

BWSR Grants Streamlining Training - External

July 1, 2025



Agenda

Learning Objectives:


- Understanding of where requirements are moving (from policies)
- Can articulate the difference between procedure and guidance (GAM)
- Able to understand and navigate GAM chapter edits; where and why changes were made

1. Revised Overall Structure
 - a. Exhibit A Sample
 - b. GAM Chapter Sample
2. MMB/MAD Survey feedback incorporated
3. GAM Chapter Edits
 - a. Structural updates
 - b. Deeper dive into Big Changes:
 - i. Amendments, Work Plan Revisions
 - ii. Assurances
 - iii. Providing Financial Assistance to Land Occupiers
 - c. FAQs added
 - d. Remaining chapter updates
4. Training/Resources



Minnesota Board of Water and Soil Resources (BWSR) staff, in partnership with Minnesota Management and Budget; Management Analysis and Development (MMB;MAD), have been working to clarify and better organize BWSR's delivery and structure of grant program requirements.

The need for this work arose due to the growth in the amount of funding for various grant programs coupled with increased opportunities to work with new types of grantees beyond our local government clientele and increased oversight responsibilities over state grants from the Minnesota Office of Grants Management (OGM).



Results of this work:

Eliminated the use of program policies as a vehicle for program requirements.

Where possible, reduced discrepancies in program requirements from one program to the next.

Requirements for grantees defined in Board Orders, the Request for Proposals (for competitive grants) and in the Grant Agreement itself.

Better clarity between grant program requirements, the procedures in place to meet those requirements, and helpful guidance.



Reformatting of the Grants Administration Manual (GAM) moves requirements to grant agreements and board orders, while procedures and guidance/recommended practices stay within the GAM. This is to ensure necessary requirements are part of the agreement and to better clarify procedure from guidance within the GAM.

Phasing out grant program policies began in state fiscal year 2025. All program requirements for grants executed on and after July 1, 2025 will be found in the grant agreement. The GAM has been updated, effective July 1, 2025 and differentiates between procedure and guidance.

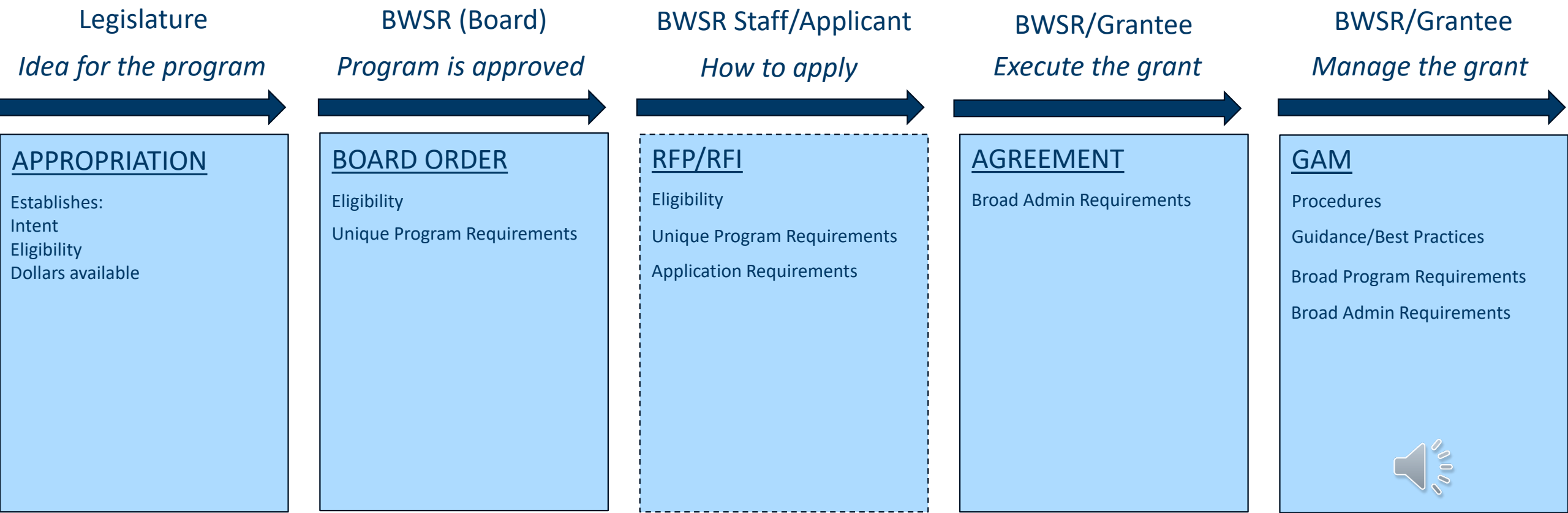


We recognize these are significant changes to granting operations and want to be clear about what is going where. So next, we'll walk through a visual and some examples, to learn more about the changes we've made to restructure our delivery grant program requirements.





How an appropriation becomes a grant



RFP

Eligibility

Unique Program Requirements

Application Requirements

AGREEMENT

Broad Admin Requirements

GAM

Broad Program Requirements

Broad Admin Requirements

Procedures

Guidance/Best Practices

BOARD ORDER

Eligibility

Unique Program Requirements

POLICY

Unique Program Requirements

Eligibility

Broad Admin Requirements: *ie; Financial management, accounting and record keeping*

Broad Program Requirements: *ie; Requirement to ensure long term public benefit of projects or practices.*

Unique Program Requirements: *ie; Eligible practices, % required match.*



Old Structure

RFP

Eligibility

Unique Program Requirements

Application Requirements

AGREEMENT

Broad Admin Requirements

EXHIBIT A: Program Requirements

GAM

Broad Program Requirements

Broad Admin Requirements

Procedures

Guidance/Best Practices

BOARD ORDER

Eligibility

Unique Program Requirements

POLICY

Unique Program Requirements

Eligibility



Where things are going...

RFP

Eligibility

Unique Program Requirements

Application Requirements

AGREEMENT

Broad Admin Requirements

EXHIBIT A: Program Requirements

Unique Program Requirements

Broad Program Requirements

GAM

Procedures

Guidance/Best Practices

BOARD ORDER

Eligibility

Unique Program Requirements



Re-packaged

Exhibit A location+

In addition to being attached directly to the grant agreement, the program requirements will be posted to the program's Reporting Profile on BWSR's website.

Clean Water Fund Programs
County Grants
SWCD Grants
TSA Grants
Disaster Recovery Assistance Program
Other Grant Programs
Living Landscapes Programs ▾
Conservation Reserve Program State Incentive Grant Program (Pilot) Reporting Profile
CRP State Incentives Program Reporting Profile
Habitat Enhancement Landscape Pilot Reporting Profile
Habitat Enhancement Landscape Program Reporting Profile
Pollinator Pathways Reporting Profile

Grant Description

The BWSR FY25 Conservation Reserve Program State Incentive Grant Program is made possible through an appropriation from general funds (Laws of Minnesota 2023, Chapter 60, Article 1, Section 4 paragraph (s)) and provides eligible Comprehensive Watershed Management Plan partnerships authorized under Minnesota statute §103B.801 and Watershed Management Organizations authorized under Minnesota statute §103B.201 with funds to incentive landowner enrollment and re-enrollment into the federal Continuous Conservation Reserve Program (CCRP) for the installation or preservation of CCRP practices that improve or protect surface water or groundwater pollution, drinking water, soil health, pollinator and wildlife habitat, and other conservation enhancements

Continuous CRP is a voluntary land conservation program that is administered by the Farm Service Agency (FSA). Landowners can enroll or reenroll eligible environmentally sensitive acres into a 10-15 year contract and receive an annual rental rate payment to establish and maintain the required vegetative cover.

Reporting Overview

An approved workplan is required before work can begin under this grant. Grant recipients are required to report in eLINK 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.

Resources

[FY25 Conservation Reserve Program State Incentives Grant Program](#)

[CRP FAQs](#)

eLINK Reporting Requirements

Attributes	Details
Program Requirements	CRP Incentives Program Requirements Exhibit A
Administered by:	BWSR
Funding Request completed in eLINK?	No



Sample Documents

- Pollinator Pathways Exhibit A; found in Grant Agreement and Reporting Profile page
- GAM Chapter; Time and Effort Documentation
 - Current format
 - Reformatted



Grant Program Requirements: Pollinator Pathways Grant Program

Match

A non-state match equal to at least 10% of the amount of the grant received is required. Match can be provided by landowners, land occupiers, private organizations, local governments, or other non-state sources and can be in the form of cash or in-kind for services or materials contributed to the accomplishment of grant objectives. Funds used for match for this program cannot be used as match for any other state grant program.

Grant Work Plan

A work plan shall be developed in eLINK and must be approved before execution of the grant agreement. The work plan shall reflect each eligible activity that will be implemented, a description of the anticipated activity outcomes or accomplishments, and grant funding amounts to accomplish each of the activities.

Eligible Activities and Expenses

The primary purpose of activities funded through this program is to promote native plantings that establish key corridors for at-risk* pollinators and establishing habitat for benefitting pollinators at scales from local neighborhoods to across watersheds. This will be achieved through efforts to establish habitat and educating Minnesotans about pollinators within pollinator corridors/pathways and building overall interest in ecological landscaping. This program is intended to fund pollinator plantings and to inspire and guide DIY projects.

** A plant or animal is considered "at-risk" when; It is proposed for listing as threatened or endangered under the Endangered Species Act, It is a candidate species for listing; or It has been petitioned by a third party for listing; or It's populations are rare, declining, or may be vulnerable to decline Find a list of [At-Risk Pollinator Species](#) on the Lawns to Legumes Partners webpage.*

Eligible activities can consist of:

- **Project development and public outreach** activities which will directly support or supplement the goals and outcomes of the work plan such as civic engagement: public outreach; initial contacts, action, and activities with landowners/residents and/or partners; preliminary information gathering, conservation marketing or other activities.
- **Establishment of pollinator habitat** projects such as planting beneficial trees and shrubs, pollinator lawns, pollinator meadows, native pocket planting, container planting on impervious surfaces (pavement, rooftops, apartment decks etc.) that are no greater than 5 ac. in size.
 - Eligible project expense include:
 1. **MN Native Plants and Seeds** includes insecticide/neonicotinoid free flowers/forbs, bare root plants, grasses and sedges, trees and shrubs, and seeds.
 2. **Project expenses** including biodegradable weed suppression mulch (non-dyed preferred), compost, fencing or other herbivores portion materials, signage, equipment rental fees, and delivery fees), contractor installation and/or maintenance of project.
- **Program and project support:** education, outreach, marketing, staff time.
- **Education:** development and implementation of conservation education activities and programs such as workshops, clinics, publications, websites, presentations, fairs, etc.
- **Supplies/Equipment:** acquisition of equipment (hand sod kicker, hand shovels, hand rakes and trowels, watering tree gator) or supplies.
- **Administration/Coordination:** staff time for grant administration
- **Technical and engineering assistance** necessary to implement grant activities associated with technical site assessment, surveys, preliminary analysis and design, final design construction supervision, installation, inspection, and completion of projects.

Eligible expenses are those expenses solely incurred through project activities that are directly related to and necessary for producing the project outcomes described in the work plan. Grantee is required to account for the staff time charged to BWSR grants in order to track the expenditure of grant funds and match to ensure the use of the funds is consistent with applicable State and BWSR requirements. Costs that are unallowable to be charged to BWSR grants include but are not limited to:

- Bad debts, late payment fees, and investment management fees
- Donations, fundraising, sponsorships, and acknowledgements
- Entertainment, gifts, prizes, and decorations
- Alcohol
- Interest on loans not authorized under state statute
- Loans of BWSR grant funds
- Lobbying, lobbyists, and political contributions
- Merit awards and bonuses

Requirements for Implementing Conservation Projects

1. **Effective Life.** The effective lifespan of projects must be defined by current and acceptable design standards or criteria for no less than 5 years. The beginning date for a practice's effective life is the same date final payment is approved and the project is considered complete.
2. **Project Assurances.** The grantee must provide assurances that installed conservation practices and projects meet the purposes of the grant program, will remain in place for the lifespan expected based on the standard or professionally accepted practice, and will provide quality benefits for which they were designed. Such assurances may include easements, deed recordings, enforceable contracts, performance bonds, letters of credit, and termination or performance penalties. BWSR may allow replacement of a practice or project that does not comply with expected lifespan requirements with a practice or project that provides equivalent benefits.
3. **Operation, Maintenance, and Inspections.** All practice designs must include identification of operation and maintenance activities specific to the installed practices. An [operation and maintenance](#) plan is critical to ongoing performance of installed practices as well as to planning and scheduling those activities and must be prepared by designated technical staff for the life of the practice. An inspection schedule, procedure, and assured access to the practice site shall be included in the project file as a component of maintaining the effectiveness of the practice.
4. **Permitting.** The grantee is responsible for obtaining and complying with all permits necessary to execute the project. If applicable, grantee will be required to provide sufficient documentation prior to work plan approval that the project expects to receive or has received all necessary federal, state, and local permits and meets all water quality rules, including those that apply to the utilization of an existing water body as a water quality treatment device.



Time and Effort Documentation

Effective Date: 07/01/2023

Responsibility

Grant recipients are required to account for the staff time charged to BWSR grants in order to track the expenditure of grant funds and match to ensure the use of the funds is consistent with applicable State and BWSR requirements. Accounting for staff time is important for budgeting, planning, and reporting.

Recipients of BWSR grants may use one of two options for tracking staff time charged to grants:

1. Direct time tracking.
2. Personnel activity reports (PARs) or the equivalent that constitute after-the-fact determinations of grant activities. Activity reports must be prepared and signed at least semiannually by the employee.

BWSR reserves the right to request additional documentation that accounts for all of the employee's time during the period that staff time is actually charged to the grant. Staff time not charged to the grant does not need to be itemized by activity and can be summarized in an all-inclusive "Other" category of internal accounting systems.

BWSR will not accept position descriptions to account for staff time charged to BWSR grants. All time charged to grants must be actual and not budgeted.

Required Elements

Staff time charged to BWSR grants must be tracked or accounted for as it is reported in eLINK, at two levels:

- **Grant.** When tracking staff time, grants must be identified by grant title in order to distinguish the grant from others administered by the organization (for example, FY15 NRBG - Local Water Management, FY16 SWCD Local Capacity Services, or FY15 Clean Water Fund Targeted Watershed followed by the project or program title). BWSR recommends a naming configuration consistent with the Grant Title in eLINK.
- **Eligible eLINK Activity Category,** including the following:
 - Administration/Coordination
 - Education/Information
 - Inventory/Mapping
 - Monitoring/Data Collection
 - Planning and Assessment
 - Project Development

Additional Requirements of Time and Effort Documentation

Charges for staff time must be based on records that accurately reflect the work performed. These records must:

- Be supported by a system of internal control that provides reasonable assurance charges are accurate, allowable, and properly allocated.
- Be incorporated into the official records of the grantee:
- Be maintained for all employees whose time is being charged to the grant.

Staff time contributed as match must be documented, quantifiable, and able to be distinguished from staff time charged or used as match elsewhere. Best practice is to document staff time used as match by grant title and activity. BWSR monitors the accuracy and allowability of staff time contributed as match.

Examples of Time and Effort Documentation

BWSR provides two direct time tracking system templates and two personnel activity reports (PAR) templates to assist grantees in documenting the time and effort they charge and report to BWSR grants. The templates are provided as examples and grantees are not required to use the templates. Grantees may develop their own time tracking systems or PARs in accord with BWSR policy and guidance.

Example 1: Direct Time Tracking

Direct time tracking is recording hours spent on a BWSR grant on a daily basis, as shown in figures 1 and 2 below.

This spreadsheet template shown in figure 1 below (or [download .xlsx file from BWSR's website](#)) records the hours per day an employee (identified at the top of the sheet) dedicates to each of several BWSR grants during a bi-monthly pay period. Individual BWSR grants are identified and time is tracked to the Activity Category within those grants. Grants and activities are listed in rows, and hours tracked in columns. The template links each employee's sheet to a summary sheet within the workbook that automatically calculates the amounts charged to grants for all employees.

The bi-weekly spreadsheet template shown in figure 2 below (or [download .zip file from BWSR's website](#)) arranges the grants and activities where daily hours are assigned to in columns (across the top of the spreadsheet) rather than in rows. This template differs from the previous template in tracking the time of individual employees in separate workbooks rather than in separate tabs in the same workbook. Hours are summarized per employee, and multiplied against the billing rates of those employees, to calculate amounts charged to grants.

A database can also be used to track time. The advantage of a database is it can be configured to track time at several levels beyond grant and activity. Depending on the program or project, a database can also be configured to automatically assign an employee's activities to the grant funding them.

Time and effort documentation

Effective date: 07/01/2025

I. Procedure

Accounting for staff time is important for budgeting, planning, and reporting. Recipients of BWSR grants may use one of two options for tracking staff time charged to grants:

1. Direct time tracking
2. Personnel activity reports (PARs), or the equivalent that constitutes after-the-fact determination of grant activities. Activity reports must be prepared and signed at least semiannually by the employee.

BWSR reserves the right to request additional documentation that accounts for all of the employee's time during the period that staff time is actually charged to the grant. Staff time not charged to the grant does not need to be itemized by activity and can be summarized in an all-inclusive "other" category of internal accounting systems.

BWSR will not accept position descriptions to account for staff time charged to BWSR grants.

Required time tracking procedures

Staff time charged to BWSR grants must be tracked or accounted for as it is reported in eLINK, at two levels:

1. Grant. When tracking staff time, grants must be identified by grant title in order to distinguish the grant from others administered by the organization (for example, 2025-Local Water Management-NRBG, 2025-Conservation Delivery, or 2025 Watershed Based Implementation followed by the project or program title). BWSR recommends a naming configuration consistent with the grant title in eLINK.
2. Eligible eLINK activity category, including the following:
 - a. Administration/coordination
 - b. Education/information
 - c. Inventory/mapping
 - d. Monitoring/data collection
 - e. Planning and assessment
 - f. Project development
 - g. Regulations/ordinances/enforcement
 - h. Technical/engineering assistance

Charges for staff time must be based on records that accurately reflect the work performed. These records must:

1. Be supported by a system of internal control that provides reasonable assurance charges are accurate, allowable, and properly allocated.
2. Be incorporated into the official records of the grantee:

Staff time contributed as match must be documented, quantifiable, and able to be distinguished from staff time charged or used as match elsewhere. BWSR monitors the accuracy and allowability of staff time contributed as match.

II. Guidance for time and effort documentation

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A database can also be used to track time. The advantage of a database is it can be configured to track time at several levels beyond grant and activity. Depending on the program or project, a database can also be configured to automatically assign an employee's activities to the grant funding them.



Exhibit A and GAM Chapter Templates

GAM Chapter

- Procedure/Guidance definitions at the top of each chapter and the *About* chapter
 - **Procedure** is required action to be followed: Procedure is the established way of doing something; a series of actions conducted in a certain order; and/or steps necessary to meet the terms of a grant agreement.
 - **Guidance** is supporting information or recommended action: Guidance consists of recommended best practices; helpful context; and/or tools, resources and examples.
- GAM Chapter Style Guide (Template)

Exhibit A

- Exhibit A Template



MMB/MAD Survey and GAM Reformatting

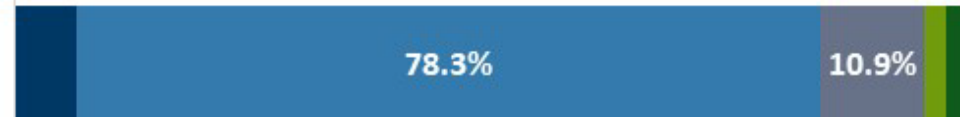
- GAM chapter style guidelines and template
- GAM reformatting per chapter into Procedure/Guidance
- Survey sent in October 2024, before BWSR Academy
 - Separate internal and external surveys



MMB/MAD Survey: External

■ Strongly agree ■ Agree ■ Neither agree nor disagree ■ Disagree ■ Strongly disagree ■ Not applicable

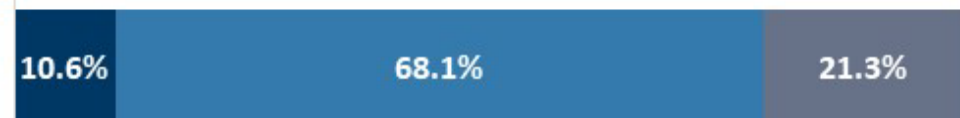
This new draft differentiates clearly between procedure and guidance.



With program policies eliminated and GAM chapters reformatted, do you agree you know where to find program requirements within this new, repackaged structure?



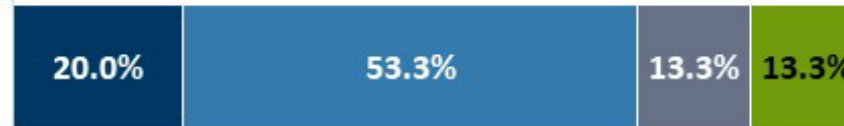
Based on the information and examples provided here Grants Streamlining | MN Board of Water, Soil Resources (state.mn.us), do you agree this repackaging will achieve those objectives?



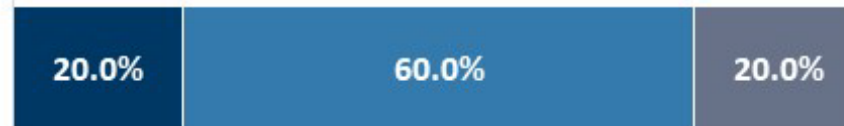
MMB/MAD Survey: Internal

■ Strongly agree ■ Agree ■ Neither agree nor disagree ■ Disagree ■ Strongly disagree ■ Not applicable

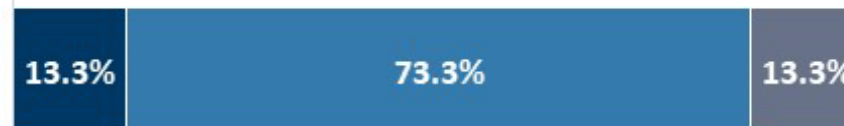
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**Based on the information and examples provided here
Grants Streamlining | MN Board of Water, Soil
Resources (state.mn.us), do you agree this repackaging
will achieve those objectives?**



MMB/MAD Survey: Feedback

Incorporated/Addressed

- Procedure/Guidance definitions posted at the top of each chapter to better clarify
- Requirements in grant agreement (Exhibit A)
- Consistency via BWSR templates for GAM chapters, Exhibit A, RFP, RFI, etc. with set format and language
- Consistency via Grant Program Development Team (Internal)
- Variety of training and resources provided



GAM Chapter Updates and Reformatting

- Overview of structural changes; chapters eliminated, combined, etc.
- Review of individual content updates per chapter
- Will be posted online July 1, 2025
- For review in slides: **P** = Procedure **G** = Guidance



Chapter structure changes overview

Chapter	Status	Moved to:	Notes
About the GAM	Updated		
Processing a BWSR Grant	Updated		
Plan Status and Grant Eligibility Policy	Rescinded	Rescinded	
Grant Agreement Amendments and Work Plan Revisions	Updated		
Requesting a Reimbursement or Payment	Updated		
Grant Noncompliance Policy	Updated		Continues as policy
Technical Quality Assurance*	Moved	Assurances*	*Combined into new Assurances chapter
Project and Practice Assurances*	Moved	Assurances*	*Combined into new Assurances chapter
Operation, Maintenance, and Inspection of Practices*	Moved	Assurances*	*Combined into new Assurances chapter
Records, Program and Project Files	Updated		
Reporting Requirements for BWSR Grants	Updated		
Grants Monitoring and Financial Reconciliations	Updated		
Time and Effort Documentation	Updated		
Determining a Billing Rate	Updated		
Prevailing Wage	Moved	FAQ	
Private and Nonpublic Data	Moved	FAQ	
Conflict of Interest	Moved	FAQ	
Recommended Local Policies and Requirements *	Updated		*Renamed Local Policies
Financial Management and Accounting	Moved	Allowable Costs, Records	Incorporated into Allowable Costs and Records Chapters
Allowable and Unallowable Costs	Updated		Renamed Allowable Costs. Unallowable costs move to Grant Agreement Ex A
Payroll and Personnel Records *	Updated		*Renamed Personnel
Frequently Asked Questions	Updated		
Implementing Contracts with Land Occupiers*	Updated*		*Renamed Providing Financial Assistance to Land Occupiers.
Native Vegetation Requirements	Updated		
Recording Conservation Practices	Updated		



Grant agreement amendments and work plan revisions

- Eliminates threshold table for work plan budget revisions and formal amendments based on % change and \$ amount of grant
- Retains that all work plan budget changes are documented
- Retains work plan budget changes up to 10% at grantee discretion
 - *The grantee has discretion to make cumulative work plan budget adjustments by up to 10% of the grant award amount without BWSR approval, as long as the changes do not impact the scope of the grant. Documentation of the changes made must be reflected in the grant reporting within eLINK.*
- Retains work plan budget revisions
 - *Cumulative budget adjustments of greater than 10% of the grant award amount require a work plan revision approved by BWSR. (approved in eLINK)*
- Clarifies “cumulative” budget adjustments
 - *An approved work plan revision creates a new work plan so past budget adjustments are “reset” at that point.*
- Retains that formal amendments are still required for: change in scope, extension, changes to the awarded amount, payment schedule, or fiscal agent.



Grant agreement amendments and work plan revisions

Updated to reflect new chapter structure, along with significant changes to circumstances requiring a work plan revision or grant agreement amendment. Applies to grants executed on and after July 1, 2025. See archived Grants Administration Manual for grants executed prior to July 1, 2025. See your grant agreement for more detail under the clause: Assignment, Amendments, and Waiver (and Work Plan Revisions).



Assurances Chapter

- *New* *Assurances* chapter combines elements from and eliminates the following chapters:
 - *Project and Practice Assurances*,
 - *Technical Quality Assurance*,
 - *Operation, Maintenance, and Inspection of Practices*
- Updates to the development of the practice operation and maintenance(O&M) plan to require that a Technical Assistance Provider(s) prepare the O&M plan.
- Updated to reflect new chapter formatting.



Providing Financial Assistance to Land Occupiers Chapter

- *Providing Financial Assistance to Land Occupiers* replaces previously named *Implementing Contracts with Land Occupiers*.
- Inserted: *"BWSR recognizes the term "land occupier" may carry unintended, negative connotations. While the term is currently written and defined in statute, BWSR is committed to working with the legislature to provide more inclusive and representative language in the future."*
- Revised format clarifying procedure and guidance
- Replaces "contract" with "agreement"
- Removes requirement for landowner signature if land occupier has all required legal land rights including but not limited to access and authority to both construct and maintain the conservation practice(s)



Providing Financial Assistance to Land Occupiers Chapter (continued)

- Removes list of specific items needed in meeting minutes
- Removes limits on types of amendments
- Tennessen Warning Notice guidance added (previously in Project and Practice Assurances)



P

G

Providing Financial Assistance to Land Occupiers Chapter (continued)

- Removes option to make final payment after the initial year of installation for multi-year contracts for annual practices. Payment can only be made for activities that have been completed.



P

G

Native vegetation guidelines and applicability to BWSR funded projects

- Updated to reflect changes to chapter structure. See grant agreement for more detail.
- Previously titled *Vegetation Requirements for BWSR Funded Projects*.



Chapter: About the GAM

- Updated to summarize new GAM formatting and revised definitions for: Procedure, Guidance, and Policy.
- Updated definitions for consistency across the GAM and other agencies.
- Definition of Grant Budget has been removed and incorporated as “activity budget” in the definition of Work Plan.
- Definition of Cost Share Contract has been removed and incorporated within definition of Conservation Practice Agreement.
- Definition of Financial Report has been removed since it is no longer required with the updated eLINK system launched in 2023.
- Definition of Technical Approval Authority has been eliminated and the definitions for Job Approval Authority and Technical Assistance Provider have been updated to align with the new Assurances chapter. Technical Approval Authority now falls within the definition of Technical Assistance Provider.
- Added definition for Grant Manager. (Board Conservationist (BC) or NGO/Tribal Grants Specialist) Board Conservationist/BC references have all been updated to Grant Manager throughout the GAM.



Records, Program and Project Files Chapter

- Incorporated sections from Financial Management Chapter (now eliminated).
- Revised to fit new chapter format.



Time and effort documentation

- Updated to reflect new chapter structure.
- Grant requirements have been moved to grant agreement.
- Procedural requirements have been reformatted to provide additional clarity.
- PAR examples updated.



- Updated to reflect new chapter structure.
- Previously titled *Recommended Local Policies*.



Determining a billing rate

- Updated to reflect new chapter structure.
- Procedural requirements have been reformatted to provide additional clarity



- Chapter eliminated and incorporated into [FAQs](#).



Private and nonpublic data

- Chapter eliminated and incorporated into [FAQs](#).



- Chapter eliminated and incorporated into [FAQs](#).



Frequently asked questions

- Added FAQ regarding grantees working with partner organizations.
- Incorporated *Private and Nonpublic Data* GAM Chapter as an FAQ.
- Incorporated *Conflict of Interest* GAM Chapter as an FAQ.
- Incorporated *Prevailing Wage* GAM Chapter as an FAQ.



Financial management and accounting

- Chapter eliminated. Contents have been incorporated into Allowable Costs and; Records, Program and Project Files GAM Chapters.



- Updated to reflect new chapter structure.
- Incorporated language from now eliminated *Financial Management and Accounting* chapter.



- Updated to reflect new chapter structure.
- Previously titled *Payroll and Personnel Records*.



Updated to reflect new chapter structure

- Recording conservation practices **G**
- Processing a BWSR grant **P** **G**
- Requesting a reimbursement or payment **P**
- Reporting requirements for BWSR grants **P**
- Closing out a BWSR grant **P**
- Grants monitoring and financial reconciliations **P**



Grants Streamlining Training

To Learn More

- August webinar (Thurs. 8/7, 9:30am – 11am) (will be recorded and posted online)
- September webinar (Tues. 9/9, 11am – 12:30pm) (will be recorded and posted online)
- BWSR Academy session
- One-on-one with your Grant Manager/Board Conservationist

Resources

Grants Streamlining Webpage: <https://bwsr.state.mn.us/grantsstreamlining>

- Pre-recorded video presentation
- Details for August/Sept webinars
- Presentation slides only
- Summary of GAM chapter content updates for FY26
- Streamlining FAQs
- Grants Administration Manual: <https://bwsr.state.mn.us/gam>



Thank you!

Visit:

www.bwsr.state.mn.us/grantsstreamlining

Submit questions to a survey provided at the link above.

Consult your Grant Manager/BC

James Adkinson, Grants Coordinator, james.adkinson@state.mn.us

