eLINK Linking Activities Process- Guidance Document

Purpose

This guidance document provides an overview of how and when to link activities in eLINK to ensure accurate reporting, reduce data entry, and streamline the tracking process for grantees. Linking activities is essential for managing projects funded by multiple grants and avoiding issues such as double-counting or unnecessary duplication of data.

Why Link Activities in eLINK?

Efficiency is maximized by linking an activity to multiple grants, grantees avoid the need to enter the same activity multiple times in the system.

Accurate Reporting on-the-ground practices and pollution reduction indicators associated with an activity are only counted once, even if funded by multiple grants.

Consistency for the reported outcomes align across grants, improving the reliability of conservation data.

Activity Categories that should be Linked

Linking should be utilized for activities containing conservation practices/projects that have been funded by multiple grants in eLINK. Below are a few examples of activity categories that involve on-the-ground practices and may be linked across grants, as needed.

Agricultural Practices: For establishment of engineered and/or ecological 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, strip-cropping, diversions, grade stabilization, filter strips, etc.

Streambank or Shoreland Protection: For constructed practices. Using vegetation or structures to stabilize and protect banks and beds of streams, lakes, estuaries, or excavated channels against scour or erosion.

Non-Structural Management Practices: Use for activities or practices that are not planning and are non-structural in nature. Examples include street sweeping; nutrient management; prescribed grazing; phytase feed; and source reduction of chloride such as equipment upgrades, pre-wetting, chloride storage and maintenance.

Activity Categories that should not be Linked

Below are a few examples of activity categories that should not be linked, as they are tied to grant specific administrative tasks instead of conservation practices/projects.

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.

Technical/Engineering Assistance: For grants where specifically allowed, select category for activities associated with technical site assessment, surveys, preliminary analysis and design, final design, construction supervision, installation, inspection, and completion of projects.

Education/Information: For grants where specifically allowed, category reflects development and implementation of environmental education activities and programs such as workshops, clinics, publications, websites, presentations, fairs, etc. This category may reflect training and related information provided to or by Technical Service Area members and partners.

*Always reference the **Chart of Practices by Activity Category** to ensure the selected activity is eligible for the grant and category before linking.*

How to Link Activities in eLINK: Step by Step Process

Step 1: Identifying the Grant Name/Grant ID of Initial Activity Recording

Identify the grant where the activity was first recorded. Note down grant name and grant ID, as this information will be required when linking activities.

Step 2: Unlock Work Plan

Action: Email your BC to request unlocking the work plan of the grant that the activity will be linked to.

Purpose: This is an opportunity to discuss the activity to be linked and verify its eligibility.

Step 3: Navigate to the Dashboard

- Click on the Work Plan Revision in Process card.
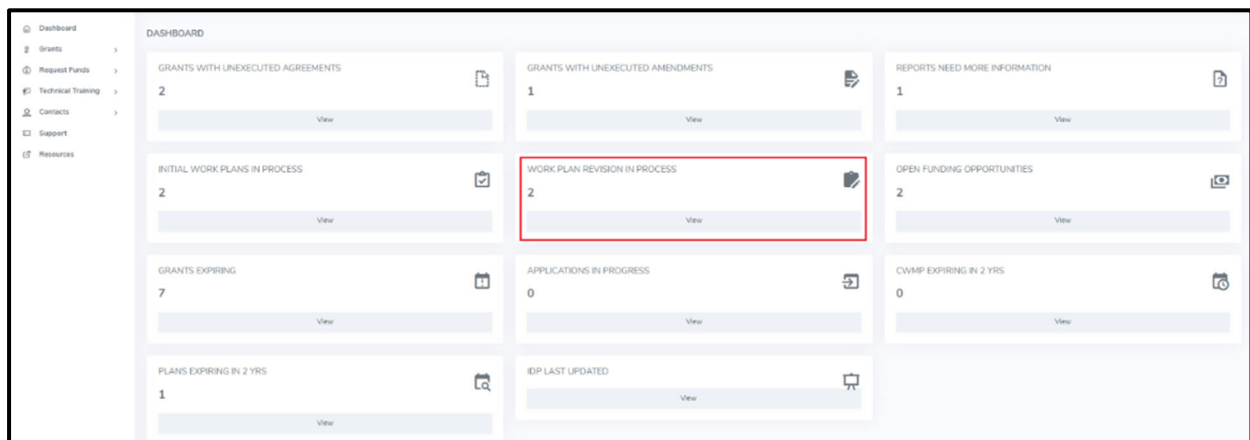
- From the grant table, click Edit on the grant to which the activity will be linked.

Step 4: Add New Activity

- Click on the Add a New Activity button.

Step 5: Link Activity to Existing Grant

- Select "Activity from an existing grant".
- From the Select Grant drop-down list, select the grant that contains the activity you want to link.
- Select the Existing Activity from the drop-down list.
- The Activity Category and Activity Description will auto fill based on your selection.
- Click Save.

- Click OK and scroll down to Add New Activity Budget.
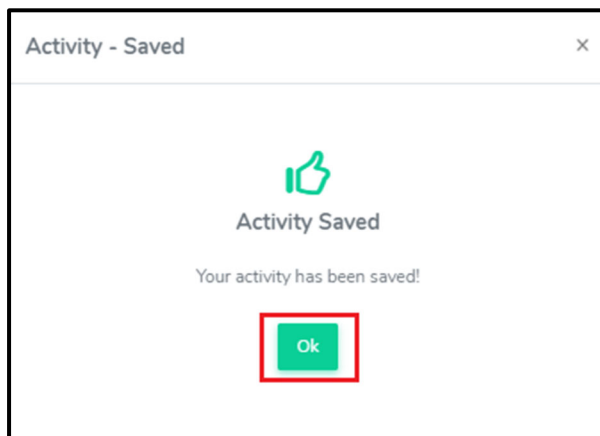
Linking activities across organizations is permitted; however, assistance from your BC will be required to facilitate the process.

Step 6: Add a New Activity Budget

- Click Add New Activity Budget button.

Step 7: Assign Budget Details

- From the Grant Name drop down list select the grant you want to add the budgeted amount to.
- Enter the budgeted amount.
- Choose the Source Type. The Source Description will auto-populate.
- Click Add.

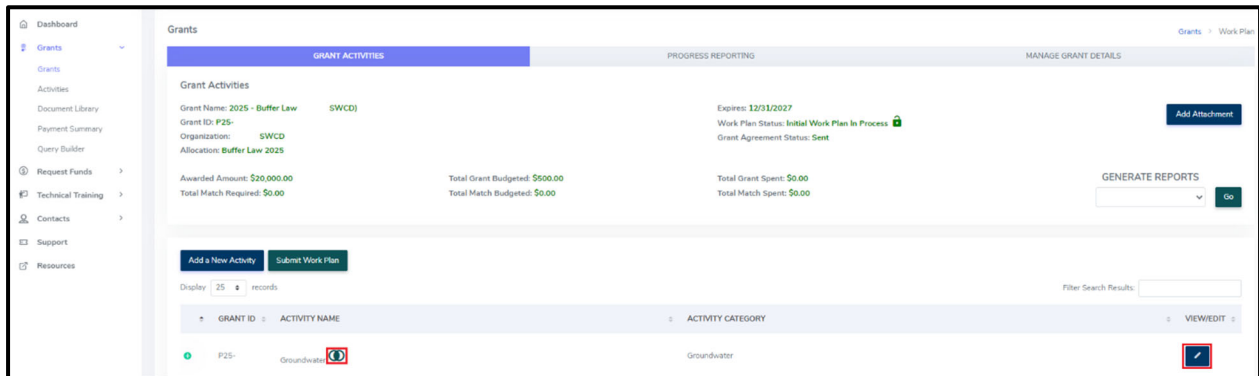*This activity is now successfully linked to the grant.*

How to Unlink an Activity in eLINK

Before starting the process of unlinking an activity, ensure the following condition is met:

Work Plan Status: The Work Plan (if applicable) must be in **In Process** status. Activities cannot be unlinked or edited if the Work Plan is in **Submitted** or **Approved** status.

Step by Step Process to Unlink an Activity

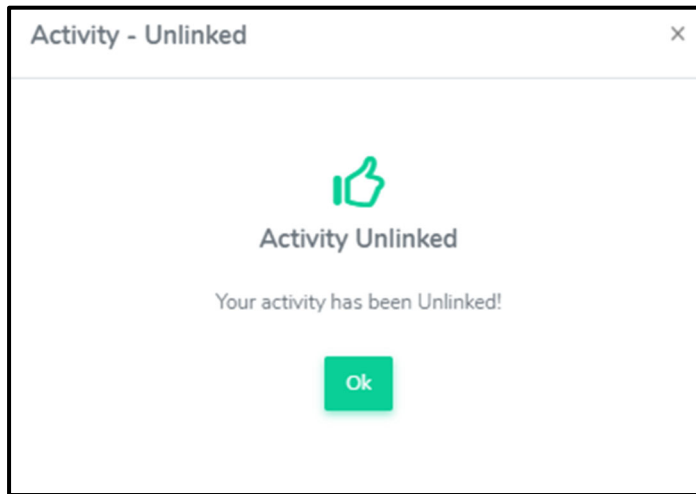- Search the grant where the activity was linked to and click View/Edit button.

- Click the Remove Activity from Current Grant button to unlink the activity.
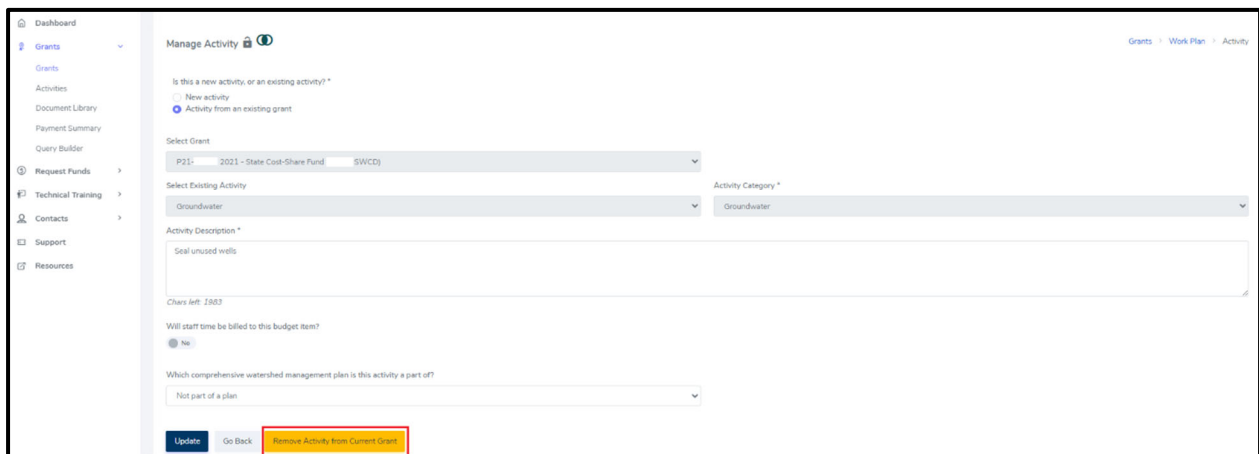
- Click Ok.

This activity has been successfully unlinked.

Troubleshooting

If the Remove Activity from Current Grant button is not visible:

- Ensure you are working within the correct grant, specifically the one where the activity was linked to.
- **Do Not** proceed with deleting activities and budgets on your own. Contact your BC for guidance and assistance.