

Watershed-Based Implementation Funding Program Budget Request and Work Plan Guidance

Purpose

Provide guidance outlining the Budget Request and Work Plan expectations for the Clean Water Fund Watershed-Based Implementation Funding Program. Work Plans must be created in eLINK from activities identified in the eLINK budget request. Eligible activities must be identified in the implementation section of the state approved, locally adopted comprehensive watershed management plan developed under Minnesota statutes §103B.101, Subd. 14 or §103B.801, watershed management plan required under §103B.231, county groundwater plan authorized under §103B.255, or Metro soil and water conservation district annual work plan authorized under §103C.331 and have a primary benefit towards water quality and can include drinking water protection (also see [Policy](#) for eligible activities). The work plan must be approved by BWSR prior to funds being distributed.

eLINK Budget Request and Work Plan Expectations

1. **Project Abstract:** Overall measurable goal statement for the funding attached in eLINK
 - Overall goals should be listed in the same units that results will be reported in (e.g. # of landowner contacts, # of whole farm management plans, sediment reductions in tons per year. Please do not list pollutant reduction goals as in-stream concentrations or as a percentage alone).

Example: The Ottawa River is a priority in the overall comprehensive watershed management plan and is impaired for sediment. The overall reduction in sediment needed to attain water quality standards is 17,890 tons. This project will target the Greenly sub watershed and is estimated to reduce 5,000 tons of sediment (28%). As part of this project, all 132 landowners will be contacted in the sub watershed via an educational campaign. A conservation technician will be hired to assist landowners.

- b. Proposed Measurable Outcomes (limit of 250 characters) – Overall high-level outcomes

Example 1: Reduce sediment by 5,000 tons in the Greenly sub watershed of the Ottawa River (28% of the overall goal).

2. **Team Membership** –To allow members of the watershed partnership to contribute to building the budget request, work plan and reporting, please be sure to add all necessary staff contacts from your partnership.
3. Completing a Funding Request in eLINK (please reference the eLINK guidance document [“Completing a Funding Request ”](https://bwsr.state.mn.us/elink-guidance-completing-funding-request) <https://bwsr.state.mn.us/elink-guidance-completing-funding-request> or the eLINK training video, <https://www.youtube.com/watch?v=zsWPc0woOqI&feature=youtu.be>):
 - a. **Grant Administration Cost** over the grant period. Cost must be direct and necessary to activities associated with the Watershed-based Implementation Funding grant.
 - b. **Project Development** over grant period.
 - Broad categories estimated (50% marketing, 30% inventory, 20% education)
 - Reporting must include summaries of the hours worked and progress being made toward the intended goal (detailed timesheets will be needed to be provided during a reconciliation). If contractors are used, reporting will be a summary of invoiced labor.
 - c. **Technical and Engineering Cost** over the grant period
 - Broad categories need to be estimated (example: 40% Profession 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 110 agricultural practices following the Field Office Technical Guide standards will be provided by technicians with appropriate JAA at the Pennington, Red Lake, and West Polk SWCDs. Staff credentials are attached in eLINK and can be viewed at their respective offices. – 40% activity budget”

Table 1. Examples for grouping and splitting activities in eLINK

Correct (Grouping at Activity Level):		Incorrect (Splitting at Activity Level):	
Greenly Watershed Ag Practices	Agricultural Practices	Jane Doe Filter Strip	Agricultural Practices
		Jack Smith WaSCOB	
Greenly Watershed T/E	Technical/Engineering	Jane Doe T/E	Technical/Engineering
		Jack Smith T/E	

- d. **Construction Costs** over the grant period
 - Group at the Activity level by Activity Category for specific water resource of concern or sub watershed and not by individual project (see [“Grouping and Splitting Guidance”](#) and [“Chart of Practices by Activity Category”](#)). An estimated total number and type of BMP should be attached in eLINK when submitting the Work Plan)

4. Key Milestones

- **As part of the work plan** for the watershed-based implementation funding program, a schedule of key milestones associated with the grant work plan 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. When multiple sub-watersheds are identified as work areas, the level of effort occurring in each sub-watershed is appropriate and highly recommended. This could also be incorporated into activity description or attached.

Example Milestones

Year 1 Milestones:	Year 2 Milestones:	Year 3 Milestones:
<ul style="list-style-type: none"> ● Host 4 educational presentations ● Publish 2 newspaper articles ● Greenly Subwatershed analysis to further target management practices <p>Landowner outreach: Contact 50% of landowners for targeted sediment reduction projects (66)</p>	<ul style="list-style-type: none"> ● Certify incentive payment program ● Install 8 rural BMPs <p>Landowner outreach: Contact 50% of landowners for targeted sediment reduction projects (66)</p>	<ul style="list-style-type: none"> ● Install 15 rural BMPs

Work Plan (refer to creating a work plan – see above)

1. The more detail you enter in the budget request stage the more seamless the work plan development will be. To create a work plan in eLINK, please reference the eLINK guidance document [“Creating a Workplan”](https://bwsr.state.mn.us/elink-guidance-creating-workplan) <https://bwsr.state.mn.us/elink-guidance-creating-workplan> or the [“Creating a Workplan”](https://www.screencast.com/t/uzrsQAPbz) eLINK training video <https://www.screencast.com/t/uzrsQAPbz>

Monitoring Requirements

- Required annual work plan meeting with BWSR Board Conservationists. These should occur at approximately 4-6-month intervals within annual reporting requirements of Feb 1st but will ultimately vary by project. [Note: This results in a minimum of 2 required check-ins per year].
- Milestones will be used to assess progress at time of review, so expected outputs (number of practices, number of landowners contacted, CIP built, project end dates) should be quantified. Grant progress reports should include the status of all milestone projects.