



Grants Quarterly

2017 Year End Reporting Edition

February 1st reporting deadline

BWSR's annual reporting deadline for grants and program reporting is February 1st, 2018. A number of administrative activities are subject to this deadline, including:

- Final reporting on grants that expired on December 31, 2017
- Annual reports for most open grants
- Annual program activity reports

You will find a number of resources on BWSR's website to assist you with your reporting, including our library of eLINK guidance documents and videos, the Grants Administration Manual, and materials on the Grant Program Reporting Overview page of BWSR's website. Resources include:

- [eLINK Cookbook](#)
- [Grants Expiration Dates](#)
- [eLINK Reporting at a Glance](#)
- [Grant Profiles](#)

A final report is required for any grants that expired on December 31, 2017. Reference your grant agreements and any amendments to determine the reporting requirements and deadlines as they apply to the specific grants your organization has received.

We encourage you to begin working on your reporting well before the deadline so that you can get help if you need it. Contact your Board Conservationist with grant-specific reporting questions, and direct eLINK-related questions to eLINKsupport@state.mn.us.

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Annual Program Reporting

In addition to annual BWSR grant reports, a number of program reports are also due on February 1st. These include:

- [BWSR Ditch Buffer Strip Annual Report](#)
- [BWSR TSA Accomplishments](#)
- [BWSR WCA Annual Reporting Form](#)
- [DNR Shoreland Activity](#)
- [MPCA SSTS](#)
- [MPCA County Feedlot Program](#)

Reporting forms for WCA, Ditch Buffer Strip, and NPEA will be available on BWSR's website. DNR and MPCA reporting forms and guidance will originate from those respective agencies.

Important upcoming dates

- Feb 1:** Deadline for annual grant & program reporting
- Mar 1:** Buffer Cost Share reporting deadline
- Mar 5:** BBR opens (tentative)
- Mar 12:** FY18 CWF workplan submittal deadline
Watershed Based Funding request closes
- Apr 12:** BBR closes (tentative)

FY18 Clean Water Fund awards

At its meeting on December 20th, 2017, the BWSR Board approved grant awards for the FY18 Projects and Practices and Multipurpose Drainage Management programs. A total of \$6,184,843 was awarded for 24 Projects and Practices grants, and a \$634,500 was awarded for five Multipurpose Drainage Management grants.

Workplan development is now available in eLINK, and the deadline to submit workplans for approval is March 12, 2018. Grant agreements will be distributed in January, and must be executed no later than April 9, 2018.



More details on workplan and reporting requirements for these grants can be found in their Grant Profiles:

- [Multipurpose Drainage Management](#)
- [Projects and Practices](#)

FY18 Cooperative Weed Management and Drainage Records Modernization grants awarded

The BWSR Board approved awards for the FY18 Cooperative Weed Management and Drainage Records Modernization grants at its meeting on December 20th, 2017.

Workplan development is currently available in eLINK, and BWSR will be distributing grant agreements in January.

More details on workplan and reporting requirements for these grants can be found in their Grant Profiles:

- [Cooperative Weed Management](#)
- [Drainage Records Modernization](#)

Workplan development in eLINK

Many recently awarded BWSR grants require an approved workplan as a condition of the grant agreement. This workplan is made up of one or more high-level “Activities”, or broad categories of work, that become the foundation for future grant reporting.

Adding activities from the application

You can import activities proposed as part of the application or funding request to the grant workplan, rather than creating a *new* Activity as part of the workplan. This means less data entry for you, and allows direct comparison between what was proposed during the application—such as the number of practices and the associated proposed pollution reductions—and what is completed as part of the grant.

When adding a new Activity Budget, Activities followed by “(from application)” will appear in the “Activity Name” dropdown. This tag will disappear once an Activity has been successfully imported to the workplan. You can continue adding additional Activity Budgets under that Activity as needed to represent different funding sources, including Current State Grant, Landowner Match, Federal Funds, etc.

View the [Creating a Work Plan in eLINK](#) video module for step-by-step guidance.

Grouping vs. splitting

To simplify reporting, BWSR requests that you limit the number of Activities you include in your workplan to one per Activity Category whenever possible—also called “grouping” or “lumping” Activities. Unless you are planning to link an Activity to another BWSR funding source, you only need to have one “administration/coordination” Activity or one “agricultural practices” Activity. From there, you can split out individual landowner projects at the Activity Detail level. This should simplify the process of workplan development and reporting. Please review the [Grouping and Splitting Activities](#) eLINK guidance document for more details.

Biennial Budget Request due in 2018

Local governments will be submitting a Biennial Budget Request (BBR) to BWSR during the period from March 5th to April 12th. The BBR is an opportunity to identify projects and activities that are ready to go and could be implemented during Fiscal Years 2020 and 2021, pending legislative appropriations. The BBR is the only method for developing a picture of resources needed to implement conservation practices and programs by local governments across the state.

Soil and Water Conservation Districts, Watershed Districts, Water Management Organizations, Counties and Cities have diverse programs, funding needs and reporting systems. The BBR allows BWSR to compile data from all those local governments into a common format. That information is used to inform the legislative and executive branches of state government about the many projects and programs that could be implemented should the funds become available. The BBR approach allows local governments to look at existing water management plans, review the priorities contained within those plans and anticipate implementation needs for the next 2 fiscal years. It could also serve as the precursor for watershed based funding requests for those local partners involved with or anticipating completion of One Watershed One Planning efforts. Funding cannot be directly tied to the BBR at the present time because there have not been legislative appropriations for the FY 20-21 biennium, but the information developed through the BBR is a valuable addition to the budget discussions that will take place.

The BBR will be available in eLINK, and the process will be the same as two years ago. Documentation and guidance will be available on the BWSR website for those with questions. Additional information and communication will be coming over the next couple of months.

Technical Training Acceleration grant

The Technical Training Acceleration grant program is a short-term pilot to accelerate delivery of locally identified training priorities in support of the Technical Training and Certification Program.

A maximum of \$10,000 per Area (based on Area Technical Training Team, or ATTT, boundaries) is available. Funding priority will be given to training topics that are identified as high need either at an area or state-wide level, and especially those topics that will lead to increased or enhanced Job Approval Authority (JAA) for local SWCD and NRCS staff.

The RFP will open on January 15, 2018, and will remain open through May 1, 2018, and will be posted on the [Apply](#) page of BWSR's website.

Watershed-Based Funding pilot

The first batching period for the Watershed Based Funding pilot request period is now open. The vision of this program to provide more systematic Clean Water Funding for local water management on a watershed basis, resulting in greater efficiency and effectiveness for both local water management authorities and the state.

Eligible watersheds include those areas that have watershed management plans developed under the One Watershed, One Plan program, the Metropolitan Surface Water Management Act, or the Metropolitan Groundwater Management Act. Funding will be used to implement activities identified in within these plans.

The deadline to submit a funding request during the first batching period will be **March 12th, 2018**.

A subsequent batching period will open later this spring. More information, including the Guiding Principles and Policy, can be found on the [Clean Water Fund](#) page of BWSR's website.