

GRANT REPORTING



WHAT IS GRANT REPORTING?

WHAT DID YOU DO WITH THE MONEY!?

- ▶ What did you buy?
 1. Administrative Services
 2. Technical Services
 3. Material
 4. Land or Water Treatment
 - Pollution Reduction Estimates
 - Outcomes



REPORTING TYPES

- ▶ Interim (CWF) or Annual (Calendar Year)
- ▶ Final

HOW TO REPORT

- ▶ Elink4web
- ▶ Specific Form
Electronic
Paper



WHEN TO REPORT?

- ▶ Annually - February 1, for previous calendar year
- ▶ Interim – August 1
- ▶ Final – Within 30 days of end of grant period (usually August 1 for Base Grants)



Term of Grant Agreement

1 Term of Grant Agreement

- ▶ 1.1 ***Effective:*** September 1, 2010, and the date the State obtains all required signatures under Minn. Stat. § 16B.98, Subd.5.
- ▶ 1.2 ***Expiration date:*** December 31, 2012, or until all obligations have been satisfactorily fulfilled whichever comes first.
- ▶ 1.3 ***Survival of Terms.*** The following clauses survive the expiration or cancellation of this grant contract: 7. Liability; 8. State

Look on your Grant Agreement under “*Reporting*”

- ▶ ***Reporting***. All data and information provided in a Grantee’s report shall be considered public.
- ▶ 2.2.1 The Grantee will submit a semi-annual progress report to the Board by February 1 and August 1 of each year on the status of program implementation by the Grantee. Information provided must conform to the requirements and formats set by the Board.
- ▶ 2.2.2 Display on its website the previous calendar year’s detailed information on the expenditure of grant funds and measurable outcomes as a result of the expenditure of funds according to the format specified by the BWSR, by March 15 of each year.
- ▶ 2.2.3 The Grantee will submit a final progress report to the Board by February 1 of 2013. Information provided must conform to the requirements and formats set by the Board.

MAJOR PROGRAM REPORTING CATEGORIES

- ▶ NATURAL RESOURCES BLOCK GRANT
- ▶ STATE COST SHARE PROGRAM
- ▶ CLEAN WATER FUND

NATURAL RESOURCES BLOCK GRANT

Annual Reports – **DUE FEBRUARY 1**

	eLINK	PROGRAM FORM
LWM	X	
WCA	X	X
SHORELAND	X	X
FEEDLOT	X	X
SSTS	X	X

NATURAL RESOURCES BLOCK GRANT

FINAL REPORT **DUE 30 DAYS AFTER END**

OF GRANT PERIOD

	eLINK	PROGRAM FORM
LWM	X	
WCA	X	
SHORELAND	X	
FEEDLOT	X	
SSTS	X	

NATURAL RESOURCES BLOCK GRANT

FINAL ALLOCATION CONTRIBUTION STATEMENT

Certify the Local Expenditure of Required Match

- Form Provided to LWP Coordinators by BWSR
Central Office.

STATE COST SHARE PROGRAM

eLINK REPORTING

- ▶ STATE COST SHARE
BASE GRANT
- ▶ NATIVE BUFFER
PROGRAM
- ▶ COOPERATIVE WEED
MANAGEMENT
- ▶ FLOOD RECOVERY



- ▶ WHO?
- ▶ WHAT?
- ▶ WHEN?
- ▶ WHERE?
- ▶ HOW MANY?
- ▶ \$s

STATE COST SHARE PROGRAM

eLINK REPORTING

	ANNUAL DUE FEBRUARY 1	FINAL - DUE 30 DAYS AFTER END OF GRANT AGREEMENT
STATE COST SHARE BASE GRANT	X	X
NATIVE BUFFER PROGRAM	X	X
FLOOD RECOVERY	X	X

STATE COST SHARE PROGRAM

FINAL FINANCIAL REPORT
- REQUIRED FOR ALL GRANTS

DUE 30 DAYS AFTER LAST LOCAL CONTRACT

CLEAN WATER LEGACY PROGRAM

CLEAN WATER FUND PROGRAM

WHAT TO REPORT?

- ▶ L & W TREATMENT (BMPs)
- ▶ ADMINISTRATION/COORDINATION
- ▶ INVENTORY/MAPPING
- ▶ EDUCATION/INFORMATION
- ▶ TECHNICAL ASSISTANCE

CLEAN WATER LEGACY PROGRAM

CLEAN WATER FUND PROGRAM

	ANNUAL & INTERIM	FINAL
eLINK	X	X
COMPLETED REPORT TEMPLATE		X
GRANT ACTION TABLE		X

CLEAN WATER LEGACY PROGRAM

CLEAN WATER FUND PROGRAM

- ▶ ANNUAL – DUE FEBRUARY 1
- ▶ INTERIM – DUE AUGUST 1
- ▶ FINAL – DUE 30 DAYS AFTER END OF GRANT AGREEMENT

WEB SITE REPORTING REQUIREMENT

▶ LAWS OF MN 2009, CHAP. 37

“A recipient of a grant funded by an appropriation under this section shall display on its Web site detailed information on the expenditure of the grant funds, and measurable outcomes as a result of the expenditure of funds, and submit this information to the board by June 30 each year.”

WEB SITE REPORTING REQUIREMENT

WHICH PROGRAMS?

- ▶ ALL CY '10 GRANT ACTIVITY

WEB SITE REPORTING REQUIREMENT

HOW TO COMPLY?

- ▶ BWSR WILL PROVIDE TEMPLATE
- ▶ USE ANNUAL REPORT SUBMITTED FEBRUARY 1



http://www.bwsr.state.mn.us/eLINK/reporting/index.html

The screenshot shows a web browser window with the address bar containing "BWSR - eLINK Reporting and Work ...". The page header includes the text "Minnesota Board of Water & Soil Resources" and navigation links for "A to Z Topics" and "Contact". A horizontal menu contains links for "Home", "Easements", "Grants", "Resource Management and Planning", "Conservation Implementation", and "Wetlands". The main content area is titled "eLINK Reporting and Work Plan Guidance" and includes a sub-header "Work Plan Guidance" with a list item for "FY11 Upper Mississippi River Basin Initiative (MRBI) Workplans". Below this is a section for "Reporting Guidelines" with a sub-header "See specific guidance on reporting requirements for each BWSR grant program:" and a list of various grant programs and their reporting dates. The next section is "Natural Resources Block Grant (NRBG) Reporting Guidelines" with a list of NRBG programs. The final section is "MinnFARM" with a link to "Guidelines for Reporting MinnFARM Pollution Reduction Estimates in eLINK".

Minnesota Board of Water & Soil Resources

A to Z Topics Contact

Home Easements Grants Resource Management and Planning Conservation Implementation Wetlands

eLINK Reporting and Work Plan Guidance

These guidance documents are intended to provide instructions and assistance with grant reporting and work plan requirements in eLINK

Work Plan Guidance

- [FY11 Upper Mississippi River Basin Initiative \(MRBI\) Workplans](#) (posted September 2010)

Reporting Guidelines

See specific guidance on reporting requirements for each BWSR grant program:

- [FY 2011 Continuous Signup Feedlot and SSTS Abatement Work Plan](#) (Posted October 2010)
- [FY 2010 Clean Water Fund Reporting](#) (posted July 2010)
- [Cost-Share, Native Buffer, and Cooperative Weed Management Reporting](#) (posted July 2010)
- [Drainage Records Modernization Grant](#) (posted April 7, 2010)
- [FY 2007-2009 Feedlot Water Quality Management](#) (posted September 2009)
- [FY 2007-2008 SE MN Flood Relief Cost-Share](#) (posted January 2010)
- [11-County Metro Area WCA Enforcement](#) (posted July 2010)
- [CWP & 319 Reporting Guidance](#) (posted January 2010 - MPCA external link) [↗](#)

Natural Resources Block Grant (NRBG) Reporting Guidelines

- [NRBG - DNR Shoreland Program](#) (updated January 2010)
- [NRBG - Feedlot projects](#) (updated January 2010)
- [NRBG - Local Water Management](#) (updated January 2010)
- [NRBG - PCA SSTS Program](#) (updated January 2010)
- [NRBG - WCA](#) (posted January 2010)

MinnFARM

[Guidelines for Reporting MinnFARM Pollution Reduction Estimates in eLINK](#) (posted May 2010)