

1-2-2026

## 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. Please record the grant name, grant ID, and activity name, as this information will be required when linking activities. Most importantly, ensure the activity name is clearly identified, as this is what will be linked.

*Linking will bring over all activity details associated with the activity being linked. For this reason, we recommend grouping and splitting activities that are intended to be linked. Refer to the Grouping and Splitting Activities guidance [eLINK Guidance: Grouping and Splitting Activities](#) for more information.*

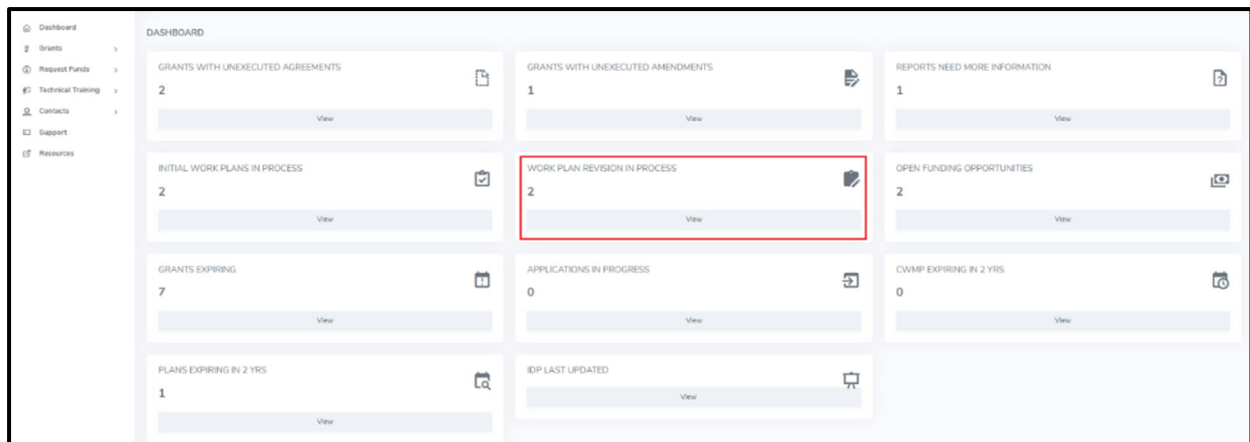
## Step 2: Unlock Work Plan

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

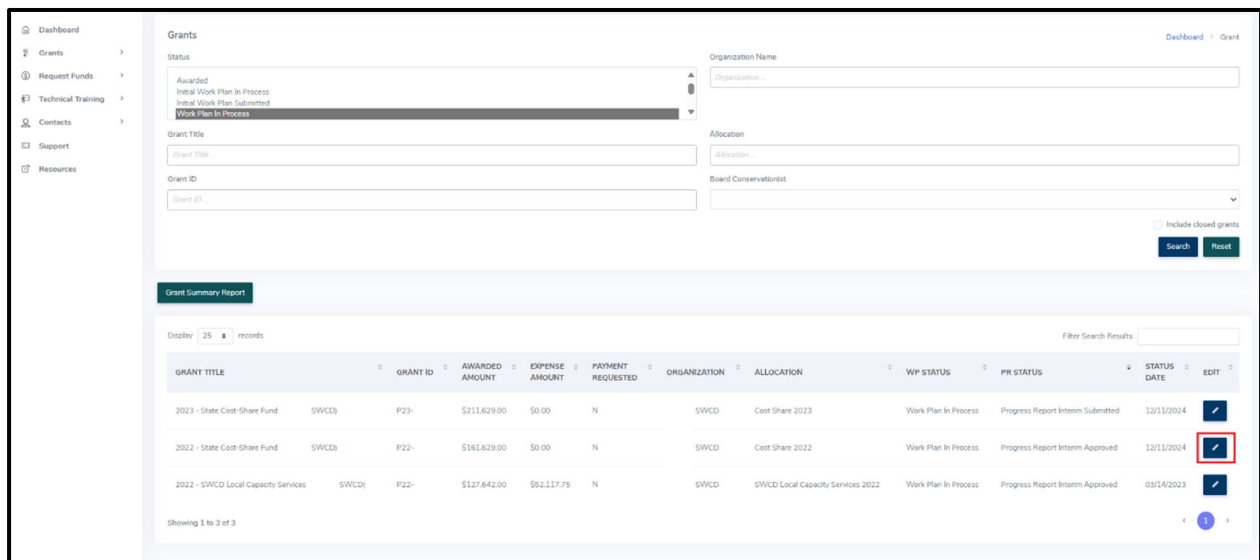
**Purpose:** This is an opportunity to discuss the activity to be linked and verify its eligibility.

## 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.

**Grants**

**Grant Activities**

Grant Name: 2022 - State Cost-Share Fund  
 Grant ID: P22  
 Organization: SWCD  
 Allocation: Cost Share 2022

Expires: 12/31/2029  
 Work Plan Status: Work Plan In Process  
 Grant Agreement Status: Executed

Awarded Amount: \$161,629.00  
 Total Match Required: \$0.00

Total Grant Budgeted: \$11,629.00  
 Total Match Budgeted: \$0.00

Total Grant Spent: \$0.00  
 Total Match Spent: \$0.00

**Add a New Activity** **Submit Work Plan**

Display: 25 records

GRANT ID	ACTIVITY NAME	ACTIVITY CATEGORY	VIEW/EDIT
P22	2022 Cost Share	Agricultural Practices	
P22	2022 Staff	Technical/Engineering Assistance	

Showing 1 to 2 of 2

## 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.

**Add New Activity**

Is this a new activity, or an existing activity? \*

☐ New activity  
☒ Activity from an existing grant

Select Grant  
 P20 - 2020 - State Cost-Share Fund

Select Existing Activity  
 2020 Cost Share

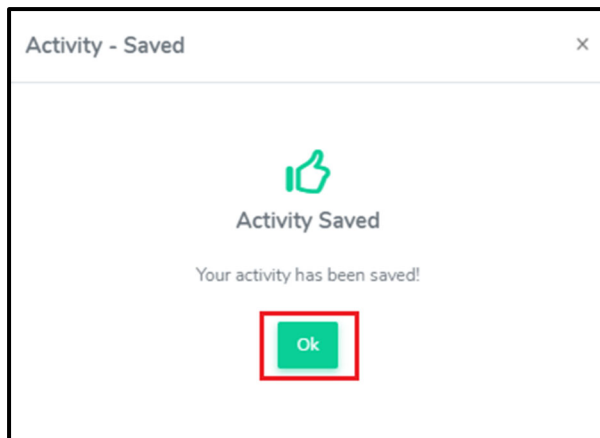
Activity Category \*  
 Agricultural Practices

Activity Description \*  
 Cost-Share - Cover Crops for 3 Years - Per Year 30 Acres Maximum x \$30 Per Acre  
 Cover crop planting after crops come off fall of 2019, 2020, 2021.  
 Assistance from SWCD staff with seed selection and installation.  
 Cost-Share Remaining - Other Conservation Practices  
 Chars left: 1733

Which comprehensive watershed management plan is this activity a part of?  
 Not part of a plan

**Save** **Cancel**

- Click OK and scroll down to Add New Activity Budget.



*Linking activities across organizations is permitted; however, assistance from your BC or grant manager will be required to facilitate the process.*

## Step 6: Add a New Activity Budget

- a. If the grant is already fully budgeted: To add a new budget for the linked activity, you will need to reduce one of the existing activity budgets so that you will not exceed the total grant amount.
- b. Click Add New Activity Budget button.

Activity Budget							
Add New Activity Budget							
GRANT NAME	BUDGETED AMOUNT	SOURCE TYPE	MATCH?	SPENT AMOUNT	SOURCE DESCRIPTION	ACTION	EXPENSES
2020 - State Cost-Share Fund	\$9,303.20	Other Funds	N	\$9,303.20	2020 - State Cost-Share Fund		
Go Back							

## 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.

**Add Activity Budget**

Activity:  
Remaining State Grant not yet budgeted: **\$150,000.00**

Grant Name  
2022 - State Cost-Share Fund

Budgeted Amount \$ \*  
\$ 500

Source Type \*  
Current State Grant

Source Description  
2022 - State Cost-Share Fund

Match?  
☐ No

**Add** **Cancel**

*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.



Dashboard

Grants

Grants

Activities

Document Library

Payment Summary

Query Builder

Request Funds

Technical Training

Contacts

Support

Resources

Grants

GRANT ACTIVITIES

PROGRESS REPORTING

MANAGE GRANT DETAILS

Grant Activities

Grant Name: 2025 - Buffer Law SWCD

Expires: 12/31/2027

Grant ID: P25-

Work Plan Status: Initial Work Plan In Process

Organization: SWCD

Grant Agreement Status: Sent

Allocation: Buffer Law 2025

Awarded Amount: \$20,000.00

Total Grant Budgeted: \$500.00

Total Grant Spent: \$0.00

Total Match Required: \$0.00

Total Match Budgeted: \$0.00

Total Match Spent: \$0.00

GENERATE REPORTS

GO

Add a New Activity

Submit Work Plan

Display 25 records

Filter Search Results:

GRANT ID	ACTIVITY NAME	ACTIVITY CATEGORY	VIEW/EDIT
P25-	Groundwater	Groundwater	

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

Dashboard

Grants

Grants

Activities

Document Library

Payment Summary

Query Builder

Request Funds

Technical Training

Contacts

Support

Resources

Manage Activity

Is this a new activity, or an existing activity? \*

☐ New activity

☒ Activity from an existing grant

Select Grant

P25- 2021 - State Cost-Share Fund SWCD

Select Existing Activity

Groundwater

Activity Category \*

Groundwater

Activity Description \*

Seal unused wells

Chars left: 1983

Will start time be billed to this budget item?

☒ No

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

Not part of a plan

Update

Go Back

Remove Activity from Current Grant

- Click Ok.

Activity - Unlinked

Activity Unlinked

Your activity has been Unlinked!

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 or grant manager for guidance and assistance.