaining 10% of their grant. Hence, if the grantee received \$100,000 grant (90% up front and 10% reimbursable) and wants to receive the last \$10,000, the grantee must have:
  - Completed all steps in Section 2.0 and finalized their project, and
  - Paid out expenditures for the last 10% out of their own funds.
- **Does the grantee have to demonstrate expenditure of the final 10% of the project funds before being reimbursed by BWSR for that 10% project component?** Yes, the grantee needs to show that all project expenses for the grant have been paid and authorized by the grantees authorities (i.e. local board). This is a true reimbursement grant, so the grantee will need to front the funds for the last 10% before BWSR reimburses the remainder of funds. The *final financial report*, which is signed by the grantee, will be justification that all funds obligated towards the project (90% from State and 10%) were spent.
- **What if the project didn't spend the entire initial 90% of their grant allocation and does not need to be reimbursed for the last 10%?** In this case, the Board Conservationist will email the Grants and Accounting Technician (including the information from 2.0 above) and indicate that the project has been

finalized and that no reimbursement will be needed for the last 10% of the grant funds. Grants and Accounting Technician will then cancel the remaining 10% of the grant funds. The grantee needs to:

- Create a "returned funds" initiative in eLINK that corresponds to the funds being returned to BWSR,
  - Return the unspent funds to BWSR within 30 days of the final report approval by BWSR or, the end of the grant agreement, whichever comes first, and
  - Fill out and submit the Returned Funds Form along with all returned funds sent back to BWSR.
- **What if the project was under budget and didn't spend the entire last 10% of their total grant amount?** BWSR will pay the last 10% in full and the grantee will send back a check for the remaining funds. A "returned funds" initiative must be created in eLINK that corresponds to the funds being returned to BWSR. The grantee needs to:
    - Create a "returned funds" initiative in eLINK that corresponds to the funds being returned to BWSR,
    - Return the unspent funds to BWSR within 30 days of the final report approval by BWSR or, the end of the grant agreement, whichever comes first, and
    - Fill out and submit the Returned Funds Form along with all returned funds sent back to BWSR.
  - **If a grant recipient received more than one grant program fund type(ex. Shoreland grant and Native Buffer grant) through an individual grant agreement, does BWSR pay the last 10% of the grant agreement amount after all grant program work has been finished?**  
Yes, all work that encompasses that entire grant agreement must be finished before the last 10% payment is reimbursed.

### **5.0 List of Applicable Competitive Grants from FY2010 and FY2011:**

CWF Clean Water Assistance  
CWF Shoreland  
CWF Runoff Reduction  
CWF Mississippi River Basin Initiative (MRBI)  
CWF 319 Technical Assistance Match  
CWF Conservation Drainage  
CWF SSTS Abatement  
CWF SSTS Program Enhancement  
CWF Feedlot Water Quality Management  
General Fund Feedlot Water Quality Management

General Fund SSTS Inventory  
State Cost Share: Native Buffer  
State Cost Share: Cooperative Weed Management