



Well Sealing

BWSR Grant Profile

August 31, 2016

Grant Description

Well Sealing grants are made to local units of government to ensure compliance with Minnesota Statutes Chapter 103E (Drainage Law) and Sections 103F.401 to 103F.455 (state Soil Erosion Control provisions), including enforcement efforts. These grants are funded through the competitive Clean Water Fund application process. The purpose of these grants is to restore and protect surface water quality, particularly Impaired Waters, and to supplement local efforts to sustain clean water in Minnesota, by applying existing soil erosion reduction and drainage ditch statutes.

Reporting Overview

A workplan must be approved before work can begin on this grant. The workplan should be developed in eLINK using the activities proposed in the application, although BWSR may require additional details at this stage. The workplan will lock upon submittal to BWSR for approval, preventing edits to the approved budget but allowing you to enter expenses and reporting details as work is completed.

Grant recipients are required to report on grant outcomes, activities, and accomplishments in eLINK according to the requirements outlined in the grant agreement and policies within BWSR's Grants Administration Manual. Clean Water Fund grant agreements stipulate that the grantee must "comply with requirements for project signage." The logo may be displayed on legacy-funded construction projects; at access points to any land or water resources restored, protected, or enhanced through Legacy funds; or on printed and other materials funded with money from one or more of the funds. The Legacy logo should be prominently displayed on the grantee's website.



eLINK Reporting Requirements

Clean Water Fund – Subject to all CWF requirements, including use of the Legacy logo.

Administered by: BWSR

Application completed in eLINK? No

Proposed Indicators in Application: No

Grant Agreement distributed through eLINK: No

Exempt from eLINK reporting: No

Additional Report Attachment: Yes

Non-eLINK reporting required: No

Workplan: Yes

Match Requirement: 50% for grants issued in 2012; 100% for grants issued in 2014 **Activity**

Details (Practices & Indicators): Yes

Mapping: Yes

Rates & Hours: Yes – use this tool in eLINK to calculate Full Time Employees funded through the grant

Expenses: Yes

Actual Results: Yes

Payment Schedule: 50/40/10

Reporting Activities and Activity Details

When reviewing reports for Well Sealing grants, the most important project outcomes BWSR and MDH program staff are looking for is the number of wells sealed, and where those projects occurred. The guidance below allows program staff to quickly identify these details for each grant, and to query eLINK for aggregate practice counts and spatial data across multiple grants. It should also simplify the time needed for the grantee to complete reporting.

It is recommended that you minimize the number of Activities, and instead break out individual projects at the Activity Detail level. This will allow you to easily transfer application activities to your workplan, and simplify reporting. For example, you may have a “Well Sealing” Activity with both Current State Grant and Local Fund landowner budget rows, and an Administrative” 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
C14-7841	Stormy County Well Sealing	2014 Abandoned Well Sealing	Stormy County Well Sealing	\$6,750.00	\$4,289.20	Current State Grant	N
C14-7841	Stormy County Well Sealing	2014 Abandoned Well Sealing	Landowner Share	\$6,750.00	\$4,554.20	Landowner Fund	Y
C14-7841	Stormy County Well Sealing	Administration	Administration of Well Sealing Program	\$1,500.00	\$1,300.00	Local Fund	Y

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 “Count” header in the Activity Details summary grid should be equal to the number shown under “Mapped” and “Indicators”, indicating you have mapped any/all projects and entered pollution reduction indicators. Within the Edit screen (), select Practice type “351 - Well Decommissioning”, and enter the Count of Activities. Under the required field “Proposed Size”, enter the number of well sealing activities proposed in the initial application; for Unit type, select “Count”. Map () the location of each well sealed.

Add New Activity Details

Displaying 1 - 14 of 14 results

ACTIVITY DETAIL	PRACTICE	COUNT	LIFE SPAN	PROPOSED SIZE	ACTUAL SIZE	UNIT	INSTALLED DATE	MAPPED	INDICATORS	ACTION
John Doe	351 - Well Decommissioning	1	In Perpetuity	1		Count	6/24/2014	1	1	
Martin Robinson	351 - Well Decommissioning	1	In Perpetuity	1		Count	9/11/2014	1	1	
Chris Smith	351 - Well Decommissioning	1	In Perpetuity	1		Count	9/12/2014	1	1	
Mabel Johnson	351 - Well Decommissioning	1	In Perpetuity	1		Count	9/16/2014	1	1	
Taylor Olsen	351 - Well Decommissioning	1	In Perpetuity	1		Count	4/22/2015	1	1	
Andrea Martin	351 - Well Decommissioning	1	In Perpetuity	1		Count	4/22/2015	1	1	

When reporting Indicators (), select the category “Pollution Prevention”, Name & Units type “Prevention – Count”, and enter the count of wells sealed, as shown below:

Final Activity Indicators

Indicator Category*	Indicator Name & Units*	Value*	WaterBody*	Calc Tool*	Comments	Action
Pollution Preventior	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.