



One Watershed One Plan

Rainy River-Headwaters/Vermillion River Watershed Plan Development: Work Plan

This work plan outlines tasks for developing a comprehensive watershed management plan through the Board of Water and Soil Resources' (BWSR) One Watershed, One Plan program. The work plan is designed to reflect the One Watershed, One Plan Operating Procedures and Plan Content Requirements. Suggested start dates may not be in sequential order due to the overlapping nature of the tasks.

Grant Title: 2021 Rainy River-Headwaters/Vermillion River Watershed, One Watershed, One Plan Planning Grant

Grant ID:

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Committee Roles

To aid in guiding the planning process, the committee roles below have been outlined. Further information on committees can be found within BWSR Guidance for Committees and Getting Ready to Plan.

	<i>Steering Committee</i>	<i>Advisory Committee</i>	<i>Policy Committee</i>
Description	Responsible for the logistics of organizing plan development and meetings	Provide recommendations to the Policy Committee	Final Decision-making authority
Participants	Local government staff representatives of each primary local governments along with any hired consultants for plan development	Must include: Staff representatives from each local government and tribe, state water agencies; Should include: local representatives from other departments and local agencies, special interest groups, municipalities within the planning area	One elected or appointed board member (plus an alternate) from each participating entity that signs the 1W1P MOA.
Duties	Develop work plan; meeting schedules; advisory and policy committees developed; facilitate meetings; work closely with consultant; carry out	Work with the Steering Committee and Policy Committee to provide input to advise plan content, direction and priorities through discussions and scheduled meetings.	Participates in policy committee meetings; Participates in other committee meetings as necessary; Reviews recommendations of the advisory committee;
Responsibilities outside of meetings	Responsible for meetings, keeping the plan on schedule, working with committees, duties as relates to completing the plan, work closely with consultant	Gather information to inform the plan.	Review meeting materials; Inform respective boards about the plan; Bring forward information, concerns or needs to other committees as necessary

The One Watershed, One Plan for this area includes the Rainy River Headwaters and Vermillion River Watersheds. The watersheds were combined due to multiple reasons that include but are not limited to; similar land use, significant percentages of public land ownership, and that planning allows for a larger scale for similar interconnected watersheds. Comprehensive water plans have been adopted by each County and SWCD within this planning area. These already developed comprehensive water plans contain prioritized areas for implementation and will be used to inform the process.

The area partners: Cook County and SWCD, Koochiching County and SWCD, Lake County and SWCD, St. Louis County and North St. Louis SWCD, have committed to work plan development

and 1W1P processes via a signed Memorandum of Agreement. These partners will bring their local knowledge to the process and incorporate technical experts and local stakeholders to better inform the plan. Interested agencies and stakeholders will work together to develop a locally-driven plan for implementation by participating on the advisory committee or submitting input for the comprehensive water planning process.

Phase 1: Pre-Planning

Task 1.1: Establish and Maintain Partnership

For successful development and implementation of the plan, committees and possibly subcommittees will be established to carry out identified tasks.

The Steering Committee consists of Water Planners from each County (which could be SWCD staff) as well as additional local governmental staff that contribute expertise and knowledge necessary to complete the plan. The committee will work closely with the consultant and ensure the plan process stays focused and on schedule.

The Policy Committee is composed of one representative from each local government that has signed onto the Memorandum of Agreement to complete the 1W1P. They will set policy and provide the final approval of the plan before it is submitted to the required state agencies and then adopted by local government units.

The Advisory Committee members will be invited to participate in the planning process in an advisory capacity. Participants will be identified by the Steering and Policy Committee members. Its members will be professionals in the natural resource fields or other specialties that could inform the plan, plus local stakeholders/stakeholder groups. The Policy Committee will approve the members of the Advisory Committee. The Advisory Committee will inform the plan and make recommendations on the plan content and plan implementation to the Policy Committee.

Partnerships will be built and maintained through committee meetings and the process of completing the plan.

1W1P Policy:	Operating Procedures 2.1	
Lead:	North St. Louis SWCD	
Support:	Steering Committee, Policy Committee	
Start Date:	Start of planning process	
Completion Date:	End of Planning process	
	.1	Prepare, distribute and facilitate execution of MOA.
	.2	Establish steering committee (SWCD staff)

	.3	Establish policy committee members and by-laws
	.4	Establish advisory committee (approved by policy committee)
	.5	Coordinate all committee meetings, including preparation and maintenance of distribution lists, preparation and distribution of meeting notices and agendas, publication of required legal notices, recording of meeting notes/minutes
	.6	Membership, roles and responsibilities and expectations for participation explained for each committee
Objectives:		Membership, roles, responsibilities, and expectations for participation in committee, team, or work group explicitly described
		Broad range of stakeholder participation to ensure an integrated approach to watershed management
		Meet goals and requirements identified in statute for public and stakeholder participation for existing local water plans
Deliverables:		For all policy committee and advisory committee meetings, agendas distributed at least one week prior to each meeting and meeting minutes distributed/posted no later than one week after the meeting.
		Schedule of meetings and anticipated targets for meetings established.

Task 1.2: Develop work plan

The Steering Committee will develop a workplan and ensure the comprehensive water plan process is a collaborative effort to support partnerships, build relationships, share information, and inform partners throughout the process. The work plan will be reviewed by the Policy Committee.

1W1P Policy:	Operating Procedures 2.1	
Lead:	North St. Louis SWCD	
Support:	Steering Committee, Policy Committee	
Start Date:	4/1/2022	
Completion Date:	6/30/2022	
	.1	Fill out narrative work plan (this document), deciding who will lead on each step
	.2	Adapt the BWSR-provided timeline spreadsheet to reflect state and completion dates for tasks, including details for subtasks
	.3	Adapt the BWSR-provided budget spreadsheet for the planning process. Check in with BWSR Board Conservationist on draft budget

	.4	Submit the documents from subtasks 1-3 to BWSR Board Conservationist for review and approval
	.5	Upload work plan documents in eLINK and populate eLINK work plan
Objectives:		Committees understand, discuss, and agree on the tasks, sequencing, approximate timing and budget for the planning process.
Deliverables:		A BWSR approved work plan including word document, excel documents, and eLINK work plan

Task 1.3: Notify Plan Review Authorities and Host Public Kickoff Meeting

Prior to plan development, notification must be sent to the plan review authorities of plan initiation. A formal notification of the intent to develop a water plan is required to be sent to agency partners. Other stakeholders within the watershed will also be notified. At least one public kickoff meeting will be held to begin to engage the public in the process. The Committees will work together to determine the best way to do the meetings, virtual, in-person, a series of meetings throughout the watershed, are just a few possibilities.

1W1P Policy:	Operating Procedures 2.1 Operating Procedures 2.1	
Lead:	Lake SWCD/North St. Louis SWCD	
Support:	Cook SWCD, Steering Committee, Policy Committee	
Start Date:	4/1/2022	
Completion Date:	6/30/2022	
Subtasks:	.1	Compile a list of review authorities/ stakeholders
	.2	Write and send a formal notification of intent to prepare a watershed plan, which includes an invitation to submit priority issues and concerns to be addressed in the plan, and establishes a 60-day comment period
	.3	Implement method(s) to obtain public input determined by the steering team and approved by the policy committee (or its delegate) such as, but not limited to: web survey, workshops with specific interest groups, citizen surveys, public input meeting, etc. <i>(not required)</i>
	.4	Develop tools and handouts for public kickoff meeting(s).
	.5	Plan and carry out a public kickoff meeting, including publishing a meeting notice to meet the requirements of MN Statutes §103B.313, Subd. 3.
	.6	Record and post meeting minutes and compile input for use in plan development
Objectives:		Stakeholders are notified of the planning process and have an opportunity to provide input

Deliverables:		List of plan review authorities and stakeholders, formal notification sent.
		Public meeting held and documented
		Stakeholder input gathered and compiled. <i>(Deliverables may include surveys, meetings, and other input gathering activities.)</i>

Task 1.4: Hire Consultants

The Steering Committee with support and approval from the Policy Committee will seek to contract services for a professional plan writer to assist in developing a watershed-based plan that meets the vision of the One Watershed, One Plan. Meeting facilitation will be coordinated and led by the Steering Committee and supported by the consultant. The Fiscal Agent will hold the contract with the consultant. The consultant will not begin work until the work plan and grant are executed.

1W1P Policy:	No policy reference. This step is optional.	
Lead:	North St. Louis SWCD	
Support:	Steering Committee, Policy Committee	
Suggested Start Date:	4/1/2022	
Completion Date:	6/30/2022	
Subtasks:	.1	Determine what planning tasks will be completed “in-house” by the partners and what tasks will be contracted to entities “outside” of the partners (e.g., facilitation, plan writing, technical analysis)
	.2	Develop a scope of services for the consultant
	.3	Develop and distribute Request for Services content for professional consultant tasks (; develop qualification rating method and process
	.4	Manage the process of reviewing and ranking consultant responses according to method. If needed, interview consultants based on ranking.
	.5	Select and negotiate a contract with selected consultant(s). The Policy Committee approves the selected consultant
	.6	Fiscal Agent enters into contract with consultant and is main contact with consultant
Objectives:	Consultant(s) selected to assist with the development of the comprehensive watershed management plan	
Deliverables:	Request, selection process, negotiated contract	

Phase 2: Draft Plan

Task 2.1: Aggregate Watershed Information

The consultant will lead this portion with assistance from Steering and Advisory Committee members who will work together to aggregate watershed information reviewing local water plans, input received from review agencies and the public meeting, TMDL studies, WRAPS, and other local agency plans and data sources. Information will be reviewed for commonalities, conflicts, and gaps. The assessment and aggregation of information is not intended to be exhaustive, but rather a compilation for purposes of understanding current priorities and goals in the watershed. The information will be an integral part of meetings and discussions surrounding decisions for plan content.

1W1P Policy:	Operating Procedures 2.1	
Lead:	Consultant	
Support:	Advisory Committee and Steering Committee	
Start Date:	5/1/2022	
Completion Date:	8/31/2022	
Subtasks:	.1	Aggregate data, issues, goals, strategies, actions (e.g., existing local water plans, input received from review agencies, TMDL studies, WRAPS, and other local and agency plans)
	.2	Identify gaps in existing data
	.3	Complete an outline of what the plan will contain for use in public information/input process
Objectives:	Better watershed orientation, understanding, discussion, and prioritization (not intended to be exhaustive, but rather a compilation for the purposes of understanding current priorities and goals for the watershed)	
Deliverables:	A document (e.g., narrative/table/spreadsheet) that summarizes issues, goals, strategies, actions, and clearly identifies gaps	
	An outline of plan contents for use in the public information/input process	

Task 2.2: Write the Land Water Resources Narrative

The Steering Committee will work closely with the consultant to write the Land and Water Resources narrative. The Committee will work with the consultant to bring in information from meetings, aggregated watershed data, and other information to complete an informed plan.

1W1P Policy:	Plan Content Requirements 2.1	
Lead:	North St. Louis SWCD	
Support:	Steering Committee, Advisory Committee, Consultant	
Start Date:	6/1/2022	
Completion Date:	12/31/2022	
Subtasks:	.1	Gather maps, inventories, and data about the watershed, including information from task 1.3
	.2	Use aggregated information to create the land and water resources narrative to better inform subsequent tasks
	.3	Create other materials (e.g., presentations, posters, story maps) to communicate the story of the watershed
Outcomes:	Better watershed orientation, understanding, discussion, and prioritization	
Deliverables:	A draft land and water resources narrative	
	Other materials (e.g., presentations, posters, story maps) that summarize land and water information, to be shared with the policy committee and/or at public information meetings, including the public kickoff meeting.	

Task 2.3: Identify and Prioritize Resources and Issues

Plans must demonstrate a thorough analysis of issues, using available science and data. Prioritization is a recognition that not all identified issues can be addressed in the timeframe of a ten-year plan where some items will be addressed before others. An explanation of why certain issues are not addressed during the planning cycle will be included in the process.

Committee members will utilize a process to identify issues, set priorities and roles of the members in the process. Following 1W1P guidance, the information will be organized and summarized using technique or spatial model for mapping and prioritizing resources and grouping issues together by theme. The Committees will ensure the plan contains (per requirement of BWSR Plan Content Requirements III.C) 1) A summary of the issues and resource concerns identified from all sources for considerations in this section; 2) The steps used to consider and prioritize the identified resources and issues; 3) A list of the agreed upon priority resources and issues for the watershed and brief issues statement that describes the relevance of the issues for the planning area.

1W1P Policy	Plan Content Requirements 2.1 III.C
Lead:	Cook SWCD
Support:	Steering Committee, Advisory Committee, Policy Committee, and Consultant

Start Date:	8/1/2022	
Completion Date:	4/30/2023	
Subtasks:	.1	Determine the process(es) that will be used to complete this step.
	.2	Review, aggregate and summarize issues from existing local plans, studies, and information; feedback received from initial notifications to the plan review authorities and stakeholders; and the initial planning meeting.
	.3	Landscape Stewardship Plan development
	.4	Hold public meeting to provide input and aggregate material
	.5	Identify and draft issue statements that reflect problems or opportunities to be prioritized
	.6	Create, apply, and document in plan the method(s) used to prioritize the identified issues.
	.7	Reach understanding of, and agreement on, the watershed issues and priorities and grouped themes that will be addressed within the lifespan of the plan.
	.8	Manage policy committee agreement on the priority issues that will be addressed in the 10-year plan.
	.9	Identify priority subwatersheds where the priority issues will be addressed.
Objectives:	The planning partnership discusses and determines priorities to be addressed in the plan based on data and information as well as local values gathered through the initial input process.	
Deliverables:	A draft list of agreed upon priority issues for the watershed for the ten-year timeframe of the plan, drafted into plan.	
	Draft map(s) of priority areas for focusing implementation during the ten-year timeframe of the plan	

Task 2.4: Establish Measurable Goals

Measurable goals are used in planning to aid in ensuring implemented work is addressing resource needs. Measurable goals will be developed to address the priority issues, and can be evaluated over the ten-year life of the plan. Some goals will be watershed-wide but the majority of the goals will be at a sub-watershed scale or smaller at an area surrounding a specific issue. Goals for protection and prevention of future water management will be considered.

1W1P Policy:	Plan Content Requirements 2.1 III.D
Lead:	Lake SWCD
Support:	Advisory Committee, Steering Committee, and Consultant

Start Date:	8/1/2022	
Completion Date:	4/30/2023	
Subtasks	.1	For each issue, describe the desired future condition (aka long term goal). This goal may not be achievable during the ten year time frame of the plan.
	.2	Determine what modeling approaches or tools will be used to estimate the progress that can be made toward the long term goals in the ten year plan period.
	.3	Select indicators that will be used to describe progress toward the long term goal (complete after task 2.4.1 – selection of implementation approaches – because some indicators may be outputs, not outcomes)
	.4	Apply the approach identified in 2.4.2 to calculate the measurable goals for the 10- year plan period (complete after task 2.5.4 – implementation schedule - because you can't know how far you can get until you estimate how much you will do)
Objectives:	The planning partnership establishes a shared understanding of a desired future and a realistic estimate of how much progress can be made in the 10-year timeframe of the plan	
Deliverables	A draft of clearly stated goals that describe a desired future condition and an estimate of the pace of progress that can be achieved by implementing the actions listed in the plan	

Task 2.5: Develop a Targeted Implementation Schedule

The Targeted Implementation Schedule will provide the information needed to help direct work to accomplish the issues and goals of the plan. The schedule has targeted activities that are also associated with measurable outcomes.

Targeting will look at priority issues and goals and will prioritize these with cost-effective, targeted, and measurable actions necessary to achieve the goals. The actions that will be included in the plan are in consideration of available technical skills and capabilities, knowledge of landowner willingness, funding resources available and implementation items or projects from existing local water plans and information, and the from the WRAPS document. These actions are entered into a schedule, supported by descriptions within the plan of overarching programs.

The Committees will need to ensure the six requirements from Plan Content Requirements III.E. from the 1w1p plan content requirements 2.1.0 are incorporated into the schedule. The schedule can be a table and/or a narrative form.

1W1P Policy:	Plan Content Requirements 2.1 III.E	
Lead:	Cook SWCD	
Support:	Steering Committee, Advisory Committee, and Consultant	
Start Date:	9/1/2022	
Completion Date:	4/30/2023	
Subtasks:	.1	Determine the types of actions that will be most cost effective and yield the greatest natural resource benefits given the priority issues for the plan.
	.2	Identify approach/es (model, tool etc.) that will be used to target implementation practices to the most important areas.
	.3	Estimate the amount of funding that will be available to the partnership based on current expenditures in the watershed and anticipated grants
	.4	Provide cost estimates to actions within the implementation table
	.5	Brief description of each action
	.6	Location targeting where the action will take place
	.7	Create an implementation schedule that describes local water management activities, assigns responsibilities, and identifies a timeframe for implementation over the 10-year plan period.
Objectives:	The planning partnership discusses the most appropriate, cost effective, multiple-benefit implementation actions to address the plan goals, estimates a realistic level of implementation based on anticipated future funds, and commits to contributing local resources (time, money, equipment, etc.) to implementing the plan.	
Deliverables:	Draft implementation schedule with targeted and measurable actions and capital improvements. Schedule includes a description of each action/project, location, responsibility, cost, schedule, potential funding sources of the action, and how the outcomes of the action will be measured.	

Task 2.6: Describe Implementation Programs

To support implementing activities within the implementation schedule, implementation programs may be necessary. The section will identify implementation programs to aid landowners and resource specialists implementing projects.

1W1P Policy:	Plan Content Requirements 2.1 III.F
Lead:	Lake SWCD

Support:	Steering Committee, Advisory Committee, Consultant, and Policy Committee	
Start Date:	9/1/2022	
Completion Date:	4/30/2023	
Subtasks:	.1	Compile information about existing implementation programs from each partnership. Identify commonalities, gaps, and opportunities to collaborate.
	.2	Describe the various implementation programs (cost share, regulatory, capital improvements, operations, data collection, public participation) that will be needed to achieve the plan goals and carry out the actions described in the previous sections.
	.3	Describe who will carry out the programs and incorporate appropriate elements into the targeted implementation schedule if applicable. (partners may want to list new programs as part of the targeted implementation program, while ongoing programs being done by individual partners may not be priorities for the watershed planning partnership).
	.4	Identify responsibilities and responsible parties of operation and maintenance of the programs, regulation and enforcement of programs, and data collection and monitoring within the plan and programs
	.5	Describe approaches to public participation and engagement for implementing the plan. Include an analysis for the need for public participation and engagement in meeting the plan goals.
Objectives:	The partnership thoughtfully discusses what kinds of programs will be most effective and appropriate for the watershed. Ideally, discussions result in a commitment to develop and carry out programs as a watershed partnership.	
Deliverables:	A draft description of implementation programs that will be carried out by the partnership and/or its members.	

Task 2.7: Determine Plan Administration and Coordination

Partners will work together to decide what organizational structure will be best to administer the various programs within the plan and how the partnership will carry out the plan. Roles and responsibilities of the different committees and how services will be coordinated and shared.

1W1P Policy:	Plan Content Requirements 2.1 III.G; Operating Procedures 2.1 IV.B.3
Lead:	North St. Louis SWCD

Support:	Policy Committee, Steering Committee, and Advisory Committee	
Start Date:	1/1/2023 – on going conversation in planning with more concrete discussions taking place as plan is finalized	
Completion Date:	3/31/2023	
Subtasks:	.1	Develop a plan for administration and coordination, including laying out a range of options for implementation agreements
	.2	Draft any required formal agreement documents (e.g. joint powers agreement), if necessary
	.3	Manage review of formal agreements by MCIT and/or local legal counsel
	.4	Determine how the funding mechanism might work between the partnerships.
Objectives:	The planning partnership discusses and agrees to the most appropriate organizational structure to fit their needs and to implement the plan.	
Deliverables:	Draft formal agreement documents, including identification of fiscal agent if appropriate and sub-agreements needed to carry out partnership programs described in the plan.	

Task 2.8: Write Plan and Final Draft Review

Drafted sections will be compiled into a final draft that will be submitted for review by partners.

1W1P Policy:	Plan Content Requirements 2.1 III.A Operating Procedures 2.1 IV.B	
Lead:	Steering Committee and Consultant	
Support:	Advisory Committee and Policy Committee	
Suggested Start Date:	2/1/2023	
Completion Date:	5/31/2023	
Subtasks:	.1	Compile drafted sections of the plan; review drafts to ensure they meet all plan content requirements
	.2	Write an executive summary
	.3	Manage <i>internal</i> review among watershed partner entities, committee members (internal review may be continuous as plan sections are drafted.)
	.4	Prepare final draft for formal review
	.5	Manage policy committee approval of final draft for formal review

Objectives:	Planning partnership has the opportunity to view all draft sections of the plan together as one document and to have internal discussions about any unresolved items prior to the formal review process.
Deliverables:	Final plan draft prepared for informal and formal review.

Phase 3: Plan review and submission

Task 3.1: Conduct Formal Review

The Steering Committee will follow the necessary steps to submit the plan for a formal review from agency partners. Stakeholders outside of the required list for formal review will also have an opportunity for review and comment; a process for doing so will be developed. The Committees will address comments from the review process and respond accordingly.

1W1P Policy:	Operating Procedures 2.1 IV. C	
Lead:	North St. Louis SWCD	
Support:	Steering Committee, Policy Committee, Advisory Committee, and Consultant	
Start Date:	6/1/2023	
Completion Date:	9/30/2023	
Subtasks:	.1	Submit plan to plan review authorities for 60-day formal review; submit draft electronically (<i>or</i>) submit paper copies if requested; provide website copy of draft for review
	.2	Develop and provide process for stakeholder comments
	.3	Write responses to comments received during 60-day review
	.4	Incorporate changes suggested during the comment period into the draft plan
	.5	Schedule one or more hearing date(s) and location(s); send notice(s) with agenda
	.6	Provide the responses to comment to BWSR, other state review agencies, and anyone who provided comments 10 days before the public hearing. BWSR will post the responses to comments on the BWSR website.
	.7	Policy committee members: Attend, conduct, and present plan and review comments summary at hearing
	.8	Post hearing minutes in a public location (e.g., web page)

Objectives:		Provide the opportunity for any stakeholders to review the draft plan and comment on the draft plan, in writing and in a public setting. Ideally, the advisory committee represented key stakeholders throughout the process so that formal comments on the plan do not result in the need to make major changes at this point in the process.
Deliverables:		Draft plan reviewed by review authorities and/or local governments. Comments received and compiled. Comment summary and responses made available as required.
		Plan review process administered as outlined in the memorandum of agreement as well as statute and rule.
		Meeting minutes documenting the public hearing

Task 3.2: Write Final Plan and Submit to BWSR

The Steering and Policy Committees will work with the Consultant to address the comments following the review process and incorporate new information into the plan as necessary.

1W1P Policy:	Operating Procedures 2.1 IV. C and D	
Lead:	Steering Committee and Consultant	
Support:	Policy Committee	
Start Date:	10/1/2023	
Completion Date:	2/28/2024	
Subtasks:	.1	Make final plan revisions
	.2	If required by the memorandum of agreement, support the approval of plan by each local government participant
	.3	Manage policy committee approval of final plan for BWSR review
	.4	Submit the final plan, revised responses to comments, and the changes incorporated as a result of the review process to BWSR
	.5	Attend and make presentations at BWSR regional committee, board meeting, and other meetings as required to support BWSR plan review
	.6	If needed, manage appeals and dispute of plan decision (following existing authorities and procedures of BWSR Board).
Objectives:		The input gathered during the plan review process results in improvements to the plan or dialogue explaining why input was not incorporated.
		The partnership has the opportunity to present their plan to the BWSR Board and make the case for approval of the plan.

Deliverables:		Final plan draft prepared for final review and approval.
		Board approves or disapproves a plan based on determination of compliance with plan content and operating procedures.

Task 3.3: Adopt Plan Locally

Local adoption of the plan is required within 120 days of BWSR Board approval. The section is part of the workplan as a reminder and to follow guidelines for adopting the plan locally. All required documentation for adoption will be kept on file with the Fiscal Agent. The Fiscal Agent will be required to submit all required information to BWSR.

1W1P Policy:	Operating Procedures 2.1 IV.E	
Lead:	North St. Louis SWCD	
Support:	Steering Committee and Partner Agencies	
Completion Date:	6/30/2024	
Subtasks:	.1	Support the final plan adoption by the local plan authorities within 120 days of BWSR Board approval by presenting the plan to individual local governments and preparing resolutions and other materials necessary for the process
	.2	Send copies of resolutions to adopt the plan to BWSR in order to be eligible for grants for plan implementation
Objectives:	Local governments in the partnership signal their intent and commitment to implementing the plan by adopting it as their local plan for the part of their jurisdiction that lies in the planning boundary.	
Deliverables:	Plan adopted for implementation by all participating local units of government	

Task 3.4: Grant Reporting

The Fiscal Agent is responsible for maintaining financial records or revenues and expenditures in accordance with BWSR policies. The Fiscal Agent will work with partners to ensure all procedures are in accordance with BWSR policies. Steering committee members will assist in ensuring requirements are fulfilled.

1W1P Policy:	Operating Procedures 2.1 Grants Administration Manual
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Lead:	North St. Louis SWCD	
Support:	Cook and Lake County SWCDs	
Completion Date:	Annual: February 1 st (during grant) Post-grant: when plan is completed and grant agreement requirements are fulfilled	
Subtasks:	.1	Submit required grant reports in eLINK
	.2	Prepare and submit audit as required by MOA
	.3	Provide periodic reports to policy committee
	.4	Submit final grant report in eLINK and other formats as required
Objectives:	BWSR and local governments fulfill responsibilities associated with accountability for state funds, consistent with state grant policy, rule, and statute.	
Deliverables:	Documented progress towards work plan tasks; grant agreement requirements met	