

Reporting Requirements for BWSR Grants

Grant reporting is a means to illustrate achievements and progress made towards program goals and to ensure accountability and transparency in the use of State funds. In general, reports are to contain updates on activities and expenditures that occurred since the previous report and are to be completed by February 1 of each year, biannually for certain grants, and within 30 days of the completion of a grant.

Reporting for most grants includes entries in eLINK, posting grant information on the grantee's website, and submittal of a final financial report at the conclusion of the grant. **Content and frequency of reports varies by grant program and fiscal year; therefore, grant recipients should carefully read all grant agreements, reporting announcements and guidance.**

- Reporting reminders and announcements are generally sent via email to grant recipients. See the [BWSR Grant Program Work Plan and Reporting Overview](#) page for a list of active grants and current reporting deadlines.
- Program-specific eLINK guidelines can be found on the [BWSR Grant Program Work Plan and Reporting Overview](#) page. Be sure to check this page prior to each reporting deadline for the most updated guidance.
- General website reporting requirements for grant compliance can be found below.
- For grants with a reimbursable component, see the Grant Reimbursement section of the BWSR Statewide Grant Administration Manual.

Some grants may have additional requirements or requirements outside grant reports that may influence grant eligibility. For example, BWSR may act as the fiscal agent on behalf of other State agencies, such as the MPCA County Feedlot Program, MPCA SSTS Program, and DNR Shoreland Program; these agencies may have requirements beyond information BWSR has requested. Additionally, submittal of items such as financial statements and audits, annual reports, or posting of additional website information may be required.

The Office of Grant Management Policy on Grant Closeout Evaluation (08-13) requires the Board to consider a grant applicant's past performance when awarding grants. In addition, BWSR may consider withholding grant payments if the grantee is not in compliance with ALL Board reporting requirements.

If you have questions or are unable to complete a required report by a given deadline, contact your [Board Conservationist](#).

Website Grant Reporting

For grants with website reporting requirements, information must be completed and available on the grantee's website by March 15th of each year and is recommended to be maintained on the website for

a minimum of three years after the end of the grant period. See your grant agreement to determine if website reporting is required. **When notifying BWSR of website postings, include links to the posted information.**

The content of website reports for grant compliance should reflect the activities, expenditures, and achievements associated with the grant funds. Posting of eLINK summary reports is often sufficient; however, grantees are encouraged to develop or use more public-friendly alternatives or information pages with pictures and maps. If a grant recipient does not have a website, a partner organization website may be used.

Compliant website grant reports will include the following information:

- Identify the grant name and funding source;
- Include an activity or project description;
- Provide details on the project cost, grant dollars, and leveraged or match funds;
- Describe the outputs or results such as installed projects, acres treated, etc.;
- Describe the outcomes or environmental or behavioral results of the project;
- Provide pictures and/or maps when available;
- Providing a link to the [Clean Water Stories](#) on the BWSR website will comply with the above; however, additional requirements may apply for projects funded through the [Clean Water Land & Legacy Amendment](#).

Counties. In addition to reporting grant activities, including for the Natural Resources Block Grant, counties are encouraged to post their NRBG eLINK Summary Report and Comprehensive Local Water Management Plan or County Groundwater Plan as applicable. *Optional are supplemental NRBG activity reports for WCA, Shoreland, SSTS, and Feedlot.*

Joint Powers Boards, Regional Entities and Legislatively Directed Grants. In addition to reporting grant activities, documents such as annual reports, annual work plans, organizational budgets and similar documents may be required by the grant program.

Technical Service Area (TSA). Non-Point Engineering Assistance Grants (NPEA) annual financial report and eLINK work plans should be posted on the host SWCD website, unless the joint powers board has its own website.

Soil and Water Conservation Districts (SWCDs) In addition to reporting grant activities, SWCD websites must include the information below. Posting this information will comply with web reporting requirements for program and operations grants such as General Services.

- Annual plan (see the [Operational Handbook](#) for more information on the annual plan and report, content can be in a document format or posted directly to the website);
 - Annual report;
 - Introductory statement about the district;
 - Description of services provided by the district;

- Listing of supervisors, their offices, and meeting schedule (updated throughout the year if necessary);
 - Office personnel and cooperating agencies;
 - Narrative of the previous year's activities or any reports necessary to emphasize the accomplishments of the district;
 - Financial statements
- Most recent audit;
 - Annual budget;
 - Membership dues (may be met through annual budget);
 - Meeting notices;
 - Twelve months of meeting minutes; and
 - Posting the District Comprehensive Plan or a link to the county Comprehensive Local Water Management Plan is encouraged, but not required.