

Metro Watershed-Based Funding Pilot Program Work Plan Guidance –

Purpose

Provide guidance outlining the Work Plan expectations for the Clean Water Fund Watershed-Based Funding Pilot Program in the Twin Cities Metro Area. Work Plans must be created in eLINK from activities (e.g. projects/programs) identified in the Collaborative Prioritized, Targeted, and Measurable (PTM) Implementation Plan submitted to BWSR by July 2, 2018. The Collaborative PTM Implementation Plan should be attached to the work plan. Eligible activities must be identified in the state approved, locally adopted comprehensive watershed management plan required under §103B.231, or county groundwater plan authorized under §103B.255 and have a primary benefit towards water quality and can include drinking water protection (also see [Policy](#) for eligible and ineligible activities). The work plan must be approved by BWSR prior to funds being distributed. Work must not begin until the grant agreement is fully executed (meaning all required signatures have been obtained).

If the entity requesting funds through a grant agreement with BWSR has never used eLINK before, please register at <http://elink.bwsr.state.mn.us/elink/Account/Register>. Accounts should be submitted no later than 7 business days prior to the request being submitted.

eLINK Work Plan Expectations

1. Getting Started

You will be notified by your BWSR BC when to start working on your Work Plan in eLINK. Log into eLINK at <http://bwsr.state.mn.us/outreach/eLINK/index.html>. Reminder to read through the eLINK FAQs and please reference the eLINK guidance document "[Creating a Workplan](#)".

2. eLINK Work Plan Categories

Activities need to be divided into the following eLINK Work Plan Categories for your Work Plan over the entire grant period.

- a. Administration Costs
- b. Project Development Costs

- Broad categories need to be estimated (example: 50% marketing, 30% inventory, 20% education).

- Reporting must include summaries of the hours worked and progress being made toward the intended goal (detailed timesheets for staff will be needed to be provided during the financial grant reconciliation process). If contractors are used, reporting will be a summary of invoiced labor.

c. Technical and Engineering Costs

- Broad categories need to be estimated (example: 40% Professional Engineer, 60% Technician).
- Work Plan activity detail must have credentials of all staff, and include a general reference to the design or performance standards or feasibility study that will be used. Please see the “Technical Quality Assurance” section of the Grants Administration Manual.
- Example: “Technical services for 410 practices will be provided by technicians at the Ottawa, Kent, and Allegan SWCDs. Staff credentials can be viewed at their respective offices. – 40% activity budget”

d. Construction Costs

- Group at the Activity level by Activity Category for specific water resource of concern or subwatershed and not by individual project (see “Grouping and Splitting Guidance” and “Chart of Practices by Activity Category”). An estimated total number and type of BMPs should be attached in eLINK when submitting the Work Plan.

● Table 1. Examples for grouping and splitting activities in eLINK

Correct (Grouping at Activity Level):		Incorrect (Splitting at Activity Level):	
Stormy Watershed Ag Practices	Agricultural Practices	Lake Mackatowa Filter Strip	Agricultural Practices
Stormy Watershed T/E	Technical/Engineering	Lake Mackatowa T/E	Technical/Engineering

3. Key Milestones

- As part of the eLINK Work Plan for the watershed-based funding pilot program, a schedule of key milestones associated with the measureable goals must be provided. Milestones should be listed for each year of the grant, and they should be measurable (i.e. numerical), and where possible, have estimated start and end dates. This information could be incorporated into activity description or attached in eLINK as a separate document.

Example Milestones

Activity title	Overall Measurable Outcome	Year 1 Milestones:	Year 2 Milestones:	Year 3 Milestones:
Landowner Outreach and BMP Implementation in Greely Subwatershed	Increase landowner willingness to install agricultural BMPs to reduce sediment by 500 tons in Greely Subwatershed.	<ul style="list-style-type: none"> • Host 4 educational presentations • Publish 2 newspaper articles • Greely Subwatershed analysis to further target management practices • Landowner outreach: Contact 50% of landowners for targeted sediment reduction projects (66) 	<ul style="list-style-type: none"> • Certify incentive payment program • Install 8 rural BMPs • Landowner outreach: Contact 50% of landowners for targeted sediment reduction projects (66) 	Install 15 rural BMPs

Monitoring Requirements

- There are two (2) required annual work plan progress check meetings with your BWSR Board Conservationists. Annual grant reports are also required Feb 1st of each year.
- Milestones will be used to assess progress at time of review, so expected outputs (number of practices, number of landowners contacted, Capital improvement Projects built, project end dates) should be quantified. Grant progress reports should include the status of all milestones.