



The Job's Not Over 'Til The Paperwork's Done

Or

How I Learned to Love E-link and the Clean Water Fund

Jeff Hrubes, Marcey Westrick, and Matt Drewitz
BWSR Clean Water Specialists

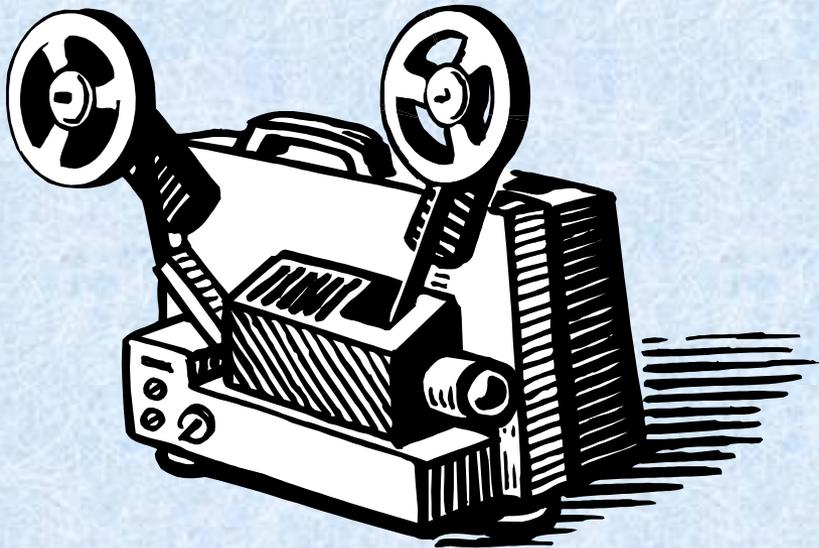
October 27, 2010



Purpose of Today's Session

- Provide background information on the need for reporting and documentation of Clean Water Fund grant dollars
- Connect you to resources to help with your eLINK reporting needs

It Never Hurts to Start at the Beginning of the Movie...





Where does the process start?

Legislative
Appropriation

BWSR Board
Policy

Request for
Proposals

Clean Water
Fund
Applications



In the Beginning: Legislative Rules of the Game

“Priority ... must be given to proposals involving grants that will be competitively awarded.”

“money... must supplement traditional sources of funding for these purposes and may not be used as a substitute.”

A project receiving funds from the clean water fund shall include measurable outcomes...”

“...long-lasting public benefit, include a local match,

“be consistent with TMDL implementation plans or local water management plans.”

“Keep water on the land” ...



BWSR Policy approved by Board

- 1.0---Applicant Eligibility Criteria and Requirements
- 2.0---Match Requirements
- 3.0---Eligible Activities
- 4.0---Ineligible Activities
- 5.0---Structural Practice and Sign-Off Requirements
- 6.0---Grantee administration of Clean Water Fund Grants
- 7.0---BWSR Grant Closeout and Reporting Requirements



BWSR Grant Closeout Procedures:





Office of Grants Management

- State develops policies that BWSR must follow
- Policies relate to payment, monitoring, and issuance of grants from BWSR
- Refer to information from BWSR Academy Sessions “Financial and end of Year Reporting”

MN Office of Grants Management Policies Website:

http://www.admin.state.mn.us/ogm_policies_and_statute.html



CWF Application

Competitive_Grants_Outcomes_FY11_final.xlsx [Read-Only] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer Add-Ins

Themes Colors - Fonts - Effects - Margins Orientation Size Print Area - Breaks Background Print Titles - Width: Automatic - Height: Automatic - Scale: 90% - Gridlines View - Headings View - Print - Print - Bring to Front - Send to Back - Selection Pane - Align - Group - Rotate - Arrange

Security Warning Data connections have been disabled Options...

H7

FY11 Clean Water Fund Competitive Grants						
1A. Runoff Reduction, Legacy Assistance, Shoreland Management Grants					Remember to Complete Narrative Form FY11-A	
Outcomes						
Initiative Number	Project Element Description	Project Outputs (list)	Effective life of practice (years)	Water Resource of concern	Is the water resource of concern impaired?	303d Listed Impairments (if applicable)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

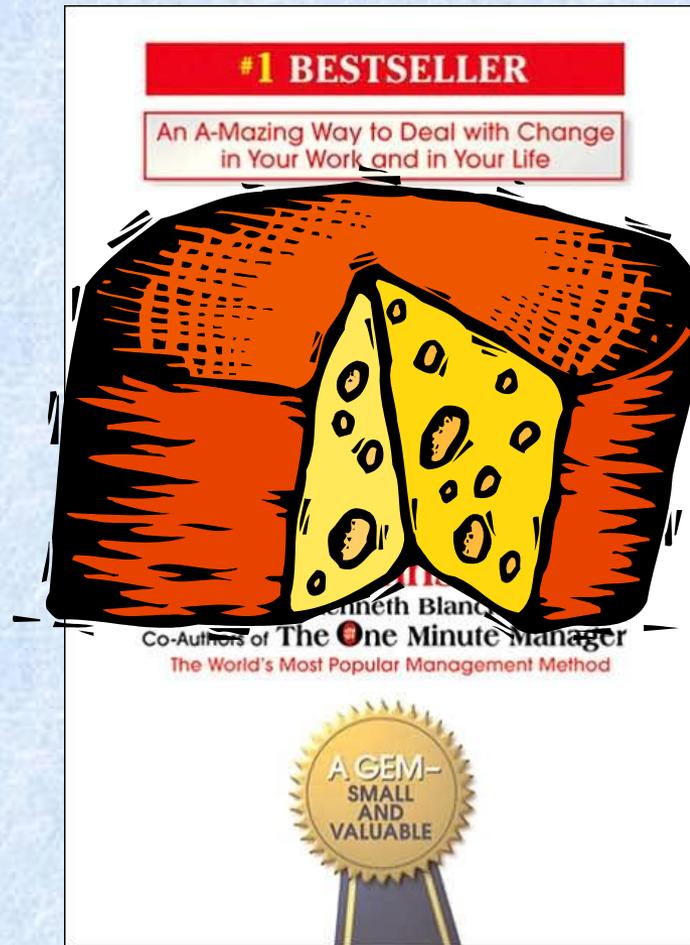
Ready | i. Applicant Information | ii. Funding Sources | iii. Past Performance | **1A. CWF Competitive Outcomes** | 1B. CWF Competitive Budget | 1C. CWF Rest Tech A | 90% | 1:21 PM

Telling the Story...

CWF Grant



The Clean Water Fund has Moved the Cheese

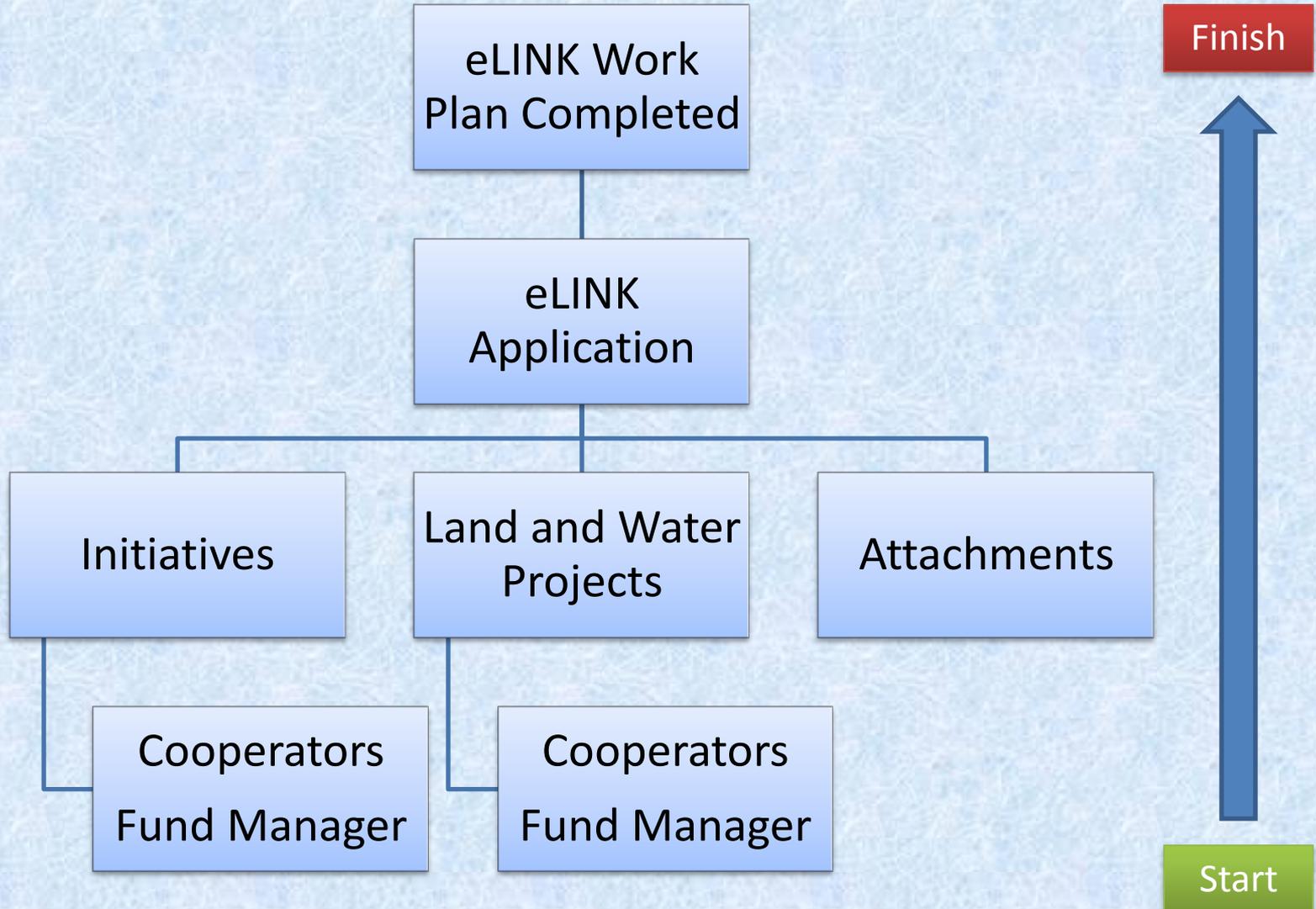


Connecting Project Results to Reports





eLINK Work Plan Outline





One Grant Type = One Work Plan

Clean Water Fund and Competitive Grant Types

- Runoff Reduction
- Clean Water Assistance
- Shoreland
- SSTS Inventory (MPCA)
- SSTS Program Enhancement
- SSTS Abatement
- Feedlot (CWF and General Fund)
- Upper Mississippi River Basin Initiative (MRBI)



Before you begin...

- Instructions: Print off and read any instructions or guidance materials from BWSR
- References: Keep your original application, BWSR policy document, and grant agreement handy.
- Help: If you have questions, contact BWSR





Initiative Types

- Admin/Coordination: 5% maximum allowed for grant management and reporting of Clean Water Fund grants.
- Project Development: Generally, LGU work before financial assistance contracts with landowner are in place.
- Technical and Engineering (TE): Detail on who is providing technical services, staff qualifications and standards being used. Generally, LGU work done after financial assistance contracts are in place.



Land and Water Project Module Overview

Applicable Tabs in Module

Details

Indicators

Cooperators

BMPs/Activities

Financial Services

Attachments (optional)



Setting up the Grant Application in eLINK

- Purpose: Aggregates information into one place
 - Provides additional detail that can't be captured in other modules in eLINK
 - Links “Initiatives” and “Land and Water Projects”
 - Automated grant submittal process
 - Paper trail for work plans, reports, and attachments



Application Search

Grant Application Search - Windows Internet Explorer

http://elink4web.bwsr.state.mn.us/eLINK4Web/Grants/ApplicationSearch.aspx

jhru00 (Logout)
Stormy District (SWCD)
October 18, 2010

Home > Grants > Application Search

eLINK4Web
Grant Application Search

Information Center
Cooperators
Grants
Grant Search
Add Grant
Application Search
Adjudication Search
Activities
Land & Water
Projects
Initiatives
Fund Manager
Map Viewer
Summary Reports
User Preferences

Search Criteria:

Grant Name: Grant Type: Year: Active

Agency:

Search

Search Results:

Year	Grant Name	Grant Type	Active
▶ 2010	2010 - Clean Water Assistance - CWF	CWF - Clean Water Assist.	Y
2010	2010 - Runoff Reduction - CWF	CWF - Runoff Reduction	Y
2010	2010 - Shoreland Improvement - CWF	CWF - Shoreland Impr.	Y
2011	2011 - Feedlot - CWF	CWF - Feedlot	Y
2011	2011 - SSTS Abatement - CWF	CWF - SSTS Abatement	Y
2011	2011 - Upper Mississippi River Basin Initiative	CWF - MRBI	Y
2011	2011 Cost Share Base Grant	Cost Share	Y

Select a grant from above and click the Applications button

View Applications

New
Edit
Report



Creating the Work Plan Application

Search Criteria:

Grant Name	Grant Type	Year	<input checked="" type="checkbox"/> Active
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Search Results:

Year	Grant Name	Grant Type	Active	
2010	2010 - Clean Water Assistance - CWF	CWF - Clean Water Assist.	Y	<input type="button" value="View"/>
2010	2010 - Runoff Reduction - CWF	CWF - Runoff Reduction	Y	<input type="button" value="Applications"/>
2010	2010 - Shoreland Improvement - CWF	CWF - Shoreland Impr.	Y	
2011	2011 - Feedlot - CWF	CWF - Feedlot	Y	
2011	2011 - SSTS Abatement - CWF	CWF - SSTS Abatement	Y	
2011	2011 - Upper Mississippi River Basin Initiative	CWF - MRBI	Y	
2011	2011 Cost Share Base Grant	Cost Share	Y	

Name	Current Status
2010 Shoreland Project for Joe Public	Workplan Approved by BWSR
Lake Eleven Shoreland BMP Installation	Workplan Submitted



Application Tab

Grant Application - Windows Internet Explorer

http://elink4web.bwsr.state.mn.us/eLINK4Web/Grants/ApplicationPage.aspx?function=add&grantfpid=2063506

Grant Application

jhrubes0 (Logout)
Stormy District (SWCD)
October 18, 2010

eLINK4Web
Grant Application

v4.2.12.0

Information Center
Cooperators
Grants
Projects
Initiatives
Fund Manager
Map Viewer
Summary Reports
User Preferences

Grant Search
Add Grant
Application Search
Adjudication Search

Objectives

Application Projects/Initiatives Status Attachments Grant

Grant Name: 2010 - Clean Water Assistance - CWF

Application Name:

Amount Applied: \$0.00

Amount Awarded: \$0.00

TMDL finalized and implementation plan approved?

Name of Water Resource targeted for activities:

Watershed Name (81 Majors)

8 Digit HUC Code (81 Majors)

TMDL Implementation Plan Reference/Description:

Local Water Management Plan Reference/Description:

What hydrology impacts will this project have?



Application Tab Continued

A screenshot of a web browser window titled "Grant Application - Windows Internet Explorer". The address bar shows the URL: http://elink4web.bwsr.state.mn.us/elINK4Web/Grants/ApplicationPage.aspx?function=add&grantfpid=2063506. The page contains a form with several sections, each with a question icon and a text input field:

- Estimated Reduction Pollutant #1
- Pollutant #2
- Estimated Reduction Pollutant #2
- Pollutant #3
- Estimated Reduction Pollutant #3
- The primary impact on hydrology is: (dropdown menu)
- Volume of change (acre feet):
- How is the hydrologic impact calculated?
- The pollutant causing the impairment is:
- What is the Total Maximum Daily Load for the pollutant you are addressing?
- If the project addresses a TMDL, what portion of the required load reduction will this address?
- Success for this application will be measured by: (text area)
- Secondary benefits of this project include: (text area)

A large green arrow points downwards from the "Secondary benefits of this project include:" section. At the bottom of the form are buttons for "View Application", "Ok", "Cancel", and "Apply". A red bracket on the right side of the form indicates the right-hand column of the application page.



Projects/Initiatives Tab: Sequencing

The screenshot shows a web browser window titled "Grant Application - Windows Internet Explorer". The address bar shows the URL: <http://elink4web.bwsr.state.mn.us/eLINK4Web/Grants/ApplicationPage.aspx?function=add&grantfpid=2063506>. The page header includes the user "jhrubes0 (Logout)", the district "Stormy District (SWCD)", the date "October 18, 2010", and the application title "eLINK4Web Grant Application".

The main content area has a navigation menu with tabs: "Application", "Projects/Initiatives", "Status", "Attachments", and "Grant". The "Projects/Initiatives" tab is active, showing a sub-tab "Attach All Projects/Initiatives". Below this is a table with columns: "Project Name", "Primary Participant", "Home Phone", "Amount Planned", and "Amount Spent". The table is currently empty. To the right of the table are buttons for "Link", "Edit", and "Remove". A red arrow points to the "Link" button.

On the left side, there is an "Information Center" menu with a red circle around the "Grants" section, which includes links for "Grant Search", "Add Grant", "Application Search", and "Adjudication Search".

At the bottom of the main content area, there is a red error message:

Please review the following errors:
Application Name is required
Name of Water Resource targeted for activities: is required
Watershed Name (81 Majors) is required
TMDL Implementation Plan Reference/Description: is required
Local Water Management Plan Reference/Description: is required
Volume of change (acre feet): is required
How is the hydrologic impact calculated? is required
The pollutant causing the impairment is: is required
Success for this application will be measured by: is required
Secondary benefits of this project include: is required

At the bottom of the error message are buttons for "View Application", "Ok", "Cancel", and "Apply".

The Windows taskbar at the bottom shows the "start" button, several open applications (Microsoft Office, Governance Web, Water Plan word search, Internet Explorer, Calculator, Microsoft PowerPoint), and the system tray with the date and time "5:53 PM".



Project and Initiatives Tab

Grant Application - Windows Internet Explorer

http://elink4web.bwsr.state.mn.us/eLINK4Web/Grants/ApplicationPage.aspx?function=edit&GrantAppId=2071435

File Edit View Favorites Tools Help

Grant Application

mdrewit0(Logout) Stormy District (SWCD) October 19, 2010

eLINK4Web Grant Application

Information Center
Cooperators
Grants
Grant Search
Add Grant
Application Search
Adjudication Search
Objectives
Land & Water
Projects
Initiatives
Fund Manager
Map Viewer
Summary Reports
User Preferences

Application Projects/Initiatives Status Attachments Grant

Attach All Projects/Initiatives

Project Name	Primary Participant	Home Phone	Amount Planned	Amount Spent	Link
2010 Stormy Shoreland Project Admin			\$5,000.00	\$0.00	Link Edit Remove
2010 Stormy Shoreland Project Developme			\$7,500.00	\$0.00	
2010 Stormy Shoreland Project Technical			\$15,000.00	\$0.00	
Public participation			\$0.00	\$0.00	
Conor's Example Shoreland Project	Joe Q. Public	--	\$25,000.00	\$35,000.00	
Big Lake Association CWF Admin			\$2,500.00	\$0.00	
CWF Shoreland Stabilization Project #1			\$3,000.00	\$0.00	

View Application Ok Cancel Apply

Done Trusted sites 100% 3:12 PM



Status Tab

Submit Work Plan and Reports

Why is this tab important?

- Electronic tracking of work plan and report submittals to BWSR
- Assists BWSR in tracking of grant progress
- Addresses “request” from Legislative Auditor

The screenshot shows the eLINK4Web Grant Application interface in a Windows Internet Explorer browser window. The page title is "Grant Application" and the URL is "http://elink4web.bwsr.state.mn.us/...". The user is logged in as "mdrewltd@legost" for the "Stormy District (SWCD)" on "October 19, 2010". The interface includes a navigation menu on the left with options like "Information Center", "Comptroller", "Grants", "Map Viewer", and "User Preferences". The main content area has tabs for "Application", "Projects/Initiatives", "Status", "Attachments", and "Grant". The "Status" tab is active, showing the "Current Status" as "Need More Workplan Info" with a "Due Date" of "05/06/2010". Below this, there is a "Comments" section with the text "Generated from Adjudication". A "Status History" table is also present, listing the following entries:

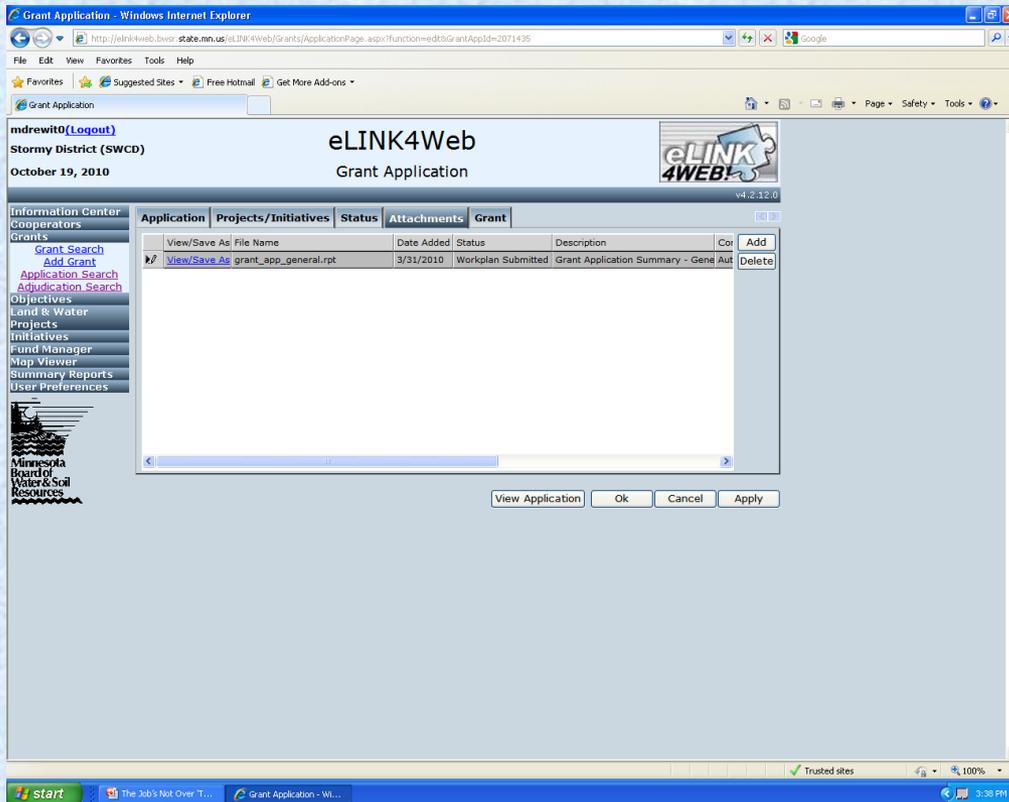
Status Name	Dig Unit	Due Date	Start Date	End Date	Comments
Need More Workplan Info	BWSR - Central Office (BW)	5/6/2010			Generated from Adjudication
Workplan Submitted	Stormy District (SWCD)	3/31/2010	5/6/2010		

At the bottom of the interface, there are buttons for "View Application", "Ok", "Cancel", and "Apply".



Attachments Tab

eLINK Records Documents



- eLINK automatically keeps a saved copy of the work plan and reports in PDF format
- Grantee can also add other attachments or documentation



Additional Considerations

- Clean Water Fund requires more up front work plan development than past BWSR grants
- Transparency with work plans and BWSR data
- Deadlines for BWSR work plans and grant agreements



Clean Water Fund Reporting

Interim Reports

- August 1st and February 1st due dates for eLINK reports
- Interim reports are updates of the work plan initially developed in eLINK
- Electronic submittal of interim reports required

Final Reports

- BWSR developing a final report summary within eLINK
- eLINK Final Financial Report
- Web posting of final report materials
- Additional documentation or products



Modifications Grant Extensions

Work Plan Modifications

- Contact your Board Conservationist (BC) or Clean Water Specialist (CWS)
- All work plan modifications must be approved by BWSR and documented in eLINK
- Request must be made well in advance

Grant Extensions

- Only granted under extenuating circumstances
- Approval by BC, CWS, and Grants Coordinator needed
- All BWSR policies and procedures must be followed
- Flood Counties grant agreements extended



What goes in, can come out

LGU Logo
Here

Trigger Test Workplan
 Stormy District SWCD

Paste Project Description Here

<u>BMP Summary</u>	BMP's entered	BMP's installed	Linear Ft.	Total Acres	Mapped BMPs
Filter Strip - 363	1	1		5.33	1
Stream Channel Stabilization - 584	1	1	275		1
Streambank and Shoreline Protection - 580	1	0			0
Totals:	3	2			2

*Note: BMPs entered in eLINK are considered to be "installed on the ground" if an "actual completion date" has been entered for the project.

<u>POLLUTION REDUCTION ESTIMATES:</u>	
-Pesticides	
Dioxin (including 2,3,7,8-TCDD)	5.50 ppq
-Water Pollution (Reduction Estimates)	
Phosphorus (est. reduction)	8.00 Lbs/Yr
Sediment (TSS)	34.75 Tons/Yr
Soil (est. savings)	19.00 Tons/Yr

<u>Grant Fund Name</u>	<u>Starting Balance</u>	<u>Budgeted</u>	<u>Spent</u>
2010 - Shoreland Improvement - Stormy District (SWCD)	\$6,000.00	\$58,000.00	\$35,000.00

<u>Other Funds Used</u>	<u>Budgeted</u>	<u>Accrued</u>	<u>Spent</u>
Stormy SWCD Cash Match	\$5,000.00	\$0.00	\$0.00
Ducks Unlimited Grant	\$2,500.00	\$0.00	\$0.00
Big Lake Association	\$1,500.00	\$0.00	\$0.00
	\$9,000.00	\$0.00	\$0.00

Insert a map showing project location in the section below.

1
10/28/2011



Reporting CCMI Projects

- LGU Reports:
 - Project already exists in eLINK
 - Project is included in CWF work

- CCMI (Conservation Corp of MN and Iowa) Reports:
 - New projects not already in eLINK or associated with other CWF grants



Where can I get help?

- BC
- CWS
- Conor
- BWSR Academy
- BWSR Web site and guidance materials
- On-line training
- Suggestions?