



# Work Plan Guidance

May 16, 2023



# agenda

Intro and eLINK Overview

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Building the Team

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Grant Agreement

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Developing the Work Plan

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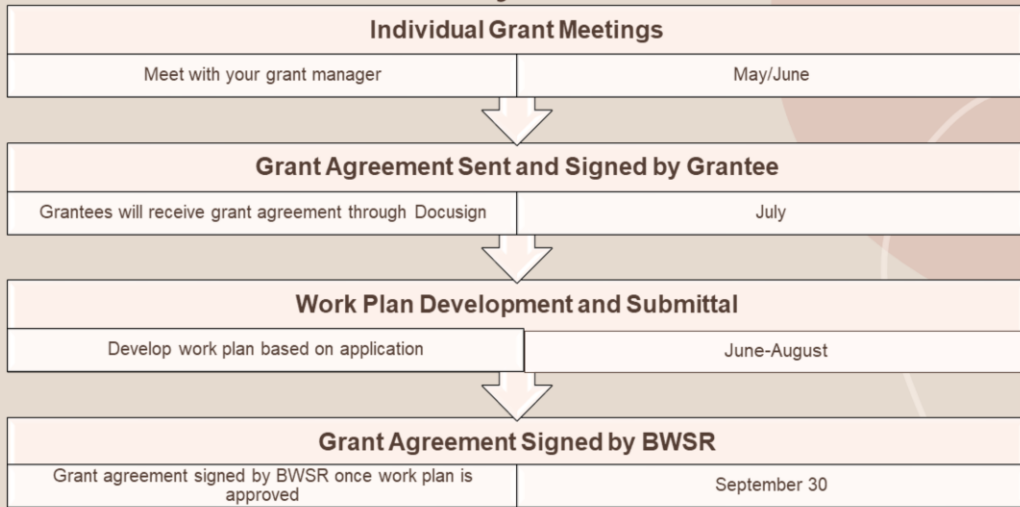
Eligible and Ineligible Costs



# Intro and eLINK Overview

Shaina

# Timeline after today...





Gwen

# Access eLINK: <https://bwsr.state.mn.us>

The screenshot shows the homepage of the Minnesota Board of Water and Soil Resources (BWSR). At the top, the URL <https://bwsr.state.mn.us> is displayed in the browser's address bar. The BWSR logo is on the left, and navigation links for 'About', 'Careers', and 'Contact' are on the right. A search bar is also present. Below the logo, a dark blue navigation bar contains several menu items: 'Buffers', 'Wetlands', 'Easements', 'Technical Resources', 'Water Planning', 'Operational Resources', and 'Grants'. The 'Grants' menu item is highlighted with a red box. A red arrow points from this box to the 'Grants' dropdown menu. The dropdown menu is open, showing two columns of links. The first column, 'ABOUT BWSR GRANTS', includes 'Apply for BWSR Grants', 'Frequently Used Acronyms', and 'Grants Quarterly'. The second column, 'RESOURCES FOR GRANTEEES', includes 'eLINK', 'Grants Administration Manual', 'Grant Programs', 'Grant Program Policies', and 'Grant Reporting'. The 'eLINK' link is highlighted with a red box, and a red arrow points from this box to the 'Grants' menu item in the navigation bar.

<https://bwsr.state.mn.us>

**m** BOARD OF WATER AND SOIL RESOURCES

About Careers Contact Search

Buffers Wetlands Easements Technical Resources Water Planning Operational Resources **Grants**

ABOUT BWSR GRANTS

- Apply for BWSR Grants
- Frequently Used Acronyms
- Grants Quarterly

RESOURCES FOR GRANTEEES

- eLINK**
- Grants Administration Manual
- Grant Programs
- Grant Program Policies
- Grant Reporting

# eLINK

ELINK TRAINING VIDEOS

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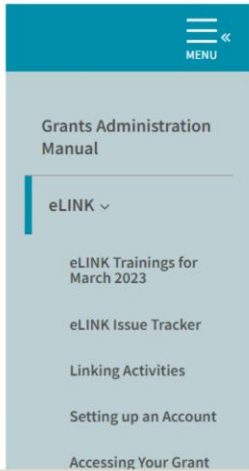
ELINK COOKBOOK

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ACCOUNT SETUP AND CONTACT MANAGEMENT GUIDANCE

- [Setting up an Account:](#) provides basic information for getting started in eLINK.
- [Managing Contacts:](#) provides basic instruction for viewing and editing contact and organization information.

# eLINK



A screenshot of the eLINK website's navigation menu. The menu is located on the left side of the page and is set against a light blue background. At the top of the menu is a dark blue header with a white hamburger menu icon and the word "MENU" in white. Below the header, the menu items are listed in a vertical stack: "Grants Administration Manual", "eLINK v", "eLINK Trainings for March 2023", "eLINK Issue Tracker", "Linking Activities", "Setting up an Account", and "Accessing Your Grant". The "eLINK v" item is currently selected, indicated by a vertical blue bar to its left.

## BWSR's Conservation Tracking System

All BWSR grants are tracked through eLINK, BWSR's conservation tracking system. BWSR uses eLINK to distribute grant agreements, capture applications and funding requests, and to track grant progress from initial grant award through final closeout.

Access eLINK at <https://elink.bwsr.state.mn.us>.

eLINK is used by BWSR and its local government, tribal government, and nonprofit grantee partners to track progress on grants, pollution reduction benefits, cumulative grant funding over a period of years, and map locations of projects on a statewide, or on a county, watershed, or individual-project basis.

We do not have a public data portal in eLINK. However, you can access eLINK data at <https://gisdata.mn.gov/dataset/env-state-cons-bmp-locs>.







### Sign In

Email address

Password

[Forgot your password?](#)



Log In

Don't have an account? [Register](#)

**“Day-to-day Contact”  
is the main contact person for  
the organization**

**Grant application created in previous version of  
eLINK**

**eLINK was updated in March 2023**

**Must update your password in current  
version of eLINK**

**Team members new to eLINK – Register for an**



# eLINK Demo

Dashboard  
Setting up Contacts

20XX

presentation title

10

An abstract graphic design featuring overlapping shapes in shades of brown, olive green, and light grey. The text "Grant Agreement" is centered in white on a dark brown circular area. Faint, stylized pine branch patterns are visible in the upper left. Thin white lines curve across the bottom right of the composition.

# Grant Agreement



Congrats on your grant award!

## Received a payment from the State of MN before?

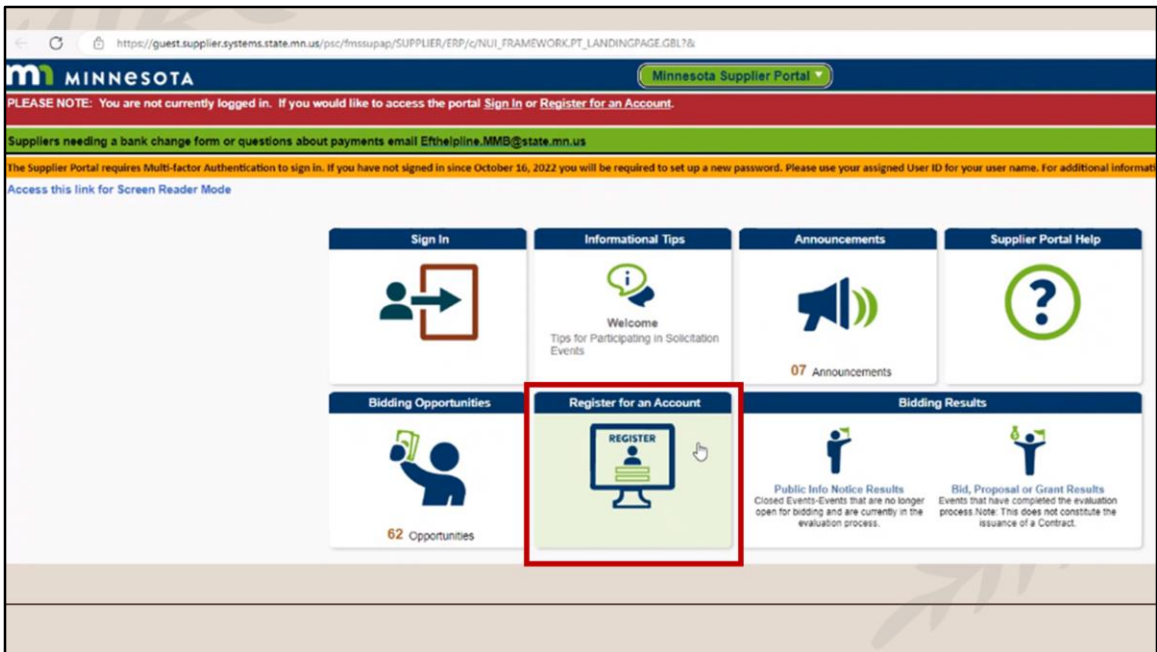
If yes, your organization already has a vendor number



If no, here are the steps to obtain a vendor number:

- Go to: <https://mn.gov/mmb/accounting/swift/vendor-resources/>
  - Click the 'Vendor Registration link' in the page's narrative
- Make sure the address in SWIFT (State of MN's vendor number/payment system) matches the address in eLINK (BWSR's grant reporting system)
- Once the State of MN has issued the vendor number, forward the email to your grant manager and/or BWSR's Grant Specialist Kari Keating at: [kari.keating@state.mn.us](mailto:kari.keating@state.mn.us)

If you have problems with the process, contact Kari Keating at the email shown for assistance with the process. She's great to work with.



The State of MN, acting thru it's state agency BWSR, cannot issue a grant agreement until your organization has a vendor number.

## Grant Agreement

### 1. Terms of the Grant Agreement.

- 1.1. **Effective date:** The date the Board obtains all required signatures under Minn. Stat. § 16B.98, Subd. 5. **The Board will notify the Grantee when this Grant Agreement has been executed. The Grantee must not begin work under this Grant Agreement until it is executed.**

Approved:

GRANTEE ORGANIZATION NAME

Board of Water and Soil Resources

By: \_\_\_\_\_

By:

(print)

\_\_\_\_\_  
(signature)

b

The effective date of the Grant Agreement is the date BWSR signs the document. Only activities that occur on or after this date can be charged to the grant or provided as match.

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- 1.2. **Expiration date:** \_\_\_\_\_, or until all obligations have been satisfactorily fulfilled, whichever comes first.
- 1.3. **Survival of Terms:** The following clauses survive the expiration date or cancellation of this Grant Agreement: 7. Liability; 8. State Audits; 9. Government Data Practices; 11. Publicity and Endorsement; 12. Governing Law, Jurisdiction, and Venue; 14. Data Disclosure; and 19. Intellectual Property Rights.

The expiration date of the Grant Agreement is the date by which all grant or match costs must be incurred. Only activities that occur during the grant timeframe can be charged to the grant or provided as match.



2. **Grantee's Duties.**

The Grantee will comply with required grants management policies and procedures set forth through Minn. Stat §

16B.97, Subd.4(a)(1). The Grantee is responsible for the specific duties for the Program as follows:

- 2.1. **Implementation:** The Grantee will implement their work plan, which is incorporated into this Grant Agreement by reference.
- 2.2. **Reporting:** All data and information provided in a Grantee's report shall be considered public.
  - 2.2.1. The Grantee will submit an annual progress report to the Board by February 1 of each year on the status of Program implementation by the Grantee. Information provided must conform to the requirements and formats set by the Board. All individual grants over \$500,000 will also require a reporting expenditure by June 30 of each year.
  - 2.2.2. The Grantee will prominently display on its website the Clean Water Legacy Logo and a link to the Legislative Coordinating Commission website.
  - 2.2.3. Final Progress Report: The Grantee will submit a final progress report to the Board by February 1, YYYY or within 30 days of completion of the project, whichever occurs sooner. Information provided must conform to the requirements and formats set by the Board.
- 2.3. **Match:** The Grantee will ensure any local match requirement will be provided as stated in Grantee's approved work plan.

Eligible costs charged to the grant or provided as match must align with the approved work plan

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There is some terminology in the standard BWSR grant agreement which may vary for tribes. I haven't been involved with that process so I'm unable to review specifics during this training. Non-profit organizations will be using the standard grant agreement.

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An annual progress report (progress report narrative and grant/match spending) is required on an annual basis for grants \$500,000 or less. BWSR suggests updating eLINK financials at least quarterly for grant and match spending.

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**4. Terms of Payment.**

- 4.1. Funds will be distributed in three installments per grant: 1) The first payment of 50% will be distributed after the execution of the Grant Agreement. 2) The second payment of 40% will be distributed after the first payment of 50% has been expended and reporting requirements have been met. An eLINK Interim Financial Report that summarizes expenditures of the first 50% must be signed by the Grantee and approved by the Board. Selected grantees may be required at this point to submit documentation of the expenditures reported on the Interim Financial Report for verification. 3) The third payment of 10% will be distributed after the grant has been fully expended and reporting requirements are met. The final, 10% payment must be requested within 30 days of the expiration date of the Grant Agreement. An eLINK Final Financial Report that summarizes final expenditures for the grant must be signed by the Grantee and approved by the Board.
- 4.2. All costs must be incurred within the grant period.
- 4.3. All incurred costs must be paid before the amount of unspent funds is determined. Unspent grant funds must be returned within 30 days of the expiration date of the Grant Agreement.
- 4.4. The obligation of the State under this Grant Agreement will not exceed the amount listed above.
- 4.5. This Grant Agreement includes an advance payment of 50% of each grant's total amount per grant. Advance payments allow the Grantee to have adequate operating capital for start-up costs, ensure their financial commitment to landowners and contractors, and to better schedule work into the future.

For example, a \$100,000 grant would have the first 50% or \$50,000 direct deposited into the grantee's bank account after the Grant Agreement is executed (fully signed)

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Using our example of a \$100,000 grant, the second payment of 40% would be distributed only after the first 50% or at least \$50,000 has been spent AND eLINK reporting has been done on the funds expended and match provided to-date. Grantees need to have a sufficient fund balance to cover costs incurred in excess of the funds advanced on the grant. Updating eLINK financials for grant and match spending at least quarterly is helpful if the grant will be financially reconciled before the 40% payment is released.

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Using our example of a \$100,000 grant, the final 10% or \$10,000 must be requested within 30 days of the expiration date of the Grant Agreement or completion of the project, whichever occurs sooner. At this time, eLINK reporting is updated to include all grant and match activities provided in alignment with the approved work plan. NOTE: the final 10% is done on a reimbursement basis thus grantees will need to have sufficient funds available to cover the costs until BWSR does their final grant review and issues payment then closing the grant. This process could take a few months.



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Any advanced funds (from the 50% or 40% advance payments) unspent at the end of the grant must be returned within 30 days of the expiration date of the Grant Agreement. Grant funds can only be spent on those activities outlined in the approved work plan.

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Advance payments allow the Grantee to have adequate operating capital for start-up costs, ensure their financial commitment to landowners and contractors, and to better schedule work into the future.

5. **Conditions of Payment.**

5.1. All services provided by the Grantee under this Grant Agreement must be performed to the Board's satisfaction, as set forth in this Grant Agreement and in the Board approved work plan for this Program. Compliance will be determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, State, and local laws, policies, ordinances, rules, FY23 Clean Water Fund Competitive Grant Policy, and regulations. The Grantee will not receive payment for work found by the Board to be unsatisfactory or performed in violation of federal, State or local law.

5.2. Minnesota Statutes §103C.401 (2018) establishes the Board's obligation to assure program compliance. If the noncompliance is severe, or if work under the Grant Agreement is found by the Board to be unsatisfactory or performed in violation of federal, State, or local law, the Board has the authority to require the repayment of grant funds or withhold payment on grants from other programs.

All services provided by the Grantee under this Grant Agreement must be performed to the Board's satisfaction, which is where your Grant Manager comes in. Feel free to contact her/him with any questions you may have at any time. We'd rather you ask the questions right away than have to deal with it later and potentially disallow costs you've incurred.

## Read the Grant Agreement before signing

- Assignment, Amendments, and Waiver
- Liability
- Government Data Practices
- Workers' Compensation
- Publicity and Endorsement
- Governing Law, Jurisdiction, and Venue
- Termination
- Data Disclosure
- Constitutional Compliance
- Intellectual Property Rights

Always a good idea to read the Grant Agreement before signing. Here's a sampling of clauses included in the Grant Agreement. These clauses are mostly statutory language or required by the Office of Grants Management, which has policies BWSR must follow when awarding grant funding.

## Review with your Grant Manager:

- Prevailing Wage
- Municipal Contracting Law
- Signage
- State Audits

**Each grantee will have a follow up meeting with their Grant Manager**

**WE'RE HERE TO HELP**

Clauses in the Grant Agreement which you may want to review with your Grant Manager during the upcoming one-on-one meeting.

## Grant Agreement Process

BWSR emails the Grant Agreement to the Grantee for review (read thoroughly)

Official Signatory signs Grant Agreement via DocuSign – do ASAP

- Official Signatory of the Grant Agreement must be an elected or appointed official of the grantee or a person authorized by the grantee's board to sign fiscal documents
- This authorization must be documented in the grantee's records either by board meeting minutes or resolution, or by some other official action

Grantee develops and submits a Work Plan for grant activities

Only AFTER Work Plan has been approved AND signed Grant Agreement has been received from Grantee can BWSR sign Grant Agreement, which is then available within eLINK under Attachments tab, and work on grant may begin

If questions, please contact your Grant Manager

An abstract graphic design featuring overlapping organic shapes in shades of brown, olive green, and light grey. A white, wavy line flows across the bottom of the composition. The text "Developing the Work Plan" is centered in white on a dark brown circular area.

Developing the  
Work Plan

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Buffers Wetlands Easements Technical Resources Water Planning Operational Resources **Grants**

ABOUT BWSR GRANTS

- Apply for BWSR Grants
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RESOURCES FOR GRANTEEES

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# eLINK

## ELINK TRAINING VIDEOS

- [Adding Activities and Creating a Work Plan in eLINK](#) : This video guidance demonstrates how to add activities and create a work plan in eLINK. (06:15) (posted March 2, 2023)
- [Progress Reporting in eLINK](#) : This guidance video will show you how to complete Activity reporting and submit a Progress Report in eLINK. (09:30) (posted March 2, 2023)
- [Completing a Funding Request in eLINK](#) : Creating and Submitting a Funding Request in eLINK. (10:47) (posted March 6, 2023)

Some excellent eLINK training videos available to help learn how to use eLINK

# eLINK

ELINK COOKBOOK

## Step-by-step Instructions

[Managing Grant Activities and Submitting a Work Plan](#)

[Progress Reporting](#)

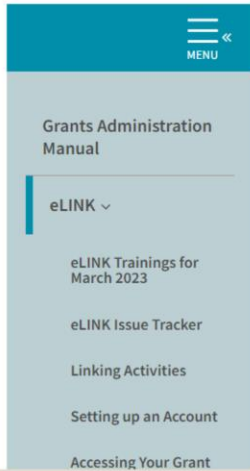
[Mapping Activity Details](#)

[Expenditures](#)

[Attachments](#)

The eLINK Cookbook contains step-by-step instructions on how to do various functions in eLINK

# eLINK



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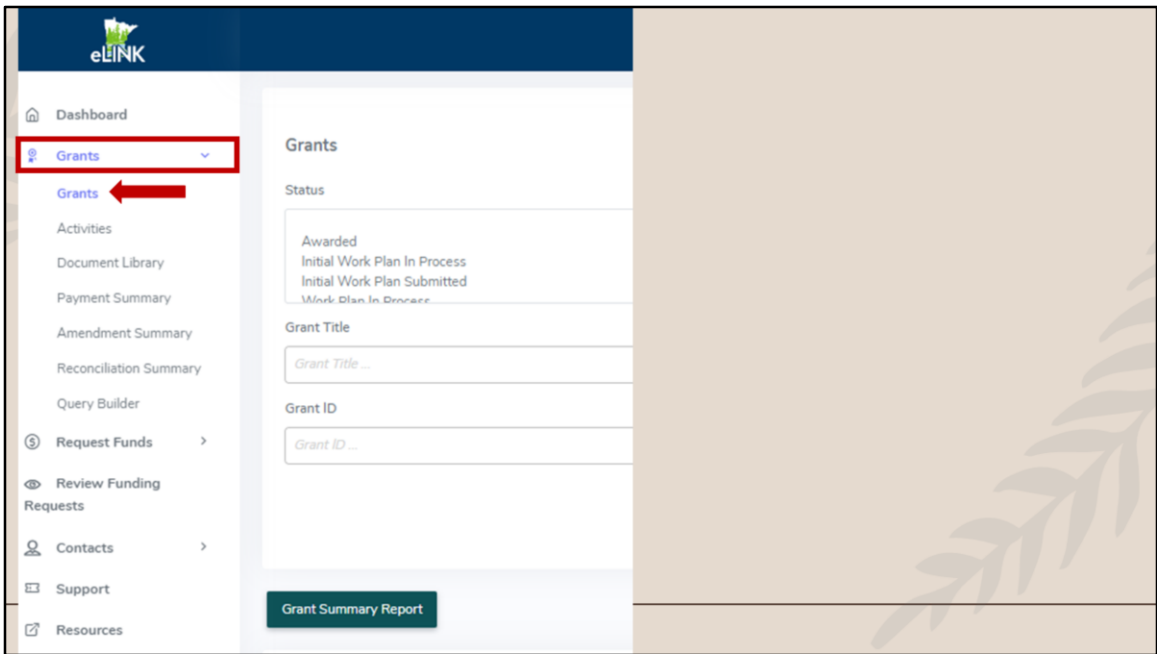
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We do not have a public data portal in eLINK. However, you can access eLINK data at <https://gisdata.mn.gov/dataset/env-state-cons-bmp-locs>.



Once you have your eLINK account, you're ready to develop the work plan



After logging into eLINK, click on Grants in the upper left corner – then Grants from the drop down menu



The screenshot shows the 'Grants' page in the eLINK system. The left sidebar contains navigation options: Dashboard, Grants, Activities, Document Library, Payment Summary, Amendment Summary, Reconciliation Summary, Query Builder, Request Funds, Review Funding Requests, Contacts, Support, and Resources. The main content area has a search filter for 'Grants' with fields for Status (Awarded, Initial Work Plan In Process, Initial Work Plan Submitted, Work Plan In Review), Organization Name, Grant Title, Grant ID, Allocation, and Board Conservationist. There are 'Search' and 'Reset' buttons, along with checkboxes for 'Search all grants' and 'Include closed requests'. Below the search area is a 'Grant Summary Report' button and a table of grants. The table has columns for Grant Title, Grant ID, Awarded Amount, Expense Amount, Organization, Allocation, Status, Status Date, and Edit. One grant is listed: 'Upper Red Lake Keep It Clean Partnership' with Grant ID C23-7512, Awarded Amount \$92,600.00, Expense Amount \$0.00, Organization 'Upper Red Lake Area Association', Allocation 'Clean Water Legacy Partners 2023', Status 'Initial Work Plan In Process', and Status Date '02/14/2023'. A red arrow points to this first row.

GRANT TITLE	GRANT ID	AWARDED AMOUNT	EXPENSE AMOUNT	ORGANIZATION	ALLOCATION	STATUS	STATUS DATE	EDIT
Upper Red Lake Keep It Clean Partnership	C23-7512	\$92,600.00	\$0.00	Upper Red Lake Area Association	Clean Water Legacy Partners 2023	Initial Work Plan In Process	02/14/2023	

Your organization's grants with BWSR should display. For demonstration purposes, we're going to use Upper Red Lake's grant

**Grant Summary Report**

Display 25 records Filter Search Results:

GRANT TITLE	GRANT ID	AWARDED AMOUNT	EXPENSE AMOUNT	ORGANIZATION	ALLOCATION	STATUS	STATUS DATE	EDIT
Upper Red Lake Keep It Clean Partnership	C23-7512	\$0.00	\$0.00	Upper Red Lake Area Association	Clean Water Legacy Partners 2023	Initial Work Plan In Process	02/14/2023	
Upper Red Lake Keep It Clean Partnership	C23-7512	\$92,600.00	\$0.00	Upper Red Lake Area Association	Clean Water Legacy Partners 2023	Initial Work Plan In Process	02/14/2023	

As shown above, if the screen width isn't wide enough for all of the info to display, you'll first need to click on the "open" icon then the "edit" icon to access grant information. If the screen width is wide enough, then the "edit" icon will display on the right hand side (as shown below)

Grants Grants > Work Plan

**GRANT ACTIVITIES**      PROGRESS REPORTING      MANAGE GRANT DETAILS

### Grant Activities

Grant Name: **Upper Red Lake Keep It Clean Partnership**  
Grant ID: **C23-7512**  
Organization: **Upper Red Lake Area Association**  
Allocation: **Clean Water Legacy Partners 2023**

Expires:  
Work Plan Status: **Initial Work Plan In Process**   
Grant Agreement Status: **None** **Add Attachment**

Awarded Amount: **\$92,600.00**      Total Grant Budgeted: **\$0.00**      Total Grant Spent: **\$0.00**  
Total Match Required: **\$9,260.00**      Total Match Budgeted: **\$0.00**      Total Match Spent: **\$0.00**

**Add a New Activity**

Display  records Filter Search Results:

+	GRANT ID	ACTIVITY NAME	ACTIVITY CATEGORY	VIEW/EDIT
+	C23-7512	Administration/Coordination	Administration/Coordination	
+	C23-7512	Collection Program	Special Projects	

The Grant Activities tab will display. Initially, the activity name and category were imported from your grant application.

Grants Grants > Work Plan

**GRANT ACTIVITIES**      PROGRESS REPORTING      MANAGE GRANT DETAILS

---

**Grant Activities**

Grant Name: **Upper Red Lake Keep It Clean Partnership**      Expires:      **Add Attachment**  
Grant ID: **C23-7512**      Work Plan Status: **Initial Work Plan In Process**   
Organization: **Upper Red Lake Area Association**      Grant Agreement Status: **None**  
Allocation: **Clean Water Legacy Partners 2023**

Awarded Amount: **\$92,600.00**      Total Grant Budgeted: **\$0.00**      Total Grant Spent: **\$0.00**  
Total Match Required: **\$9,260.00**      Total Match Budgeted: **\$0.00**      Total Match Spent: **\$0.00**

---


**Add a New Activity**

Display  records      Filter Search Results:

+	GRANT ID	ACTIVITY NAME	ACTIVITY CATEGORY	VIEW/EDIT
+	C23-7512	Administration/Coordination	Administration/Coordination	
+	C23-7512	Collection Program	Special Projects	

Click on the “View/Edit” icon to manage the activity.



**Manage Activity**  Grants > Work Plan > Activity

Activity Name  Activity Category \*  
Administration/Coordination

Chars left: 73


Activity Description \*  
  
Chars left: 1871

Will staff time be billed to this budget item?  
 Yes

Enter estimated number of staff hours to be billed under this budget item:

Which comprehensive watershed management plan is this activity a part of?

You determine the Activity Name

**Manage Activity**  Grants > Work Plan > Activity

Activity Name:  Chars left: 73

Activity Category \*  Chars left: 1871


Activity Description \*

Will staff time be billed to this budget item?  
 Yes


Enter estimated number of staff hours to be billed under this budget item:

Which comprehensive watershed management plan is this activity a part of?

Choose the appropriate Activity Category from the drop down menu. We'll provide some links shortly which provide descriptions of activity categories

**Manage Activity**  Grants > Work Plan > Activity

Activity Name:  Chars left: 73

Activity Category \*:  

**Activity Description \***

This activity includes financial tracking, grant tracking, grant agreement management, and all required grant reporting in eLINK.


Chars left: 1871

Will staff time be billed to this budget item?


Yes

Enter estimated number of staff hours to be billed under this budget item:

Which comprehensive watershed management plan is this activity a part of?



Provide information in the Activity Description section, which then is included in the Grant Summary report you'll be able to access in eLINK

**Manage Activity**  Grants > Work Plan > Activity

Activity Name:  Activity Category \*

Chars left: 73

Activity Description \*


Chars left: 1871

Will staff time be billed to this budget item?  
 Yes

Enter estimated number of staff hours to be billed under this budget item:

Which comprehensive watershed management plan is this activity a part of?

If staff time will be billed to this activity, change the button to “Yes” and enter an estimate of the number of staff hours to be billed to this specific activity. This is an estimate only. As a condition of BWSR administering Clean Water Funds thru the State of MN, BWSR is required to report to the Legislative Coordinating Commission (LCC) the number of full-time equivalents funded with the monies. If no staff time will be billed to this activity, then the button should be “no.”

**Manage Activity**  Grants > Work Plan > Activity

Activity Name:  Activity Category \*  
  
Chars left: 73

Activity Description \*  
  
Chars left: 1871

Will staff time be billed to this budget item?  
 Yes

Enter estimated number of staff hours to be billed under this budget item:

Which comprehensive watershed management plan is this activity a part of?

Is the activity part of a comprehensive watershed management plan? Choose your response from the drop down menu options or if you don't know how to answer, ask your Grant Manager. Then click "Update" to save your entries.

Activity Budget

**Add New Activity Budget**

GRANT NAME	BUDGETED AMOUNT	SOURCE TYPE	MATCH?	SPENT AMOUNT	SOURCE DESCRIPTION	ACTION	EXPENSES
<div style="border: 1px solid red; padding: 5px;"> <p>Go Back</p> <p><b>Add Activity Budget</b></p> <p>Activity: <b>Administration/Coordination</b></p> <p>Grant Name  <input type="text" value="Upper Red Lake Keep It Clean Partnership"/> Grant name field pre-populates</p> <p>Budgeted Amount \$  <input type="text" value="\$"/> Enter the amount budgeted for the activity</p> <p>Source Type  <input type="text"/> Choose a Source Type from drop down menu</p> <p>Source Description  <input type="text"/> Enter the source of the funding (i.e. landowner, City of xx, etc.); If Current State Grant, the grant title will pre-populate in the field</p> <p>Match?  <input type="radio"/> No</p> <p><b>Add</b> <b>Cancel</b></p> </div>							
<p>Federal Funds  Other State funds not in eLINK  Current State Grant  Landowner Fund  Local Fund</p> <p>YES Match if: federal funds, landowner fund, or local fund  NO Match if: current state grant or other state funds not in</p>							

**b**

Scroll down and click on the “Add New Activity Budget” button to add a budget for the Activity. Review screen info (NOTE: other state funds cannot be used to match this current state grant. When done, click on the “Add” button

Activity Budget

**Add New Activity Budget**

GRANT NAME	BUDGETED AMOUNT	SOURCE TYPE	MATCH?	SPENT AMOUNT
Upper Red Lake Keep It Clean Partnership	\$500.00	Current State Grant		

**Add Activity Budget**

Activity: Administration/Coordination

Grant Name

Budgeted Amount \$

Source Type

Source Description

Match?  
 Yes

**Add** **Cancel**

If there's also going to be match provided for an Activity that will have some costs charged to the grant also, just click on the "Add New Activity Budget" button to enter the match amount. No need to create an entirely new activity. When entering Source Description, it is helpful to identify the source of the match (i.e. org name, landowner, etc.)

Grants Grants > Work Plan

**GRANT ACTIVITIES**      PROGRESS REPORTING      MANAGE GRANT DETAILS

**Grant Activities**

Grant Name: **Upper Red Lake Keep It Clean Partnership**      Expires:      **Add Attachment**  
 Grant ID: **C23-7512**      Work Plan Status: **Initial Work Plan In Process**   
 Organization: **Upper Red Lake Area Association**      Grant Agreement Status: **None**  
 Allocation: **Clean Water Legacy Partners 2023**

Awarded Amount: **\$92,600.00**      Total Grant Budgeted: **\$0.00**      Total Grant Spent: **\$0.00**  
 Total Match Required: **\$9,260.00**      Total Match Budgeted: **\$0.00**      Total Match Spent: **\$0.00**

**Add a New Activity**

Display  records      Filter Search Results:

+	GRANT ID	ACTIVITY NAME	ACTIVITY CATEGORY	VIEW/EDIT
+	C23-7512	Administration/Coordination	Administration/Coordination	
+	C23-7512	Collection Program	Special Projects	

You'll then repeat this process for each activity name and category which will be a part of the grant work plan



Grants Grants > Work Plan

**GRANT ACTIVITIES**      PROGRESS REPORTING      MANAGE GRANT DETAILS

Grant Activities

Grant Name: **Upper Red Lake Keep It Clean Partnership**      Expires:      **Add Attachment**  
 Grant ID: **C23-7512**      Work Plan Status: **Initial Work Plan In Process**   
 Organization: **Upper Red Lake Area Association**      Grant Agreement Status: **None**  
 Allocation: **Clean Water Legacy Partners 2023**

**Awarded Amount: \$92,600.00**      **Total Grant Budgeted: \$0.00**      Total Grant Spent: **\$0.00**  
**Total Match Required: \$9,260.00**      **Total Match Budgeted: \$0.00**      Total Match Spent: **\$0.00**

**Add a New Activity**

Display  records      Filter Search Results:

+	GRANT ID	ACTIVITY NAME	ACTIVITY CATEGORY	VIEW/EDIT
+	C23-7512	Administration/Coordination	Administration/Coordination	
+	C23-7512	Collection Program	Special Projects	

When done, you can verify if you've budgeted all of the grant award and total match budgeted

**eLINK**

Grants Administration Manual

eLINK ▾

eLINK Trainings for March 2023

eLINK Issue Tracker

Linking Activities

Setting up an Account

Accessing Your Grant Agreement or Amendment

Managing Contacts

Managing Activities

Activity Categories

### Description of eLINK Activity Categories

Category	Description
Administration/Coordination	For grants where specifically allowed, category reflects staff time for local grant administration and reporting. Category may also reflect costs of facilities/operations if not included in a billing rate or indirect cost allocation.
Agricultural Practices	For constructed practices primarily associated with agriculture, notwithstanding practices associated with conservation drainage or practices specifically covered in another category. Includes basins and ponds constructed to collect and store debris or sediment and detain water, terraces, stripcropping, diversions, grade stabilization, filter strips, etc.
Conservation Drainage	For constructed practices. The process of managing water discharges from surface and/or subsurface agricultural drainage systems.
Education/Information	For grants where specifically allowed, category reflects development and implementation of environmental education activities and programs such as workshops, clinics, publications,

On the eLINK page, the Activity Categories link can be found under the eLINK drop down menu. This links to a chart for descriptions of eLINK Activity Categories

The screenshot displays the eLINK application interface. On the left is a vertical navigation menu with the following items: eLINK (highlighted with a red box and dropdown arrow), eLINK Trainings for March 2023, eLINK Issue Tracker, Linking Activities, Setting up an Account, Accessing Your Grant Agreement or Amendment, Managing Contacts, Managing Activities, Activity Categories, Progress Reporting, Grouping and Splitting Activities, and Practices (highlighted with a red box). A red arrow points from the 'eLINK' dropdown menu down to the 'Practices' option. On the right, a table titled 'Description of Practices within eLINK' lists various practices with their names, codes, and descriptions.

Practice Name	Code	Description
Access Control	472	The temporary or permanent exclusion of animals, people, vehicles, and/or equipment from an area. Includes NRCS Practice(s) 472 and 382.
Access Road	560	A travel way constructed as part of a conservation plan. Includes NRCS Practice(s) 560.
Alley Cropping	311	Trees/Shrubs planted in sets of single or multiple rows. Then agronomic crops, horticultural crops, or forages produced in the alleys between the sets of woody plants.
Alternative Tile Intake - Dense Pattern Tiling	170M	Replacement of existing open tile inlet(s) with water quality improvement inlet(s), e.g. dense pattern tile. Includes NRCS Practice(s) 606 Subsurface Drain, as applicable.
Alternative Tile Intake -		Replacement of existing open tile inlet(s) with water quality improvement inlet(s), e.g. gravel inlet.

If your grant application includes installation of a conservation practice, the chart for practice descriptions can be found on the same drop down menu under Practices



To find out which Activity Categories fit with specific Practices, see the guidance chart found here



# eLINK Guidance Document

## Chart of Practices by Activity Category

December 2022

Practice Number & Name	Agricultural Practices	Conservation Drainage	Education/Information	Forestry Practices	Groundwater	Inventory/Mapping	Livestock Waste Management	Monitoring/Data Collection	Non-Structural Mgmt Practices	Planning and Assessment	Regulations/Ordinances/Enforcement	Special Projects	Streambank or Shoreline Protection	Subsurface Sewage Treatment Systems	Urban Stormwater Mgmt Practices	Wetland Restoration/Creation	Wind Erosion
100M - Presentations			☑									☑					
101M - Staff Time			☑									☑					
102M - Survey			☑									☑					
103M - Training			☑									☑					
104M - Workshop/Clinics			☑									☑					
105M - Publications						☑						☑					
126M - Septic System Improvement												☑	☑				
147M - Forestry Management				☑								☑					

The current guidance document is 7 pages long. If this sounds super confusing, chat with your Board Conservationist.

Grants

Grants > Work Plan

**GRANT ACTIVITIES**    PROGRESS REPORTING    MANAGE GRANT DETAILS

### Grant Activities

Grant Name: Upper Red Lake Keep It Clean Partnership  
Grant ID: C23-7512  
Organization: Upper Red Lake Area Association  
Funding: Clean Water Legacy Partners 2023

Expires:  
Work Plan Status: Initial Work Plan In Process   
Grant Agreement Status: None [Add Attachment](#)

Awarded Amount: \$92,600.00    Total Grant Budgeted: \$0.00    Total Grant Spent: \$0.00  
Total Match Required: \$9,260.00    Total Match Budgeted: \$0.00    Total Match Spent: \$0.00

[Add a New Activity](#)

Display: 25 records    Filter Search Results:

GRANT ID	ACTIVITY NAME	ACTIVITY CATEGORY	VIEW/EDIT
C23-7512	Administration/Coordination	Administration/Coordination	

**GENERATE REPORTS**

Work Plan Report

If you want to view work plan activities budgeted thus far, you can run a Work Plan Report found on the Grant Activities tab, scroll down to Generate Reports, and choose Work Plan Report from the drop down menu.


The screenshot displays the 'Grants' management interface. At the top, there are three tabs: 'GRANT ACTIVITIES' (selected), 'PROGRESS REPORTING', and 'MANAGE GRANT DETAILS'. The main content area shows details for a grant named 'Upper Red Lake Keep It Clean Partnership' with ID 'C23-7512'. It lists the organization as 'Upper Red Lake Area Association' and the allocation as 'Clean Water Legacy Partners 2023'. Financial details include an awarded amount of \$92,600.00 and a total match required of \$9,260.00. The work plan status is 'Initial Work Plan In Process' with a lock icon, and the grant agreement status is 'None'. A blue 'Add Attachment' button is visible in the top right.

A red box highlights the 'Submit Work Plan' button in the left sidebar. A red arrow points from this button to a modal window titled 'Work Plan - Submitted'. The modal features a green thumbs-up icon, the word 'Submitted', and the message 'Your work plan has been submitted.' with an 'Ok' button.

Below the modal, a table lists grant activities:

GRANT ID	ACTIVITY NAME	VIEW/EDIT
C23-7512	Administration/Coordination	[Edit]
C23-7512	Collection Program	[Edit]

After the grant total and match has been budgeted and you're ready to submit the work plan for review, click on the "Submit Work Plan" button. Your team member assigned as the Grant Contact may be the only person with access to the Submit Work Plan button. You'll receive a pop up confirming the work plan has been submitted and eLINK will notify your Grant Manager the work plan is ready for review. Contact your Grant Manager if you experience difficulties submitting the Work Plan.

GRANT ID	DOCUMENT NAME	DATE ADDED	DOCUMENT TYPE	DOWNLOAD	DELETE
C23-7512 05/12/2023	GrantWorkPlanReport_C23-7512_20230512.pdf		WORKFLOW_GENERATED_REPORT		

Once submitted, the Grant Work Plan Report can be found under the Attachments tab and it's helpful to keep a printed copy in your grant file so click on the download button then print the report.





## Eligible and Ineligible Costs

## Ineligible Activities from Grant RFP

- Activities that do not have a primary benefit of water quality.
- Water quality monitoring, both surface and ground water.
- Household water conservation appliances and water fixtures.
- Stormwater conveyances that collect and move runoff, but do not provide water quality treatment benefit.
- Development and delivery of educational activities and curriculum that are not designed to support water quality.
- Harvesting or chemical treatment of aquatic plants.

Reminder – These are select items from the RFP based on what activities are in the grant apps awarded funding.

## Eligible Costs

Generally, a cost is allowable if it is incurred through work activities that are:

- Necessary for producing the outcomes described in the grant agreement and associated work plan
- Occur during the grant period
- Can be charged to the grant or provided as match

## Ineligible Costs

Typical unallowable costs:

- Costs incurred before the grant is executed or after the grant has expired
- Late payment fees
- Donations or fundraising
- Alcohol
- Loans of BWSR grant funds
- Lobbying, lobbyists, and political contributions
- Merit awards or bonuses

## Match Costs

Generally, a cost is allowable if it is incurred through work activities that are:

- Necessary for producing the outcomes described in the grant agreement and associated work plan
- Occur during the grant period
- Costs eligible to be charged to the grant but provided as match instead
- Non-state donated services or property which are quantified and documented
  - For example, staff time from a collaborating organization donating time

# NEXT STEPS

## **Follow Up Meeting with Grant Manager – 2 hrs**

- **May/June 2023**
- **Grant activities in the Work Plan**
- **Discuss staff time billable rates and time tracking requirements**
- **Financial reconciliation procedure overview**
- **Some progress reporting guidance**
- **Grantee questions**

## **Progress Reporting Training – 2 hrs**

- **August/Sept 2023**

# BWSR Staff



SHAINA KESELEY  
Clean Water  
Specialist



STEVE  
CHRISTOPHER  
Board  
Conservationist



ANNE SAWYER  
Board  
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CHAD SEVERTS  
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Conservationist



MICHELLE JORDAN  
Board  
Conservationist

An abstract graphic design featuring a light beige background. On the left, there is a dark red, organic shape. In the top left corner, there are faint, grey line-art sketches of leaves or branches. On the right side, there is a large, muted olive-green shape with a white, wavy line that curves around its edge. The word "QUESTIONS?" is centered in a bold, dark brown, sans-serif font.

QUESTIONS?