



Biennial Budget Request Guidance

BBR Activity Categories

March 17, 2014

Activity categories in the Biennial Budget Request (BBR) are similar to the categories used in eLINK. These categories will be used to summarize and create reports of the data collected--choose the category that *best* fits the activities proposed in the BBR, recognizing some overlap between categories. The units below apply as indicated in columns "J" – "Estimated Number of BMPs" and "K" – "Estimated Number of FTEs" in the BBR spreadsheet. Numbers in this column are expected to be best estimates (not exact) to provide context for the budget and allow for consistent summarization of data. For estimating purposes, a full-time position is 2,088 hours. A "Full-Time Equivalent" (FTE) is the total number of hours dedicated to the activity annually divided by 2,088. For example: An FTE of 1.0 means that the person is equivalent to a full-time position; an FTE of 0.5 indicates that the position is only half-time (1,044 hours); two full-time positions working on an activity would be 2.0 FTE (4,176 hours).

Category	Units	Description
Natural Resources Block Grant	Estimated FTEs or Count of practices	Staff time for local implementation of programs supported by the grants that make up the Natural Resources Block Grant. Subsurface Treatment System, Shoreland, Feedlot, Wetland Conservation Act and Comprehensive Local Water Management Plan.
Cost Share Program	Estimated FTEs or Count of practices	Soil and Water Conservation District financial assistance to land occupiers and technical staff time needed to install conservation practices as outlined in M.S. 103C.501
Conservation Delivery	Not applicable/leave blank	Funds provided to Soil and Water Conservation Districts, a subunit of state government, for the administration and delivery of local conservation activities including those under M.S. 103C.501.
Administration and Coordination	Estimated FTEs	Category reflects staff time associated with grant management and reporting of grants if not included in the overall budget number.
Agricultural Practices – Sheet and Rill	Count of practices	For constructed practices primarily associated with agriculture, notwithstanding practices associated with conservation drainage or practices specifically covered in another category. Includes riparian buffers, filter strips, conservation tillage and residue management, cover crops, soil health management practices, etc.
Agricultural Practices – Gully and Ravine	Count of practices	For constructed practices primarily associated with agriculture, notwithstanding practices associated with conservation drainage or practices specifically covered in another category. Includes basins and ponds constructed to collect and store debris or sediment and detain water, terraces, waterways, diversions, grade stabilization, gully head control and drop structures, etc.
Conservation Drainage	Count of practices	For constructed practices. The process of managing water discharges from surface and/or subsurface agricultural drainage systems.
Conservation Easements	Count of easements	For development and implementation of conservation easements.

Category	Units	Description
Education and Information	Estimated FTEs	Development and implementation of environmental education activities and programs such as workshops, clinics, publications, websites, presentations, fairs, etc. For Nonpoint Engineering Assistance Program grants, category may reflect training and related information provided to Technical Service Area members and partners.
Forestry Practices	Count of practices	For constructed practices. Establishment or improvement of long-term forestry practices to improve or protect water quality or control soil erosion.
Groundwater	Count of wells sealed	For constructed practices. The sealing and permanent closure of a water well no longer in use.
Inventory and Mapping	Estimated FTEs - include scope of inventories in description	Inventories and mapping of water-related data such as wetland, potential contaminant sources, subsurface sewage treatment systems, drainage systems, and feedlot registrations, as well as keeping these inventories and maps up-to-date.
Livestock Waste Management	Count of feedlots treated (lump individual practices)	For constructed practices. The application of practices to improve water quality associated with feedlots and livestock wastewater and runoff.
Monitoring and Data Collection	Estimated FTEs	Surface and groundwater monitoring and data collection activities, including database updates.
Non-Structural Management Practices	Not applicable/leave blank	Use for activities or practices that are not planning and are non-structural in nature. Examples include nutrient management; prescribed grazing; soil health initiatives, phytase feed; street sweeping; and source reduction of chloride such as equipment upgrades, pre-wetting, chloride storage and maintenance. Also included are habitat management and improvement activities (e.g. vegetation management, invasive species control, etc.).
Planning and Assessment	Estimated FTEs	Development of specific plans or special studies, such as nutrient management plans, farm planning/certification, LIDAR analysis, subwatershed assessment, and feedlot inspection and compliance plans.
Project Development	Estimated FTEs	Project support activities which will directly support or supplement the goals and outcomes of the work plan such as civic engagement; public outreach; initial contacts, actions, and activities with landowners and/or partners; preliminary information gathering, conservation marketing, or other activities.
Regulations, Ordinances, and Enforcement	Estimated FTEs	Development, writing, adoption, and implementation of regulations and/or ordinances.
Streambank or Shoreland Protection	Count of practices	For constructed practices. Using vegetation or structures to stabilize and protect banks and beds of streams, lakes, estuaries, or excavated channels against scour or erosion.
Subsurface Sewage Treatment Systems	Count of individual improvements or replacements	For constructed practices. Projects to improve or replace SSTS systems.

Category	Units	Description
Stormwater Practices - Distributed	Count of practices	For constructed practices primarily associated with development and redevelopment in urban, suburban and rural areas and not specifically covered in another category. Includes <i>distributed</i> structure(s) constructed to accept and treat stormwater runoff generally associated with urban areas or development. Examples include bioretention, biofiltration, tree trenches, permeable surfaces, amended soils specifically for stormwater management, sediment basins, grade stabilization, diversions, etc. to treat stormwater through the installation of multiple small-scale practices.
Supplies and Equipment	Not applicable/does not apply	For grants where specifically allowed (generally Nonpoint Engineering Assistance Program or NPEA), category reflects acquisition of equipment, hardware, software, or supplies.
Technical and Engineering Assistance	Estimated FTEs	For grants where specifically allowed, select the category for activities associated with technical site assessment, surveys, preliminary analysis and design, final design, construction supervision, installation, inspection, and completion of projects.
Technical Service Area	Estimated FTEs	For this specific Technical Service Area (TSA) grant, select the category for activities associated with technical site assessment, surveys, preliminary analysis and design, final design, construction supervision, installation, inspection, and completion of projects that are completed with TSA program grants.
Urban Stormwater Practices - Regional	Count of practices	For constructed practices primarily associated with development and redevelopment in urban areas and not specifically covered in another category. Includes structure(s) constructed to <i>regionally</i> accept and treat stormwater runoff generally associated with urban areas or development. Examples include sediment basins, grade stabilization, diversions, etc. installed to regionally treat stormwater.
Urban Stormwater Practices - Reuse	Count of practices	For constructed practices primarily associated with water reuse.
Wetland Restoration and Creation	Count of wetlands restored or created	For constructed practices. The reestablishment of wetland functions.
Wind Erosion	Count of practices	For constructed practices such as field windbreaks and shelterbelts. Linear plantings of single or multiple rows of trees or shrubs or sets of linear plantings. Could also include cover crops and other soil health initiatives.