

Memo

Date: 3/4/2026

To: BWSR Grantee Main Contacts and Day to Day Contacts

From: James Adkinson, BWSR Grants Coordinator and Adam Beilke, BWSR Land & Water Programs Supervisor

RE: Guidance for meeting website contact information requirement

Effective July 1, 2025, [Laws of Minnesota 2025, chapter 39, section 40](#), and the Minnesota Office of Grants Management requires that state grant agreements include the following clause:

The Grantee must clearly post on the grantee's website the names of, and contact information for, the grantee organization's leadership and employee or other person(s) who directly manages and oversees the grant for the grantee.

This clause is included in BWSR grant agreements awarded and executed on and after July 1, 2025. It does not impact grants awarded and executed before July 1, 2025.

The following guidance is intended to assist grantees meet this new requirement.

Some examples of how grantees might meet this requirement include, but are not limited to:

- Add the name of the grants (and/or grant programs) to an existing staff contact page (ex. John Doe – main contact for all Buffer Law, Programs & Operations, Soil Health Delivery, Soil Health Practices, Soil Health Staffing, and Watershed Based Implementation grants);
- make a page for all grants (and/or grant programs) and list their contact information;
- add the name and contact information for a grant (and/or grant program) to an existing webpage that mentions the work of the grant and/or grant program.

“Contact information” means a telephone number, an email address, or a business address. It must be accurate and up to date by either individual grant and/or by grant program. It should be clear which grant and/or grant program correlates to the contact listed on the same page.

An email address to a shared email inbox is acceptable, if one could reasonably expect to get in touch with the employee or other person who directly manages and oversees the grant (and/or grant program) on behalf of the grantee.

Contact information for the grantee's leadership does not need to correlate to grants and/or grant programs and only needs to be listed on the website once. For example, leadership contact information on a staff contact page or organization leadership page is sufficient. “Leadership” refers to the individual(s) responsible for leading and managing the grantee organization's grant-related activities, including overseeing project implementation,

financial management, reporting, and compliance with grant requirements. Depending on the grantee organization, this may be a board or council of elected or appointed officials, an Executive Director or CEO, a Department Chair or Director, or a Project Director. For most grantees, leadership will be represented as the official signatory on the grant agreement.

BWSR will check to ensure grantees meet this requirement.

If the grantee does not have a website, the requirement to post names and contact information on the grantee's website is not applicable.

Definitions

Contact information: The grant contact person's name; their telephone number, or email address, or business address.

Grant contact person: Employee or other person(s) who directly manages and oversees the grant (and/or grant program).

Grant program: The umbrella name under which multiple fiscal years of the same grants fall. For example, the top of a BWSR grant agreement lists each grant program name and that grant program name is generally the same from year to year, grant to grant.

Leadership: The individual(s) responsible for leading and managing the grantee organization's grant-related activities, including overseeing project implementation, financial management, reporting, and compliance with grant requirements. Depending on the grantee organization, this may be a board or council of elected or appointed officials, an Executive Director or CEO, a Department Chair or Director, or a Project Director. For most grantees, leadership will be represented as the official signatory on the grant agreement.

Contact

Please direct questions to your Grant Manager/Board Conservationist.