



## Guidelines for Reporting Implementation Projects in eLINK4Web EPA 319 & CLEAN WATER PARTNERSHIP GRANTS

This guidance is intended to assist Project Sponsors and MN Pollution Control Agency (MPCA) staff in accurately reporting information about water quality implementation projects in eLINK4Web (eLINK). eLINK is a web-based, software tool used by local governments across Minnesota and state agencies to manage and report on watershed projects. The project information provided in eLINK is used to fulfill reporting requirements to the U.S. Environmental Protection Agency (EPA) and track the progress of watershed implementation activities throughout Minnesota.

### Who should use this guidance to enter project information into eLINK?

- ▶ If your grant is administered through the MPCA (i.e. EPA 319, Clean Water Partnership)
- ▶ If your implementation project has a pollutant reduction component

### When should you enter project information into eLINK?

Currently, you are required to enter information into eLINK each year you implement on-the-ground activities and can estimate a pollution reduction for your project. The specific date required for eLINK reporting is included in the contract for your grant. Contact your MPCA Project Manager or Grants Manager if you have any questions.

### How do I access eLINK for entering project information?

1. Navigate to the MN Board of Soil and Water Resources (BWSR) eLINK login page at <http://elink4web.bwsr.state.mn.us>
2. Enter your **Username** and **Password**. If you represent more than one organization, you may need to check the **Select Org. Unit** box. If you need a new username or password, contact Conor Donnelly, BWSR IT Specialist, at [conor.donnelly@state.mn.us](mailto:conor.donnelly@state.mn.us) or (651) 282-3815.

**Please Note:** Both Project Sponsors and MPCA Project Managers need to set up separate eLINK accounts.

The screenshot shows the eLINK4Web login interface. At the top, there are four small images: a lighthouse, a construction site, a person working in a field, and a close-up of a plant. To the right of these images is the eLINK 4WEB! logo and the text "Supporting a state and local partnership for conservation" and "eLINK advances local conservation for all of Minnesota". Below the images is a login form with fields for "UserName" (containing "cdonnelly"), "Password" (masked with dots), and a "Select Org. Unit" checkbox. A "Login" button is at the bottom right of the form. In the bottom left corner, there is a logo for the "Minnesota Board of Water & Soil Resources". In the bottom right corner, the version number "v4.1.14.0" is displayed.

## Where do I enter project information in eLINK?

### ▪ Land & Water Projects module

- ✓ Click the **Land and Water Projects** module in the left-hand menu.
- ✓ If it is a *new* project, click the **Add Project** link. OR
- ✓ If it is an *existing* project, click the **Project Search** link and then click the **Search** button on the right. Select the correct project and click **Edit** to open the project.

Name	Project Number	StartDate	CompletionDate	Comments
Conor and Michelle CWMA Test	CM2009-CWMA Test	01/31/2009		
Conor's 08 Waterway	CD-08	12/05/2008		testing the desc
Conor's Grass Waterway Test - Wilmar	CGWT-2008	11/27/2008	11/19/2008	
Conor's Waterway FY09	129-FY09			Conor want's to have
Conservation Practice ML	ML12			
Donnelly - Grassed Waterway	CWL07-1			def.adkf.abdc
Donnelly - Mole Drain 08	FY08-MD			dfeadfadhfad fdfadg
Donnelly - Terrace 07	01-07			a.fedkf.akfdadaf.fgac
Donnelly Farmstead Windbreak - FY07	Fy07-123			Windbreak

## How do I enter detailed project information?

### ▪ Details tab

- ✓ Select the **Details** tab and enter information in the following fields.
  - \* **Project Name** = use the Project Title from your work plan/contract (e.g. *Shingle Creek Chloride Reduction Project*). If you have multiple related projects in eLINK, then use a more specific project name (e.g. *City of New Hope De-Icing Product Testing*).

Fund	Amount Budgeted	Amount Approved	Amount Spent	Amount Not Spent
Feedlot - Cost Share (TEST) - Central Office (BWSR) (Cost Share)	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
Minneapolis Park Board - 2007 (Local Cash)	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00

- \* **Project Number** = enter the specific project identification number (e.g. *PRJ05872*) provided by MPCA staff (used in MPCA's Watershed DELTA system). If you have multiple related projects for this project number, MPCA will provide you with a more specific number (e.g. *PRJ05872-1*).

- \* **Planned Start Date, Planned Completion Date** = enter project dates from the original contract. If you have multiple contracts for this initiative, enter the earliest and latest dates from all the contracts.
  - \* **Actual Start Date, Actual Completion Date** = enter actual project dates once the project has officially started and been completed (**Actual Completion Date** = contract end date or if earlier, the last day work was invoiced for)
  - \* The remaining fields in the **Details** tab are not required (optional).
- ✓ Click **Apply** to save your additions (*you may need to scroll down to the bottom of the screen*)

## How do I enter Best Management Practices (BMPs) that have been installed?

### ▪ BMPs/Activities tab

- ✓ Select the **BMPs/Activities** tab and click **Add** to enter the following BMP information.
  - \* **Activity Type** = BMPs
  - \* **BMP/Activity Name** = select appropriate eligible component from the drop-down list. If you do not see a BMP that is consistent with your project, please contact your MPCA Project Manager.
  - \* **Actual Acres/Linear Feet** and **Actual Count** = enter either the area (acres) or length (linear feet) of all the BMPs installed and the number of BMPs (actual count).
  - \* The remaining fields in the **BMPs/Activities** tab are not required (optional).
  - \* Click **OK** to close the window after entering this information
  - \* Repeat for each BMP in the project.
- ✓ Click **Apply** to save the added BMPs with the project. Now you'll notice a small pencil icon in the far left hand column of the BMP grid. Double-click the pencil to bring up the BMP editor window for that BMP.

cdonnelly(Login) eLINK4Web  
Central Office (BWSR) May 13, 2009 Land & Water Projects - Donnelly - Grassed Waterway

Information Center  
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Please Note: New BMPs/Activities will not be available in drop down lists until after the project has been saved.

#	Activity Type	BMP/Activity Name	Lifespan	Cost Share %	Applied	Mapped	Actual Acres Treated	
1	BMPs	Grassed Waterway 412		0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Add Delete
2	BMPs	Filter Strip 393		0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Print Ok Cancel Apply

- ✓ Next click **Draw Shape** to open the GIS tool. In the GIS tool:
  - Select the magnifying glass to zoom into your project area.
  - Under **Tasks** click on the **Editor** Toolbar.
  - Choose the appropriate BMP shape (point, line, polygon). Note: Only one “shape type” is allowed for each BMP.

- Click on **Create Feature** under edit BMP (pencil tool).
- Click on **Save Edits** and close the mapping tool.
- \* Click **OK** to save your additions
- \* Repeat selecting and mapping each BMP. All implementation activities must be mapped.
- \* Click **OK** and then **Apply** in the next window to save your additions.

**Please Note:** For additional assistance with mapping, refer to the separate mapping instructions available in the **What's New?** section of the **Information Center** module.

## How do I make sure this project is tied to the correct funding?

- **Financial Services** tab: State staff previously entered fund information into eLINK, but for accurate reporting, you need to tie your project information to the correct funding source.
  - ✓ Select the **Financial Services** tab.
  - ✓ Select a **Fund Type** (319 or CWP), and then click the **Search** button on the right.
  - ✓ Click/highlight the correct project and click **Select**.
  - ✓ Click the **Apply** button to save your changes.

**Note:** Please check to make sure the **Fund** name contains the *exact* project title from your work plan. If you don't know the correct funding source or there is not a **Fund** to choose from, please contact your MPCA Project Manager or Grants Manager.

## How do I enter estimated pollution reductions?

- **Indicators** tab
  - ✓ Select the **Indicator** tab and click **Add** to complete indicator information (this is the estimated pollution reduction for each BMP).
    - \* **Category** = select the appropriate category from the dropdown list (*click on the empty row to access the dropdown list of categories*)

The screenshot shows the eLINK4Web application interface. The browser window title is "Land & Water Projects - Donnelly - Grassed Waterway - Windows Internet Explorer". The URL is "http://elink4web.bwsr.state.mn.us/elink4Web/WatershedProjects/WatershedProjectPage.aspx?type=Cooperator&function=edit&watershedProjectId=13647". The page header includes "cdonnelly(Logout)", "Central Office (BWSR)", "May 13, 2009", "eLINK4Web", and "Land & Water Projects - Donnelly - Grassed Waterway". The left navigation menu includes "Information Center", "Cooperators", "Grants", "Objectives", "Land & Water Projects", "Initiatives", "Fund Manager", "Map Viewer", "Summary Reports", "User Preferences", and "Administrator". The main content area has a "Please Note: New BMPs/Activities will not be available in drop down lists until after the project has been saved." message. Below this is a table with columns: "Category", "Indicator", "Unit", "Indicator Numeric Value", and "Indicator Pick List Value". A dropdown menu is open for the "Category" column, showing options: "Cost Share Inspection", "FLEVAL (only to show)", "MinnFARM", "Water Pollution (Reduction)", and "Wind Erosion (Reduction)". Buttons for "Add", "Delete", "Print", "Ok", "Cancel", and "Apply" are at the bottom of the table.

- \* **Indicator** = select the appropriate pollutant/stressor from the dropdown list.
- \* **Unit** = enter the pollutant in units of measurement
- \* **Indicator Numeric Value** = enter the resulting pollutant reduction value from your calculation based on your implementation activities. These values could be estimated

based on the BMP design (i.e. stormwater pond), models, monitoring activities, or literature. **Note: This is the most important value you will report in eLINK.**

- \* **BMP/Activity** = Select the appropriate BMP/Activity from the dropdown list if the calculation is for a specific BMP rather than the entire project. Note that the BMP/Activity Name selected limits the dropdown list options.
- \* **Calculation Method** = select the calculation method used in determining the pollution reduction value. If the method used is not one of the choices, please describe the method used in the **Comments** tab.
- \* **Comments** = describe the calculation method, any assumptions used in calculating the pollution reduction information, and other comments that would help future analysis or explain your indicator numeric value (i.e. pollution reduction value).
- \* The remaining fields in the **Indicators** tab are not required (optional).

✓ Click **Apply** to save your additions.

***Models that may assist you with estimating pollution reductions:***

- eLINK website, [www.bwsr.state.mn.us/outreach/eLINK/](http://www.bwsr.state.mn.us/outreach/eLINK/) – pollution reduction calculation tools estimate (1) sediment reductions from sheet and rill erosion control and gully stabilization and (2) sediment and phosphorus reductions from stream & ditch stabilization and filter strips.
- MinnFARM (Minnesota Feedlot Annualized Runoff Model), [www.manure.umn.edu/applied/open\\_lots.html](http://www.manure.umn.edu/applied/open_lots.html) – model calculates the annual pollutant loading from a Minnesota feedlot (this replaces FLEVAL). Note: The MinnFARM program should be run before and after feedlot improvements have been made as the pollution reduction is the difference between those end result values.
- EPA – models to estimate pollution reductions are (1) STEPL (Spreadsheet Tool for Estimating Pollutant Load) or (2) Region V Model, (both can be found at <http://it.tetrattech-ffx.com/stepl/>)

**Please Note:** The remaining tabs in the **Land & Water Projects** module (**Cooperators**, **Inspections**, **Attachments**, and **Comments**) and the remaining modules (e.g. **Objectives**) are optional or not applicable to this program unless otherwise instructed.

**Please notify your MPCA Project Manager when you have entered the  
required information into eLINK.**

This guide is intended to provide instructions and assistance with grant reporting requirements in eLINK4Web. Information and assistance with the software is available in the Help sections of the eLINK4Web program, or by contacting the BWSR eLINK4Web staff at [www.bwsr.state.mn.us/outreach/eLINK/index.html](http://www.bwsr.state.mn.us/outreach/eLINK/index.html).

Grant program specific questions beyond the information provided in this guide should be directed to your MPCA Project Manager or Grants Manager.

For more information about funding through U.S. Environmental Protection Agency 319 Program or Minnesota Clean Water Partnership, navigate to the “financial assistance” link at [www.pca.state.mn.us/water/tmdl](http://www.pca.state.mn.us/water/tmdl).

eLINK4Web is a tool for Minnesota's local government to help manage conservation projects and run operations more effectively. This web-based, GIS-enabled software package provides local staff with an integrated administrative, operational, and decision-making system to support daily business activities. eLINK4Web is continually evolving to better achieve the needs of its users. If you have suggestions or comments, please direct them to: [conor.donnelly@state.mn.us](mailto:conor.donnelly@state.mn.us) or [tim.ogg@bwsr.state.mn.us](mailto:tim.ogg@bwsr.state.mn.us).

*\*MPCA Project Managers only:* Once notified by your Project Sponsor that the above information has been entered into eLINK, please verify that information and the funding information listed below. If any information is inaccurate, please contact Conor Donnelly, BWSR IT Specialist, at [conor.donnelly@state.mn.us](mailto:conor.donnelly@state.mn.us) or (651) 282-3815.

## **As a MPCA Project Manager, how do I ensure that funding information has been properly entered into eLINK?**

### **Fund Manager** module

- ✓ Click the **Fund Manager** module on the left-hand menu.
- ✓ Click the **Fund Search** link and then the **Search** button on the right.
- ✓ Select the correct project if more than one project is listed and click **Edit**.

Verify that the following funding information is accurate in eLINK.

- \* **Fund Name** must = Project Title from the contract
- \* **Fund Category** = Federal (for 319 projects) or State (for CWP Projects)
- \* **Fund Type** = 319 or CWP
- \* **Agency** = MPCA
- \* **Description** = 319 Funds or CWP Funds
- \* **Fund Number** = Project ID Number from DELTA (e.g. PRJ05872)
- \* **Starting Balance** = Contracted Funding Amount