



WEBSITE REPORTING GUIDANCE

The purpose of this guidance is to assist BWSR grant recipients in complying with the [BWSR Website Reporting Guidance](#). **All BWSR grantees must display detailed information on their websites regarding the expenditure and outcomes of grant funds no later than March 15th of each year.**

“A recipient of a grant funded under this section shall display on its website detailed information on the expenditure of the grant funds, and measurable outcomes as a result of the expenditure of funds” - Laws of MN 2009, Chapter 37

If a grant recipient does not have their own website, the organization must either develop a website with an initial purpose of posting the required information, or work with a partner organization to achieve compliance. Examples of these arrangements include a fiscal agent for the actual grantee or a host SWCD for a NPEA JPB.

We recommend maintaining website reporting information on your local website for three years after the grant is closed out.

REQUIREMENTS OF ALL GRANT RECIPIENTS					
All grant recipients should display on their website the following information, consistent with the grant program or project workplan.					
1	<input type="checkbox"/>	Grant name and funding source(s) identified			
2	<input type="checkbox"/>	Activity or project description			
3	<input type="checkbox"/>	Details on the project cost, grant dollars, and leveraged or matched funds			
4	<input type="checkbox"/>	Outputs or results such as installed projects, acres treated, etc.			
5	<input type="checkbox"/>	Outcomes or environmental or behavioral results of the project			
6	<input type="checkbox"/>	Optional: Pictures and/or maps			
7	<input type="checkbox"/>	Link to the Clean Water Stories on the BWSR website. Additional requirements may apply for projects funded through the Clean Water Land & Legacy Amendment			
REQUIREMENTS OF SWCDs					
1	<input type="checkbox"/>	Introductory statement about district	6	<input type="checkbox"/>	Twelve months of meeting minutes
2	<input type="checkbox"/>	Description of services provided	7	<input type="checkbox"/>	Annual Plan & Annual Report
3	<input type="checkbox"/>	List of supervisors, their offices, meeting schedule (updated throughout the year if necessary)	8	<input type="checkbox"/>	Annual budget
4	<input type="checkbox"/>	Office personnel and cooperating agencies	9	<input type="checkbox"/>	Most recent audit
5	<input type="checkbox"/>	Meeting notices	10	<input type="checkbox"/>	Comprehensive Plan or Local Water Plan
TECHNICAL SERVICE AREA (TSA)					
NPEA grants should be posted on the host SWCD website, unless the Joint Powers Board has its own website.					
1	<input type="checkbox"/>	Annual financial report			
2	<input type="checkbox"/>	eLINK All Details Report			
COUNTIES					
County websites should include the following information on the expenditures and outcomes for the Natural Resources Block Grant.					
1	<input type="checkbox"/>	Summary pages of the NRBG eLINK All Details Reports			
2	<input type="checkbox"/>	Comprehensive Local Water Management Plan or County Groundwater Plan as applicable			
3	<input type="checkbox"/>	Optional: NRBG program activity reports: WCA, Shoreland, Feedlot, and SSTS			
JOINT POWERS BOARDS, REGIONAL ENTITIES AND LEGISLATIVELY DIRECTED GRANTS					
1	<input type="checkbox"/>	For legislatively directed grants, or grants to JPBs or regional entities, recipients must post outcomes and expenditures information on their websites. Depending on the specifics of the grants, documents such as annual reports, annual workplans, budgets, and similar documents that provide the required information on grant fund expenditures and outcomes may be posted consistent with the grant’s purposes.			