# Guidelines for Entering Work Plans & Reporting in eLINK4Web

# CLEAN WATER LEGACY GRANTS

## Background

The Board of Water and Soil Resources is responsible for implementing non-point pollution reduction activities through the Minnesota Clean Water Legacy Act. The purpose of the Clean Water Legacy Act is to protect, restore, and preserve the quality of Minnesota's surface waters by providing authority, direction, and resources to achieve and maintain water quality standards for surface waters as required by section 303(d) of the Federal Clean Water Act.

Clean Water Legacy funds are divided into multiple funding categories available through a variety of funding mechanisms. Go to the Clean Water Legacy page of the BWSR website for specific program information and staff contact information (www.bwsr.state.mn.us/CWL/index.html).

## Work Plan Requirements

Entering data into the following modules is required for the Clean Water Legacy work plan.

- **Cooperators** module: the local program representative and any person or organization providing match or local contributions for this program must be entered into this module.
  - ✓ Click the **Cooperators** module.
  - ✓ Click the **Cooperator Search** link. Cooperator information does not need to be re-entered if information for the person or organization was previously entered into the program.
  - ✓ Click **Add Cooperator** to enter additional persons or organizations not already in the database.
    - **Details** tab = complete cooperator information for each person or organization. For persons and organizations that were previously entered, cooperator information should be updated as necessary; verifying that the individual cooperator information is checked **Active**.
      - ∗ **Cooperator Type** = select **Funding Agencies** for any person or organization providing matching funds.
      - ∗ **Agency Type** = select the appropriate **Agency Type** for the funding agency.
    - **Additional Contacts**, **Locations**, and **Notes** tabs = entering information into these tabs is optional or not applicable.

- **Fund Manager** module: BWSR will create the CWL fund information for the grant. The local CWL Grant program representative is responsible for entering all match funds or contributions.
  - ✓ Click the **Fund Manager** module
  - ✓ Click the **Fund Search** link. Verify if any match funding sources have been entered previously.

Note: The grant program representative must create all sources of matching funds.

- ✓ Click the **Add Fund** link to enter matching funding sources not already in the database.
  - ∗ **Fund Name** = enter a descriptive fund name.
  - ∗ **Fund Category** = select **CWL**.
  - ∗ **Fund Type** = select **CWL**.
  - ∗ **Fund Status** = select **Active** from the drop-down list.
  - ∗ **Year** = enter fiscal year the funds were encumbered for the grant.
  - ∗ **Agency** = select name of funding source from the drop-down list.
  - ∗ **Starting Balance** = enter the beginning balance available from the fund.
  - ∗ Remaining fields are optional or not applicable for this program unless otherwise instructed.

Note: The **Agency** list is populated from entries in the **Cooperator** module, if a particular funding source does not appear in this list; go to this module to enter information.

- **Objectives** module: create one objective per approved CWL application. Projects receiving continuation funds may add initiatives or new funds to existing objectives with BWSR approval.
  - ✓ Click the **Objectives** module.
  - ✓ Click **Add Objective** to enter new objectives as part of the work plan.
    - **Details** tab = enter the following information.
      - ∗ **Name** = enter the project title from the approved CWL grant application.
      - ∗ **Start Date** = enter the date in which the project is anticipated to begin.
      - ∗ **End Date** = enter the date in which the project is anticipated to be completed.
      - ∗ **Description** = enter the narrative from the approved CWL application
    - Remaining tabs are optional or not applicable to the work plan.

- **Initiatives** module: enter a separate initiative for each major activity within the **Objective** entered above.
  - ✓ Click **Add Initiative** to enter new initiatives as part of the work plan.
    - **Details** tab – complete detail information for each initiative.
      - ∗ **Initiative Name** = enter a name that is descriptive of the initiative.
      - ∗ **Initiative Type** = select appropriate category from the following list for the initiative.
        - **Land Water Treatment:** select for CWL initiatives that involve the coordination of on-the-ground projects, and for land and water treatment projects that do not have a permanent on-the-ground component (such as street sweeping). Those projects that do have a structural component or result in the development of conservation plans for landowners (ex. nutrient and forestry plans) will eventually be reported and mapped in the **Land and Water** module.
        - **Admin/Coordination:** select for CWL initiatives that involve the coordination and implementation of programs.

- **Inventory/Mapping**: select for CWL initiatives that involve inventories and GIS mapping of water-related data (wetland and SSTS inventories, potential contaminant sources, drainage systems, etc.) as well as keeping these inventories and maps up-to-date. Not intended for data collection. When reporting, it is helpful to include information such as the extent of the project (update of old maps, create new maps, countywide inventory, half the county this year – half next, etc.) and what was produced (data layers for future analysis, maps for handing out, etc).
- **Education/Information**: select for initiatives that involve use for development and implementation of environmental education activities and programs (workshops, clinics, publications, websites, presentations, fairs, etc.). When reporting it is helpful to include information such as number of events, attendees, and publications; and summaries of content of the events and publications.

* **Planned Start Date** = Enter the date in which the project is anticipated to begin.
* **Planned Completion Date** = enter the date in which the project is anticipated to be completed.
* **Objective** = select the appropriate **Objective** from the dropdown list. This list is populated from information entered in the **Objectives** module.
* **Description** = briefly describe the activities that will be accomplished within this initiative.
* Remaining fields are optional or not applicable to the CWL work plan unless otherwise instructed.

- **Financial Services** tab – Click **Add**. In the window that opens, **Search** for and **Select** both the BWSR-created CWL fund and any match funds used for the initiative.
  * **Budgeted** = enter the amount allocated from the fund for the initiative.

## Reporting Requirements

Entering data into the following modules is required for reporting Clean Water Legacy projects. CWL reporting requires that the work plan be updated in the Initiatives Module to show progress in the implementation of the particular project. In addition, any projects implementing BMPs need to update the Land and Water Projects Module with site-specific project information. Financial information will be reported in either the: Initiative Module, the Land and Water Projects Module, or both depending upon the type of CWL project.

- **Initiatives** module: click the **Initiatives Search** link to view and edit initiatives entered in the work plan and report on the accomplishments.
  - **Details** tab
    * **Actual Start Date** = actual date work on the initiative was started.
    * **Actual Completion Date** = actual date work on the initiative was completed.

        * **Actual Results** = enter information to date about what the project actually accomplished. Be as quantitative as possible, but also be succinct and to the point, as there is a field size limitation.
        * **Comments** = use this field to indicate any grant amendment or extension communications with BWSR specific to the initiative. Include the nature of the change, the date of communication, and the names of the people involved.
    - **Financial Services** tab
        * **Approved** = enter the amount allocated from the fund for the initiative.
        * Highlight a fund. Click **Spend Trans** and then click **Add**.
            - **Amount**: enter the amount spent on the project
            - **Created By:** select the name of the person creating the transaction
            - **Trans Date:** enter the date of the transaction
            - Entering information into the remaining fields is optional or not applicable.
    - **Attachments** tab = CWL projects have additional biannual and final reporting requirements than other BWSR programs have. Details and templates for final reporting requirements are being developed and will be found at the follow web page in early 2009: http://www.bwsr.state.mn.us/CWL/index.html . Once the reporting is completed, those reports must be uploaded here, unless specified otherwise by BWSR staff.
    - Remaining fields are optional or not applicable for this program unless otherwise instructed.

- **Cooperators** module: any person or organization receiving CWL funds must be entered into this module.
    - ✓ Click the **Cooperators** module
    - ✓ Click the **Cooperator Search** link. If a person or organization has received funds in the past, the cooperator information does not need to be re-entered. Search for the person or organization using this screen to verify (**Active** is selected by default; uncheck the active box to verify all entries). Edit any cooperator information as necessary to ensure the entry is active and the information is up-to-date.
    - ✓ Click **Add Cooperator** to enter information for additional persons or organizations not already in the database.
        - **Details** tab = complete cooperator information for each person or organization.
            * **Cooperator Type** = select **Landowner** for any person or organization receiving cost-share funds and **Funding Agencies** for any person or organization providing matching funds.
        - **Additional Contacts**, **Locations**, and **Notes** tabs = entering information into these tabs is optional for the CWL Program unless otherwise instructed.

- **Land and Water Projects**: if CWL funds were used to implement on-the-ground practices, information will need to be entered into this module. ***It is important to note that all Land and***

***Water Projects must to be linked to the CWL project Objective. This is a new feature in eLINK and will is essential for developing Objective specific reports.***

- ✓ Click the **Land and Water Projects** module.
- ✓ Click the **Project Search** link to view project information that may have been previously entered.
- ✓ Click **Add Project** link to enter new projects.
  - **Details** tab – complete detail information for each project.
    - **Project Name** = generally use the landowner name and type of project for the Project Name (Mr. Stormy Terrace and Waterway)
    - **Project Number** = enter a project number that: 1) identifies the project is CWL, 2) identifies either the FY or CY of the funding, and 3) has a unique number for the project (ex. CWL2009-1, CWL2009-2, etc.).
    - **Actual Completion Date** = actual date the project installation was complete.
    - **Objective** = select the appropriate **Objective** from the dropdown list. ***This is critical for CWL projects to ensure that each Land and Water project is connected back to original Objective set up in eLINK.***
    - Remaining fields are optional for the CWL Program unless otherwise instructed
  - **Cooperators** tab - click **Link Cooperator** to associate the project with persons and organizations (entered in the **Cooperator** module) associated with each project. Check the landowner as the **Primary** cooperator.
  - **BMPs/Activities** tab - click **Add** to enter the following BMP information and repeat for each eligible component of the primary practice.
    - **Activity Type** = BMPs
    - **BMP/Activity Name** = select appropriate eligible component from the drop-down list.
    - **Lifespan** = select the appropriate lifespan for the BMP.
    - **Actual Acres/Feet/Count** = enter the completed size under the appropriate unit for the project
    - **Installed Date** = enter the date the installation of the project was completed.
    - **Comments** = include any information here that would further explain the activity if necessary.
    - Click **OK** on this screen, and then **Apply** to save the project. Reselect the activity and click **Draw Shape**. Follow the instructions for creating features in the help section of the **Map** module for mapping each activity. All activities must be mapped.

      > Note: Pop-up blocker may need to be turned off on your computer for the mapping function to open.

    - Entering information into the remaining fields is optional or not applicable.
  - **Indicators** tab – click **Add** to complete indicator information (also known as *benefit calculation* or *pollution reduction*). Add indicators as appropriate for the BMPs used in the project. Many projects will have more than one indicator, (Soil, Sediment and Phosphorous for example).
    - **Category** = select the appropriate category from the dropdown list

    - **Indicator** = select the appropriate pollutant from the dropdown list.
    - **Indicator Numeric Value** = enter the resulting value from your calculation.
    - **BMP/Activity** = Select the appropriate BMP/Activity from the dropdown list if the calculation is for a specific BMP rather than the entire project.
    - **Calculation Method** = select the calculation method used in determining the indicator value.
    - **Comments** = enter comments that describe any assumptions used in calculating the indicator information that may be helpful in future analysis.
    - Entering information into the remaining fields is optional or not applicable.
  - **Financial Services** tab –Click **Add**. In the window that opens, **Search** for and **Select** the funds used for the project.
    - **Approved** = for each fund, enter the amount allocated from the fund for the BMP/Activity.
    - Highlight a fund. Click **Spend Trans** and then click **Add**.
      - **Amount**: enter the amount spent on the project
      - **Created By:** select the name of the person creating the transaction
      - **Trans Date:** enter the date of the transaction
      - Entering information into the remaining fields is optional or not applicable.
  - **Inspections** tab - enter inspection information for each project in accordance to CWL project policies. Note that Query Builder can provide a list of inspections due for projects using **Lifespan** information and actual completion dates entered above.
  - **Attachments** tab – entering information in this tab is voluntary although BWSR recommends attaching a few photos or other relevant documentation for the project.
  - **Notes** tab – entering information in this tab is voluntary.

- **Reporting** module: this module can be used for a variety of tasks such as viewing fund activities, verifying project entries, or printing summary report of multiple project entries. BWSR is developing a specialized report for CWL projects that will gather Objective, Initiative, and Land and Water project information into one report. This report will be available in early 2009. To print summaries of individual **Land and Water Projects**, open the project and click the **Print** button at the bottom of the screen. Printed reports do not need to be submitted to BWSR.

- Remaining modules are optional or not applicable for this program unless otherwise instructed.

This guide is intended to provide instructions and assistance with grant reporting requirements in eLINK4Web. Information and assistance with the software is available in the Help sections of the eLINK4Web program, or by contacting the BWSR eLINK4Web staff at www.bwsr.state.mn.us/outreach/eLINK/index.html. Grant program specific questions beyond the information provided in this guide should be directed to your BWSR Board Conservationist (contact information can be found at www.bwsr.state.mn.us/aboutbwsr/workareas/index.htm) or to the Program Manager identified for the grant program.

eLINK4Web is a tool for Minnesota's local government to help manage conservation projects and run operations more effectively. This web-based, GIS-enabled software package provides local staff with an integrated administrative, operational, and decision-making system to support daily business activities. eLINK4Web is continually evolving to better achieve the needs of its users. If you have suggestions or comments, please direct them to: conor.donnelly@state.mn.us or tim.ogg@bwsr.state.mn.us.