

**2023-2025 Focus Area Action Plan (FAAP)**

**and Reporting Form**

***General Instructions:***

* *All SWCDs with a Focus Area (new or continuing) need to submit a Focus Area Action Plan (FAAP), using this form, with the 2023-2025 Capacity Grant Application and also each quarter in 2023-2025 for reporting purposes.*
* *Complete all sections, except: new Focus Areas fill in Tables 7 and 8 after the 2023 assessment is completed; all Focus Areas fill in Table 9 at end of biennium (or sooner if Focus Area closes).*
* *Do not delete or modify instructions or tables, except as noted.*
* *Discuss options and alternatives with your ODA Regional Water Quality Specialist (RWQS), including how to use the FAAP for Focus Areas that open or close mid-biennium.*
* *Examples of responses, plus additional instructions and guidelines, can be found in the “FAAP Examples” document. You may copy and paste anything that fits your Focus Area approach.*
* \*The term ‘landowner’ used throughout this document includes owners, managers, and/or stewards of agricultural land.

## **I. Introduction**

## **A. Focus Area Overview and Details**

**Table 1: Focus Area Overview and Details** *Fill in all of the information requested.*

|  |  |
| --- | --- |
| Focus Area Overview: | |
| Name of Soil and Water Conservation District |  |
| Name of Ag Water Quality Management Area |  |
| Name of Focus Area |  |
| HUC Name(s) from WBD1 |  |
| HUC Number(s) from WBD1 |  |
| New Focus Area or continued from 2021-2023 |  |
| Percent of Scope of Work (SOW) funds allocated to this Focus Area |  |
| Focus Area Details: | |
| Size of Focus Area (acres or square miles) |  |
| Percent of Focus Area in agricultural use (do not include grazing on federal lands) |  |
| Primary types of agriculture in Focus Area |  |
| Is Focus Area boundary same as boundary of HUC(s) listed above? (Yes or No; if No, clearly describe Focus Area boundary and show on map) |  |
| Other (optional) |  |

1. WBD = USGS Watershed Boundary Dataset (<http://nhd.usgs.gov>)

## **B. Map of Focus Area**

***Instructions:*** *Insert or paste (as jpg, tif, png, etc.) a map here, that includes the scale, HUC boundary(ies), HUC number(s), perennial streams, and Focus Area boundary (if different from HUC boundary). If conducting WQ monitoring in the Focus Area (Section IV-C), include monitoring locations and site IDs.*

## **C. Basis for Selection of Focus Area**

***Instructions:*** *Describe how and why this Focus Area was chosen. Considerations when choosing a Focus Area include: need for agricultural water quality or streamside vegetation improvement, input from Local Advisory Committee, agriculture landowner interest, alignment with other partners’ priorities and funding, etc.*

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## **D. Water Quality Parameters of Concern and Implementation Approach**

***Instructions:*** *Fill in Table 2 to provide the following information (leave unused boxes blank):*

* *Column 1. Type an “X” in the box(es) for the primary water quality (WQ) parameter(s) of concern that are (or may be) related to agriculture.*
* *Column 2. Type an “X” in the box(es) that describe the source(s) of information for each WQ parameter of concern (TMDL, 303(d) List); and/or describe any instream WQ data or land condition data.*
* *Column 3. Describe the planned implementation approach (type of projects to assist agriculture landowners with) that will be used to address the primary agricultural WQ parameter(s) of concern.*

**Table 2: Primary Water Quality Parameters of Concern in Focus Area**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Primary Agricultural WQ Parameters of  Concern 1. | | 2. Source of Information for WQ Concern | | | 3. Type of Project(s) Planned to Address WQ Concern(s) |
| TMDL | 303(d) List | Instream WQ or Land Condition Data (Describe) |
| Stream  Temperature |  |  |  |  |  |
| Bacteria |  |  |  |  |  |
| Sediment |  |  |  |  |  |
| Dissolved Oxygen |  |  |  |  |  |
| Nutrients  (N & P) |  |  |  |  |  |
| Pesticides  or Toxics |  |  |  |  |  |
| Other: |  |  |  |  |  |

# II. Implementation Planning and Reporting (Inputs and Outputs)

**A. Focus Area Quarterly Planning and Reporting (Narrative)**

***Instructions:*** *Use Table 3 to describe planned and actual Focus Area activities, including:*

* *Assess initial conditions and set a short-term milestone and a longer-term measurable objective (see Tables 7 and 8).*
* *Engage agriculture landowners and provide technical assistance.*
* *Plan, obtain funding, and implement on-the-ground projects with local partners.*
* *Re-assess conditions at the end of the biennium (results are reported in Table 7).*
* *Evaluate progress using adaptive management: during biennial review of Agricultural Water Quality Management Area Plan (Area Plan) and in Table 9.*

*Note: Water quality monitoring, if used in the Focus Area, is reported in Section IV-C of the FAAP.*

**Table 3: Focus Area Planning and Quarterly Reporting**

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| Describe planned SWCD activities for 2023-2025, including the key Focus Area steps (listed above) and any specific time frames: |

Report quarterly Focus Area activities:

Quarter 1 Reporting Narrative

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Quarter 2 Reporting Narrative

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Quarter 3 Reporting Narrative

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Quarter 4 Reporting Narrative

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Quarter 5 Reporting Narrative

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Quarter 6 Reporting Narrative

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Quarter 7 Reporting Narrative

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Quarter 8 Reporting Narrative

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**B. Focus Area Quarterly Implementation Summary**

***Instructions:*** *Each quarter, report agriculture landowner engagement and technical assistance activities. See “SOW Instructions” document for detailed descriptions of the data requested in Tables 4A, 4B, and 5.*

**Table 4A: Focus Area Agriculture Landowner Engagement (Inputs)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Focus Area Ag Landowner Engagement Summary Data** by Quarter # | Management Area | # of events that actively engage agricultural landowners in AgWQ (workshops, demonstrations, tours) | # of agricultural landowners participating in active events | # of agricultural landowners provided with brochures / fact sheets / mailings, etc. |
| Q1 |  |  |  |  |
| Q2 |  |  |  |  |
| Q3 |  |  |  |  |
| Q4 |  |  |  |  |
| Q5 |  |  |  |  |
| Q6 |  |  |  |  |
| Q7 |  |  |  |  |
| Q8 |  |  |  |  |

**Table 4B: Focus Area Technical Assistance for Agricultural Landowners (Inputs)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Focus Area Landowner Technical Assistance Summary Data by Quarter # | Management Area | # of ag LO provided with one-on-one TA (e.g., phone, walk-in, booth, email, event, or site visit) | # of on-site TA visits | # of fund applications submitted for ag LO projects | # of fund applications awarded for ag LO projects | # of conser-vation plans written | # of acres in conservation plans that were written |
| Q1 |  |  |  |  |  |  |  |
| Q2 |  |  |  |  |  |  |  |
| Q3 |  |  |  |  |  |  |  |
| Q4 |  |  |  |  |  |  |  |
| Q5 |  |  |  |  |  |  |  |
| Q6 |  |  |  |  |  |  |  |
| Q7 |  |  |  |  |  |  |  |
| Q8 |  |  |  |  |  |  |  |

**Table 5: Ag Water Quality On-the-Ground Practices Implemented in the Focus Area (Outputs)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Quarter  # | 12-Digit  HUC # | NRCS  Practice  Code | NRCS  Practice  Name | NRCS  Unit  (acres,  feet, #) | # Imple-mented | Riparian (R) or Upland (U), and notes | Funding Source(s):  (e.g., OWEB, CREP, EQIP, etc.) |
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*Add more lines when needed.*

# III. Assessment Method (Tracking Short-Term Outcomes)

***Instructions:*** *Use Table 6 to describe the method you will use to assess conditions related to the water quality parameter of concern (or its surrogate). The Focus Area assessment method needs to quantify initial conditions (pre-assessment), and track improved conditions that result from project implementation (re-assessment at milestone year, and post-assessment when Focus Area closes). Report assessment results in Section IV, Table 7.*

* *Table 6 describes the ODA Streamside Vegetation Assessment (SVA) method, which is used by the majority of SWCDs:*
  + *If you need training or assistance with the SVA, contact your ODA RWQS.*
  + *If you are using a different assessment method, replace the SVA language (right column) with equivalent information for your method.*
* *One assessment method is sufficient; more than one is optional. If a second assessment method is used, copy and paste Table 6 to add the second method. Name the tables 6A and 6B, and adjust Tables 7 and 8 so that you have Tables 7A, 7B, 8A, and 8B.*
* *For all assessment methods:*
  + *Record classes based on where conditions occur, not based on an average across an entire property or tax lot.*
  + *Ground-truth the pre-assessment from public vantage points before reporting results in Table 7.*
* *See “FAAP Examples” document for examples of other assessment methods, plus additional guidance for methods that assess stream-related features (e.g., streamside vegetation or streambank erosion).*

**Table 6: Assessment Method** *Note: SVA method is described here. Replace info in this column*

*with appropriate responses if another assessment method is used.*

|  |  |
| --- | --- |
| **Parameter (or Surrogate) to Assess**  *Name of water quality parameter (surrogate in parentheses)* | Temperature (streamside vegetation) |
| **Name of Method**  *Provide name of method, if it is formally named* | ODA Streamside Vegetation Assessment (SVA) |
| **Overview of Method**  *Describe general method* | Streamside vegetation condition will be assessed as a surrogate for stream temperature, using the SVA and associated User’s Guide |
| **Assessment Area**  *Options include: (1) streamside area (include width if specified in method), (2) cropland, pasture, or other ag uplands, or (3) other (describe)* | Perennial NHD\* streams, and associated instream ponds, plus 35 feet outward from both streambanks  \* U.S. Geological Survey’s National Hydrography Dataset ([www.usgs.gov/core-science-systems/ngp/national-hydrography/national-hydrography-dataset](http://www.usgs.gov/core-science-systems/ngp/national-hydrography/national-hydrography-dataset)) |
| **Metric (Units Measured)**  *Options include: (1) stream or streambank miles, (2) acres, or (3) other (describe)* | Total acres in each Map Category (ODA converts results into stream miles) |
| **Pre-Assessment Method**  *Describe details of remote and field methods used to document initial conditions* | Initial pre-assessment (“Cond\_21” GIS layer):   * Digitize correct location of streams and associated instream ponds * Map streamside features as polygons, based on satellite imagery * Ground-truth polygons from public vantage points and update as needed   Final pre-assessment (“Cond\_21” field in ArcGIS):   * Update “Cond\_21” polygons based on actual conditions observed and recorded during landowner site visits |
| **Re-Assessment and Post-Assessment Method**  *Describe details of remote and field methods used to document final conditions; options include (1) repeat pre-assessment method or (2) update the classes from the pre-assessment* | Re-assessment or post-assessment (“Cond\_23” or other date GIS layer):   * Make a copy of the “Cond\_21” GIS layer, and name it “Cond\_23” (or milestone year) * Update polygons based on projects implemented (for example, change Bare Ag to Shrub, where trees and shrubs have been planted) * Contact ODA for assistance with file management   Notes:   * Re-assessment is done at milestone year * Post-assessment is done when Focus Area closes |
| **Assessment Classes or Categories**  *List and define the classes or categories you will use to classify and record conditions* | 11 SVA Map Categories (See SVA User’s Guide for detailed descriptions and examples): Ag Infrastructure, Bare, Bare Ag, Grass, Grass Ag, Not Ag, Shrub, Shrub Ag, Tree, Tree Ag, Water |

# IV. Outcomes, Measurable Objectives, and Adaptive Management

**A. Short-Term Outcomes: Focus Area Assessment Results**

***Instructions for All Assessment Methods:***

* *Use Table 7 to report the results, based on the classes (or categories) and units that are described in the assessment method in Table 6:*
  + *“2023: Conditions at Beginning of Biennium”:*
    - *Continuing Focus Areas - fill in when final Q8 assessment results are available from 2219-2023.*
    - *New Focus Areas - fill in when new 2023 assessment is completed.*
    - *Update 2023 results if 2023 assessment has been revised.*
  + *“20\_\_: Conditions to Achieve at Next Milestone”:*
    - *Work with your ODA RWQS to fill in the milestone information in Tables 7 and 8.*
    - *The milestone year should be 2-5 years in the future. It can align with the end of the 2023-2025 biennium, with the next revision of the Area Plan, or other (e.g., timeline with external funding source).*
  + *“20\_\_: Actual Conditions at Milestone Year”:*
    - *Reassess conditions and fill in results at the milestone year.*
    - *Then fill in the final portion of Table 8 (was milestone achieved?).*
* *You may delete the version of Table 7 (and associated instructions) that you are not using.*
* *If you have more than one assessment method, use Table 7A, Table 7B, etc.*

***Instructions for Reporting Streamside Vegetation Assessment (SVA) Results:***

* *Report results in acres, with two decimal places.*
* *Report 0.00 (zero) for Map Categories not present in the Focus Area.*
* *Calculate Total Ag Acres Assessed = Total minus Not Ag.*
* *Relationship between Table 7 and SVA ArcGIS files:* 
  + *“2023: Conditions at Beginning of Biennium” = numbers from “Cond\_23” GIS layer.*
  + *“20\_\_: Actual Conditions at Milestone Year” = numbers from “Cond\_25” (or other year) GIS layer.*
  + *Contact Your RWQS assistance with the SVA.*

**Table 7: Streamside Vegetation Assessment (SVA) Results – In Acres**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SVA**  **Map Category**  **(Alphabetical)** | **2023: Conditions at Beginning of Biennium\*** | **20\_\_: Conditions to Achieve at Next Milestone** | **20\_\_: Actual Conditions at**  **Milestone Year** | **Reason for Change** |
| Ag Infrastructure |  |  |  |  |
| Bare |  |  |  |  |
| Bare Ag |  |  |  |  |
| Grass |  |  |  |  |
| Grass Ag |  |  |  |  |
| Not Ag |  |  |  |  |
| Shrub |  |  |  |  |
| Shrub Ag |  |  |  |  |
| Tree |  |  |  |  |
| Tree Ag |  |  |  |  |
| Water |  |  |  |  |
| **Total Acres** |  |  |  |  |
| **Total Ag Acres Assessed**  **(= Total Minus Not Ag)** |  |  |  |  |

\* Check this box if you have updated the 2023 assessment results based on actual conditions observed during site visits with landowners (double-click the box, then select “Checked”, then “OK”)

***Instructions for Reporting Results from Class I, II, III, IV Methods:***

* *Report results in acres, stream miles, or streambank miles (specify which, below), with at least one decimal place.*
* *Report 0.0 (zero) for classes not present in the Focus Area.*
* *Calculate Total Ag Area Assessed = Total minus Not Ag.*
* *For other assessment methods, work with your ODA RWQS to revise Table 7 as needed.*

**Table 7: Class I, II, III, IV Results in \_\_\_\_\_\_** *(fill in units used)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Class** | **2023: Conditions at Beginning of Biennium\*** | **20\_\_: Conditions to Achieve at Next Milestone** | **20\_\_: Actual Conditions at Milestone Year** | **Reason for Change** |
| I |  |  |  |  |
| II |  |  |  |  |
| III |  |  |  |  |
| IV (Not Ag) |  |  |  |  |
| **Total (I-IV)** |  |  |  |  |
| **Total Ag Area Assessed**  **(= Total minus Not Ag)** |  |  |  |  |

\* Check this box if you have updated the 2023 assessment results based on actual conditions observed during site visits with landowners (double-click the box, then select “Checked”, then “OK”)

## **B. Milestone and Measurable Objective for Focus Area Assessment Results**

***Background:*** *The Ag WQ Program is working with SWCDs and Local Advisory Committees to develop milestones and measurable objectives, to facilitate long-term planning and reporting in Focus Areas. The assessment results, milestone, and measurable objective are also reported in the Area Plan.*

***Instructions:*** *Develop a Focus Area milestone of progress to achieve toward a longer-term measurable objective. The milestone and measurable objective are based on initial conditions, the size and scope of the Focus Area, and anticipated resources available to the SWCD and other local partners. The milestone and measurable objective are written to increase the amount and percent of desired conditions (or decrease the amount and percent of undesired conditions), using assessment classes or categories. Work with your ODA RWQS to fill in Table 8 (the ODA RWQS has a spreadsheet to do the calculations). If you have more than one assessment method, use Table 8A, Table 8B, etc.*

**Table 8: Focus Area Milestone and Measurable Objective (How Much Short- and Long-Term Progress Can You Achieve?)**

|  |  |
| --- | --- |
| ***Fill in rows A through J when 2023 assessment results are available in Table 7:*** | ***Response:*** |
| A. Assessment class(es) that will be used to show progress (include “Increase” or “Decrease”): |  |
| Conditions in 2023:  B. Amount (with units):  C. Percent of total ag area assessed: | % |
| Long-term measurable objective:  D. Year (how long do you hope to work in this FA?):  E. Long-term amount to achieve (with units):  F. Long-term percent to achieve: | 20\_\_  % |
| First milestone toward long-term measurable objective:  G. Milestone year (e.g., end of 2023-2025 biennium, next revision of Area Plan, or other; 2-5 years in future):  H. Amount to achieve (with units):  J. Percent to achieve: | 20\_\_  % |
| ***Fill in rows K-N at the end of the 2023-2025 biennium:*** |  |
| K. Is milestone year during 2023-2025 biennium? (Yes or No)  If Yes, fill in rows L, M, and N  If No, leave rows L and M blank; row N is N/A |  |
| Actual conditions at end of 2023-2025 biennium:  L. Amount with units:  M. Percent: | % |
| N. Was the milestone achieved? (Yes, No, or N/A) |  |

**C. Long-Term Outcomes: Water Quality Monitoring in the Focus Area**

***Instructions:*** *Describe planned SWCD activities and accomplishments in the tables below. The entire monitoring section can be deleted if not used.*

|  |
| --- |
| Participate in monitoring of instream water quality. Must relate to ag water quality. Monitoring Types:   1. SWCD-led monitoring: An ODA-approved monitoring plan is required before any monitoring will be paid for by SOW Task 9 funds. This plan will be either: (1) the Monitoring Type A Tables (below), or (2) a Sampling and Analysis Plan (SAP) approved by the Oregon Department of Environmental Quality (DEQ), or both. Discuss options with your ODA RWQS. Unless otherwise approved by the ODA Monitoring Lead, all water quality data are expected to meet DEQ’s “A” level quality criteria and must be submitted to DEQ within one year of collection. 2. SWCD-assisted monitoring: Briefly describe partner(s) and SWCD role(s), parameters to monitor, frequency, and geographic scope. 3. Grant writing to fund monitoring. |

**Monitoring Type A Tables:**  *Delete tables for Type A monitoring if not used.*

|  |  |
| --- | --- |
| Describe approach to Type A (SWCD-led) monitoring. These tables serve as the required ODA Monitoring Plan for 2023-2025. | |
| 1. What is your monitoring question? |  |
| 2. Monitoring design: |  |
| 1. Are there existing data related to your monitoring question? If so, describe briefly and indicate why you need more data. |  |
| 1. Timeline (start to expected finish of entire monitoring project, not just end of biennium): |  |
| 1. Sampling frequency: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Locations (identify on map in Section 1-B): | | | | | |
| DEQ ID# | Other ID# | Description | Latitude\* | Longitude\* | Why chosen? |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\* In decimal degrees

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Sampling methodology: | | | | |
| WQ parameter | Metric | Sampling method | If samples sent to lab, which one? | Comments |
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| 1. Tracking metrics (e.g., annual median mg/L nitrate): |  |
| 1. Data management (who and how): |  |
| 1. Data analysis (who and how): |  |
| 1. Will you submit a Sampling Analysis Plan (SAP) to DEQ? If not, how will you ensure the quality of the data? |  |
| 1. Results:   1. How will results be presented?  2. How will results be made available to public?  3. When will ODA receive written reports? | 1.  2.  3. |

|  |  |  |
| --- | --- | --- |
| 3. What will ODA pay for? | | |
| Item | Units and Costs | Total Cost |
| Sampling equipment |  |  |
| Sample collection (staff time) |  |  |
| Mileage |  |  |
| Lab analysis |  |  |
| Data analysis and reporting |  |  |

|  |  |  |
| --- | --- | --- |
| 4. Quarterly monitoring Type A reporting: | | |
| Quarter | Planned Quarterly Activities | Quarterly Accomplishments |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |

**Monitoring Type B and C Tables:** *Delete tables for Type B and C monitoring if not used.*

|  |
| --- |
| Provide overview of planned Type B or C monitoring activities:   * Type B (SWCD-assisted monitoring): * Type C (grant writing to fund monitoring): |

Report quarterly Monitoring Type B or C activities:

Quarter 1 Reporting Narrative

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Quarter 2 Reporting Narrative

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Quarter 3 Reporting Narrative

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Quarter 4 Reporting Narrative

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Quarter 5 Reporting Narrative

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Quarter 6 Reporting Narrative

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Quarter 7 Reporting Narrative

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Quarter 8 Reporting Narrative

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**D. Adaptive Management**

***Instructions:*** *Fill in Table 9 as part of your Quarter 8 / end of biennium reporting (or earlier, if closing a Focus Area mid-biennium). This section will help increase the effectiveness of the Focus Area process. Contact your ODA RWQS at any time if you wish to adjust your Focus Area approach to increase effectiveness, or if you wish to provide feedback on the Focus Area process.*

**Table 9: Adaptive Management Questions and Responses**

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| --- | --- |
| **Focus Area Milestone Questions** | **Responses** |
| Was the Focus Area milestone for 2023-2025 achieved? (Yes, No, or N/A; see Table 8, Row N) |  |
| What factors contributed to making progress (or not making progress) in the Focus Area? |  |
| What are the potential opportunities for changing (adapting) your Focus Area approach in the future? |  |
| Are you closing this Focus Area now, or continuing it into the next biennium? Why? |  |

|  |  |
| --- | --- |
| **Focus Area Landowner Engagement Questions** | **Responses** |
| What methods and messages were the most effective at engaging landowners? |  |
| What would you change about your landowner engagement approach for the next biennium (or next Focus Area)? |  |
| Did you include information about the Area Plan in your landowner engagement efforts? Why or why not? |  |
| Did you include information about the Area Rules in your landowner engagement efforts? Why or why not? |  |

|  |  |
| --- | --- |
| **Other Focus Area Questions** | **Responses** |
| Did you modify the scope, location, or approach of the Focus Area during the biennium? Why? |  |
| Is there anything else you would like ODA to know about your experience working through the Focus Area process, including reporting? |  |