



mistake

Top Ten Mistakes in eLINK Reporting

BWSR Academy

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Forgot To Attach a Fund

Mistake:

- If you don't connect a BWSR created grant fund to your project, it will **not** appear on any of the summary reports we use to review the grant programs.

Solution:

- Always use a BWSR created grant fund on all projects (L&W or Initiatives) you intend to report. Contact your BC if the grant you need to report is not available to you in fund manager.

Didn't Select a "Fund Program Type" on NRBG Report

Mistake:

- The NRBG Grant actually consists of five different program funds; Local Water Management, WCA, DNR, Shoreland, SSTS and MPCA Feedlot. When reporting expenditures against this grant you must choose a program type under financial services.

Solution:

- Choose one of the NRBG programs from the dropdown list under Financial Services.

Didn't report any pollution reduction estimates!

- *Mistake:*

- Nearly all state funded conservation programs are outcomes driven. If we aren't able to show any reduction in surface water pollution or soil erosion as a result of the grants we issue, they are unlikely to continue being funded.

- *Solution:*

- Put your pollution reduction estimates on the "Indicators" tab of every L&W project you report. Check out our document "Choosing the best calculator for eLINK" on the BWSR website.

Didn't map the BMP location.

Mistake:

- Land and Water projects reported in eLINK must be mapped using the built in GIS. This is accomplished using a “heads up digitizing” method, essentially drawing on top of an aerial photo. Getting geographic data associated with your conservation work allows us to illustrate the spatial distribution of conservation dollars and compare that to pollution reduction estimates in order to evaluate progress towards cleaner water.

Solution:

- Map your BMPs.

“Did I report T/A correctly?”

Confusion:

- Requirements for reporting technical assistance costs have significant differences from one program to another and from one grant year to the next.
 - State Cost Share 2004-2009 used two separate funds.
 - Clean Water Fund 2010 uses a single fund and captures T/A on a single initiative of type “Technical / Engineering”
 - State Cost Share 2010????

Solution:

- If a T/A fund has been created by BWSR (2004 – 2009) then use it along with the corresponding base fund on each L&W project. Otherwise simply report all T/E costs for the grant on a single initiative.