



# Grants Quarterly

2019 Year End Reporting Edition

## Annual reporting deadline approaching

As calendar year 2019 comes to a close, it's time for grant recipients to begin annual grant administration activities. As the annual reporting deadline of February 1st falls on a Saturday this year, reporting submitted by February 3rd will be considered on-time.

A number of administrative activities are subject to this deadline, including:

- Final reporting on grants that expire on December 31, 2019
- Annual reports for most open grants
- Annual program activity reports

You will find a number of resources on BWSR's website to assist you with your reporting, including our library of eLINK guidance documents and videos, the Grants Administration Manual, and materials on the Grant Program Reporting Overview page of BWSR's website. Resources include:

- [eLINK Cookbook](#)
- [Grants Expiration Dates](#)
- [eLINK Reporting at a Glance](#)
- [Grant Profiles](#)

Reference your grant agreements and any amendments to determine the reporting requirements and deadlines as they apply to the specific grants your organization has received.

We encourage you to begin working on your reporting well before the deadline so that you can get help if you need it. Contact your Board Conservationist with grant-specific reporting questions, and direct eLINK-related questions to [eLINKsupport@state.mn.us](mailto:eLINKsupport@state.mn.us).

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## Annual Program Reporting

In addition to annual BWSR grant reports, a number of program reports are also due on February 1st. These include:

- [BWSR Ditch Buffer Strip Annual Report](#)
- [BWSR TSA Accomplishments](#)
- [BWSR WCA Annual Reporting Form](#)
- [DNR Shoreland Activity](#)
- [MPCA SSTS](#)

Reporting forms for WCA, Ditch Buffer Strip, and NPEA will be available on BWSR's website. DNR and MPCA reporting forms and guidance will originate from those respective agencies.

## Important upcoming dates

- Feb 3:** Deadline for annual grant & program reporting
- Mar 15:** Website reporting deadline for grants with a [website reporting component](#)
- Mar 31:** Wellhead Protection RFP closes
- Apr 15:** FY20 CWF workplan submittal deadline

## FY20 Clean Water Fund awards

At its upcoming meeting on January 22, 2020, the BWSR Board is expected to approve grant awards for the FY20 Projects and Practices, Projects and Practices - Drinking Water, and Multipurpose Drainage Management programs.

Applications have been reviewed by an inter-agency scoring team which included staff from Minnesota's Pollution Control Agency (PCA), Department of Natural Resources (DNR), Department of Agriculture (MDA), Department of Health (MDH), and the Board of Water and Soil Resources (BWSR).



Successful applicants will be notified via email. Workplan development will be available in eLINK immediately upon notification, and the deadline to submit workplans for approval is April 15, 2020. Grant agreements will be distributed in January, and must be executed no later than May 15, 2020. Please be sure that the Day-to-Day Contact for your organization and the grant is up to date to ensure timely grant execution.

## Returning funds

If you have funds remaining at grant closeout, there are a couple of additional steps required. First, make sure to select the correct progress report type ("Final report with funds to return to BWSR"). Next, be sure to generate the Returned Funds report. If you forget to generate it with the progress report, you can generate the form from Quick Reports.

Make out the check to BWSR, and return the check to BWSR with the form, using the address on the form. The returned funds form helps us attribute the funds to the right grant.

BWSR does not need a copy of the financial form returned with the check; the financial form should be uploaded into eLINK.

## BWSR Estimator updates

The BWSR Water Erosion Pollution Reduction Estimator (BWSR Estimator) spreadsheet has been available since the early 2000's to help local government staff report pollution reduction outcomes for several best management practices. Outputs from the BWSR Estimator have typically been reported in the BWSR eLINK system for BWSR grants. The BWSR Estimator spreadsheet was recently updated to address some minor formatting and cosmetic issues. The actual equations behind four estimators (Sheet and Rill, Gully, Stream and Ditch, and Filter Strip) contained within the BWSR Estimator spreadsheet tool **have not** been changed. Current updates to the BWSR Estimator spreadsheet include:

- Updated from MS Excel 2003 to MS Excel 2016,
- Drop-down menus included for some fields where user previously needed to manually input numbers,
  - **Sheet and Rill/Filter Strip Estimator Example:** soil types are a drop-down list - sand (1), silt (2), clay (3), and peat (4)
  - **Gully Estimator Example:** Gully conditions are drop-down – channelized (1), non-channelized (2), a landlocked (3)
  - **Gully/Stream and Ditch Estimator Example:** Number of years is a drop-down with the following increments - 5, 10, 15, 20, 25, 30, 40, and 50.
- Two Power Point Training Modules added to BWSR website:
  - **Module 1:** BWSR Estimator 101-Gives basic background on the BWSR Estimator purpose and appropriate use.
  - **Module 2:** What practices does the BWSR Estimator address? This module includes the limited list of practices that the BWSR Estimator commonly addresses.

## Reminder: Review 2019 revisions to the Grants Administration Manual

Several sections of the Grants Administration Manual (G.A.M.) were revised during the past calendar year, with changes going into effect for grants issued after July 1, 2019. Some of these revisions reflect changes in BWSR's business processes, such as procedural changes necessitated by updates to eLINK, while other revisions reflect changes in BWSR or statutory policy. These include:

- [Requesting a Reimbursement or Payment](#) (updated 10/8/19)
- [Grant Noncompliance Policy](#) (updated 7/1/19)
- [Grants Monitoring and Financial Reconciliation Policy](#) (updated 7/1/19)
- [Allowable and Unallowable Costs](#) (updated 7/1/19)
- [Frequently Asked Questions](#) (updated 7/1/19)

Additionally, a number of Optional and Example Forms have been updated.

- [Billing Rates Option 1: + 10% F&A \(xlsx\)](#) (updated 12/12/19)
- [Billing Rates Option 2: + Calculated F&A \(1-9 Emp. \(xlsx\)\)](#) (updated 12/12/19)
- [Billing Rates Option 2: + Calculated F&A \(1-25 Emp. \(xlsx\)\)](#) (updated 12/12/19)
- [Cost-Share Contract Workbook \(xlsm\)](#) (updated 07/01/19)

BWSR strongly encourages you to reference the version of the G.A.M. posted on our website, and to review the sections that were revised within the last calendar year. The updated dates for chapters revised in 2019 have been noted in red.

If the guidance you need cannot be found in the GAM, contact your Board Conservationist for assistance.

## Wellhead Protection RFP

The RFP for Wellhead Protection grants will be open from January 6 through March 31, 2020. This second round of program funding seeks to build upon projects currently underway to assist local government units in addressing their sensitive wellhead areas through land protection options such as fee title acquisition or long-term easements. Only high or very high vulnerable Wellhead Protection Areas as mapped in an approved Minnesota Department of Health (MDH) Wellhead Protection Plan are eligible to apply. This grant program is offered in conjunction with ongoing BWSR protection programs such as CREP and RIM where sensitive wellheads remain a high priority for enrollment. This program establishes perpetual or long-term protection of wellhead protection areas with very high or high vulnerability drinking water supplies where the first two protection methods (state-held easements) are not viable or desirable. For more information, please visit <https://bwsr.state.mn.us/apply>.

### Tip of the quarter: Including facility rent cost increases in billing rate calculations

**Q:** When calculating billing rates for the next year and there is a rent increase, can the known rent increase amount be included in the overhead costs?

**A:** Yes, known actual costs for the current year can be included in the current year's billing rate calculations. For example, if rent is increasing per a signed lease agreement, the expense can be included in the current year's billing rate calculations.