



eLINK Guidance Document

Creating a Lawns to Legumes Demonstration Neighborhood Grant Workplan

February 2020

Purpose: This document provides basic guidance on how to complete a Demonstration Neighborhood grant workplan in eLINK. As each BWSR grant program may have unique workplan requirements, be sure to review any communications from BWSR about your grant prior to completing a workplan.

Creating a Grant Workplan

A workplan can *only* be created after receiving notification of grant award and workplan requirements. To create a workplan, find the approved grant on the [Home](#) page by either typing the **Grant Title** in the search field, or scanning for the grant (Stage/Status = **Workplan – In Process**) in the **Grants** window. Select the workplan activities action icon  for the grant found in the **Action** column. This will bring you to the [Workplan Activities](#) page with the Activities & Expenditures grid filtered by the grant selected.

In addition to this guidance document, BWSR recommends the [Creating a Work Plan in eLINK](#) training video.

Creating the Workplan Activity Budget

Most workplans are created from activities identified during the application process. However, you may need to add additional Activities at this stage. For example, most workplans may include some combination of 4-5 of the following Activities:

- Administration (use Activity Category “Administration/Coordination”)
- Education/Outreach (use Activity Category “Education/Outreach”)
- Technical Assistance (use Activity Category “Technical/Engineering Assistance”)
- Installed Projects (use Activity Category “Special Projects” or “Non-structural Management Practices”)
- Project Development (use Activity Category “Project Development”)

A new Activity should be added for each unique Activity Category (see #5, below); for example, Administration should not be grouped in the same Activity as Installed Projects. If the Activities in your workplan will vary significantly from what was proposed in the application, please contact the program manager for guidance.

1. Begin by clicking the “[Add New Activity Budget](#)” button. This will open a pop-up window for your new Activity Budget line.

The screenshot shows the 'Add Activity Budget' window with the following data entered:

- Grant***: Lawns to Legumes Demonstration Neighborhood in
- Activity***: Create New Activity
- Activity Name***: Grant Administration
- Activity Category***: Administration/Coordination
- Activity Description**: Administration and project management
- Budgeted Amount \$***: 1000
- Source Type***: Current State Grant
- Source Description**: Lawns to Legumes Demonstration
- Match?***: No

Buttons for 'Save' and 'Close' are visible at the bottom right.

1. Within the Add Activity Budget window:
 - a. **Grant:** select the grant for which you are developing the workplan from the dropdown.
 - b. **Activity:** Select an activity from the dropdown, or Create a New Activity. Activities you created during the application stage appear in the dropdown list followed by the phrase “from application”. When an activity from the application is selected, eLINK will populate additional fields with data from the application, such as the description and category. Note that some edits or additional details may be needed at the workplan stage.
 - c. **Activity Name:** Add a name (if you are adding a new Activity). If you selected an Activity from the Application, you will not be able to edit this field.
 - d. **Source Type.** Select the applicable Source Type.
 - **Current State Grant:** Funds from the Demonstration Neighborhood grant.
 - **Federal Funds:** Typically not used for this grant.
 - **State fund not in eLINK:** Typically not used for this grant.
 - **Landowner Funds:** Landowner funds to be used as match.
 - **Local Funds:** Cash or in-kind (staff time) to be used as match.
 - e. **Budgeted Amount:** Enter budgeted amount.
 - f. **Source Description:** This will auto-complete when Current State Grant is selected for source type; otherwise, add a custom description.
 - g. **Match:** This will default to “No” when Current State Grant is selected for source type. For landowner match or in-kind local funds, be sure to select “Yes” to indicate this is match.

2. **Save:** Click the Save button at the bottom of the pop-up window. If there are no errors, the system will indicate that this activity has been saved successfully (you may need to scroll up to see this). If there are errors in one of the fields identified above, the system will display an error message above the line item with the error. Users will need to correct the errors before they can save the activity.
3. **Close:** Click the Close button at the bottom of the pop-up window to close, and return to the Workplan.
4. Repeat as many times as necessary to add all additional activities.

Most workplans will contain an Activity (and budget) for on-the-ground projects and a match line corresponding to that Activity. As shown in the “Pollinator Projects” Activity in the sample workplan below, it is not necessary to create a new Activity for match; instead you can create an Activity Budget line that corresponds to the existing Activity.

Displaying 1 - 6 of 6 results

GRANT ID	GRANT TITLE	ACTIVITY	SOURCE DESCRIPTION	BUDGETED AMOUNT	SUM OF EXPENDITURES	SOURCE TYPE	MATCH?	ACTIVITY ACTIONS	PLANNING AND EXPENSE ACTIONS
C20-8374	Lawns to Legumes Demonstration Neighborhood in Stormy County	Education and Outreach	Lawns to Legumes Demonstration Neighborhood in Stormy County..	\$2,000.00		Current State Grant	N		
C20-8374	Lawns to Legumes Demonstration Neighborhood in Stormy County	Grant Administration	Project Management and Volunteer Coordination	\$1,000.00		Current State Grant	N		
C20-8374	Lawns to Legumes Demonstration Neighborhood in Stormy County	Pollinator Projects	Installation of projects	\$17,000.00		Current State Grant	N		
C20-8374	Lawns to Legumes Demonstration Neighborhood in Stormy County	Pollinator Projects	Landowner Match	\$2,500.00		Landowner Fund	Y		
C20-8374	Lawns to Legumes Demonstration Neighborhood in Stormy County	Technical Assistance	Lawns to Legumes Demonstration Neighborhood in Stormy County..	\$5,000.00		Current State Grant	N		
C20-8374	Lawns to Legumes Demonstration Neighborhood in Stormy County	Technical Assistance	In Kind or Cash	\$5,000.00		Local Fund	Y		

Add Activity Budget lines (where Match=Y) under existing Activities.

Submitting the Workplan

To submit the workplan, select the Grant Title in the header of the **Workplan & Activities** page. The current workplan stage will be displayed. Select **Submitted** from the status dropdown in the header. Click **Go**. The system will lock the activities in your workplan. We recommend that you email the program manager that the workplan has been submitted and is ready for review.

★ Workplan Status

Grant Title: Lawns to Legumes Demonstration Neighborhood in Stormy County

Stage: WorkPlan - In Process

Status: Submitted Go