



Scope of Work Principles

Since the inception of the Agricultural Water Quality Management Program, direction from the Oregon Legislature, budget notes, and the Board of Agriculture (BOA) have resulted in the following fundamental principles upon which the Scope of Work (SOW) is based:

1. Oregon Department of Agriculture (ODA) is responsible to develop, periodically modify, and implement Agricultural Water Quality Management Area Plans (Area Plans) that are sufficient to meet water quality standards as described in Oregon Revised Statute(s).
2. Implementation of Area Plans will involve Soil and Water Conservation Districts (SWCDs) as Local Management Agencies to the fullest extent practical, consistent with the timely and effective implementation of the Area Plans.
3. Legislative budget notes provide direction on the use and purpose of funds allocated to SWCDs as further refined in the Grant Agreement (GA).
4. Legislative direction is to use these funds to implement the agricultural portion of the Oregon Plan for Salmon and Watersheds (i.e. the Ag Water Quality Program).
5. A May 2012 BOA action item recommended the Ag Water Quality Program to: (a) "...develop alternatives to a complaint-based Agricultural Water Quality Management Program" and (b) "...identify current processes that could be streamlined, or eliminated in order to devote more resources to building relationships, [Area] plan implementation, and compliance."
6. A March 2013 BOA resolution supported the Ag Water Quality Program in identifying key geographic areas to focus ODA's resources on accelerating landscape assessments, accounting for conservation efforts, and measuring results and outcomes.

Scope of Work Development

The goal of the SOW is to capture how SWCDs implement agricultural water quality activities that support the goals, objectives, and strategies identified in the Area Plans. The SOW is to be developed for each Capacity Grant cycle or biennium by the SWCD. Funds must be used for tasks that are related to agricultural water quality and to implement Area Plans, except for Task 7 (Other Activities). It is the responsibility of each SWCD to ensure that the work completed under the SOW meets the funding requirements.

The SOW has two required tasks. In Task 3 (Biennial Review Activities), the SWCD is required to describe planned activities for 2019-2021. In Task 9 (Focus Area), the SWCD is required to develop a Focus Area Action Plan (FAAP), which is approved by ODA. For all other tasks, ODA recommends that SWCDs describe planned activities for 2019-2021, to help ensure that the work completed meets funding requirements.

The SOW includes spaces for estimated budget percentages and funds at the beginning (total) and under each task, highlighted in yellow. The intent is to aid in setting activity and funding priorities.

Do not remove or add any tasks, description text, instructions, reporting narratives, or data fields, unless otherwise noted. Consult with your ODA Regional Water Quality Specialist (RWQS) or Grants Administrative Officer for assistance completing the SOW or FAAP.

District-Wide Tasks 1-8: Maximum 75% of the total SOW funds is allowed

SWCDs have the flexibility to allocate a dedicated percentage to Tasks 1-8, using no more than 75% of the total 2019-2021 SOW funds. Note that Task 6 (Staff Training) and Task 7 (Other Activities) have a maximum percentage that cannot be exceeded.

The activities allowed and not allowed are listed under each task. The listed activities are not inclusive descriptions of all work that is eligible or not eligible for funding but do provide general guidance. The intent is to give each SWCD the flexibility to do the work they determine is the highest priority while accomplishing the goals, objectives, and strategies identified in Area Plans and meeting the requirements of the grant funding.

Focus Area Action Plan Task 9: Minimum 25% of the total SOW funds is required

SWCDs must submit a 2019-2021 FAAP for all Focus Areas (new or continuing), using the blank form provided in the grant application packet. Consult with your ODA RWQS for assistance in completing the FAAP. Also a FAAP “examples” document, with additional instructions, is available on the ODA website. ODA approval of the FAAP is required.

SOW and FAAP Quarterly Reporting

Three documents are required each quarter:

- 1) SOW (ODA recommends .doc or .docx format)
- 2) FAAP (ODA recommends .doc or .docx format)
- 3) Capacity Grant Funds Request Form (FRF) with expense documentation (ODA requires .pdf format because of signature)

It is the responsibility of each SWCD to ensure that SOW tasks and activities meet the program and funding requirements prior to implementation and reporting in order to receive funds. Consult with your ODA RWQS or Grants Administrative Officer for assistance in completing the SOW or FAAP quarterly reports.

Starting in 2019-2021, quarterly reporting documents will be submitted to the Oregon Grant Management System (OGMS) at OWEB.

OGMS will serve as a repository for all SOW, FAAP, and Capacity Grant FRF quarterly reporting as well as all supporting documents (e.g. expense documentation, newspaper articles, newsletters, monitoring reports, publications, maps, etc. that were reported under the SOW or FAAP).

After review, the ODA RWQS will indicate approval of the SOW and FAAP quarterly reports by emailing the SWCD contact listed on the SOW and the ODA Grants Administrative Officer. As part of the email approval, the ODA RWQS will also attach the SOW and/or FAAP if updated since initially submitted, and ODA will upload the updated document(s) to OGMS. The Grants Administrative Officer will email the SWCD when the funding request has been sent to the Oregon Watershed Enhancement Board.

Do not submit quarterly reporting documents by email or mail.

Quarterly Reporting Instructions:

1. SOW Quarterly Reporting:
 - a. Provide a description of completed activities in the Quarter Reporting Narrative Box for each task as appropriate. If there were no activities for a task for the current quarter, write “no activities” or similar. Accomplishments **must** only be reported under **one** task and must be activities paid for, at least partially, with SOW funds.
 - b. Fill in the summary tables in Task 1 (Table 1), Task 2 (Tables 2 and 3), and Task 5 (Table 4). For Table 3 (Ag Water Quality Practices Implemented On-the-Ground), report each completed practice only once, in the quarter it was completed. Additional instructions for these tables are provided below.
 - c. In Task 9 (Focus Area), fill in the total amount of funds spent for the quarter using Table 5.
 - d. Provide additional comments or questions or non-SOW accomplishments using Tables 6 and 7, under SWCD Achievements and Needs Assessment. These tables are optional.
2. FAAP Quarterly Reporting:
 - a. Update and revise sections, tables, and data, as appropriate.
 - b. Provide a brief description of progress and accomplishments for the quarter in Table 3, Focus Area Quarterly Planning and Reporting.
 - c. Complete Tables 4A, 4B, and 5 for the Focus Area Quarterly Outputs and Ag Water Quality Practices Implemented On-the-Ground.
 - d. Quarter 8 reporting should include a completed Table 7 (Results; check your math), Table 8 (was the milestone achieved?) and Table 9 (Adaptive Management Questions and Responses). If a Focus Area closes mid-biennium, complete Tables 7, 8, and 9 to initiate closing of the Focus Area.
3. Hydrologic Unit Code (HUC) Numbers for Reporting:
 - a. In SOW Table 4 and FAAP Table 5, report the 12-digit (= 6th field) HUC number, or “HUC 12”, for each practice completed.
 - b. To look up a HUC number, go to the U.S. Geological Survey’s online “NHD Viewer” tool (<https://viewer.nationalmap.gov/advanced-viewer>). Use the “Search” box or zoom and scroll to the area of interest.
 - c. Click on the “Layer List” icon, then click to turn on the “Watershed Boundary Dataset” layer. Zoom in until the “HUC 12” watersheds are visible. Type the 12-digit number into the SOW or FAAP table (double check for accuracy).

2019-2021 Scope of Work (SOW) - Summary Table Definitions

The following tables provide detailed descriptions of the data requested in the SOW and FAAP.

Task 1: Landowner Engagement Summary – SOW Table 1 and FAAP Table 4A

Data Field	Data Description
# of landowners provided with brochures / fact sheets / mailings, etc.	Number of fact sheets, brochures, mailings (invitations to events) etc. distributed by the SWCD. Must be related to agricultural water quality.
# of landowner engagement events sponsored by the SWCD (e.g. info booths, workshops, tours, etc.)	Number of all events, displays, info booths, etc. held or sponsored by the SWCD that are related to community and landowner engagement. Includes workshops, tours, and demonstrations hosted/sponsored by the SWCD held to increase knowledge and skill in agricultural water quality management (informational). Do not count youth education events (report under Task 7) or partner events (report under Task 5).
# of landowners that attended these events	Estimated number of landowners participating in all events above. Not total attendance to overall event (e.g. for county fair, report number of visitors to ag water quality display, not total attendance at fair).

Task 2: Technical Assistance Summary – SOW Table 2 and FAAP Table 4B

Data Field	Data Description
# of landowners provided with one-on-one technical assistance (e.g. by phone, email, or at an event)	Technical assistance and consultation provided by the SWCD to landowners and operators for agricultural water quality management, conservation practices, project development, project implementation, enrollment in conservation programs, and applications for cost-share opportunities, etc.
# of on-site technical assistance visits	On-site evaluations related to agricultural water quality provided by the SWCD to agricultural landowners and operators.
# of fund applications submitted for landowner projects	Number of agricultural water quality related grants applied for by the SWCD (or by landowners/operators or local partners, with SWCD assistance).
# of conservation plans written	Number of conservation plans developed and written by the SWCD to address agricultural water quality management and concerns, such as: farm and ranch plans (including plans for small acreage operations), nutrient management plans, irrigation water management plans, and Certified NRCS RMS plans. <i>Report each conservation plan only once</i> , upon completion or final draft of the written plan. Do not include implementation stages, as it may take several years for the plan to be implemented and on the ground. Report implementation under Ag Water Quality Practices Implemented table (SOW Table 3, FAAP Table 5).
# of acres in conservation plans that were written	Number of acres addressed in the conservation plan(s) reported above.

Task 2: Ag Water Quality Practices Implemented – SOW Table 3 and FAAP Table 5

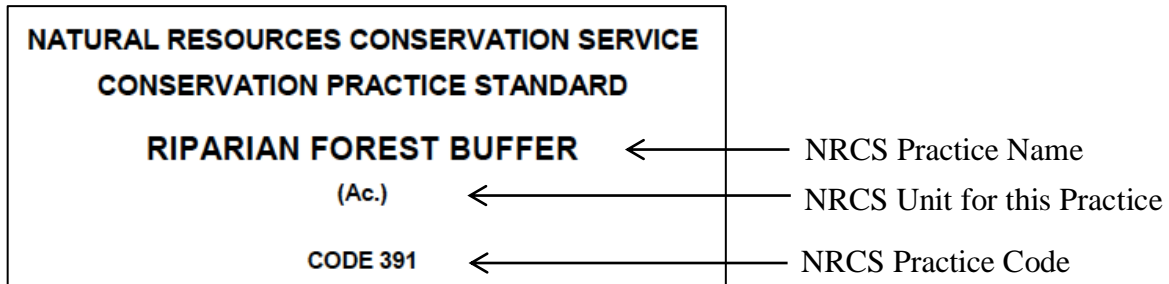
Report practices completed in each quarter. Report the NRCS practice name, code number, and unit (use closest equivalent NRCS practice, if non-NRCS funding source). Use the “Notes” column to provide additional specifics. NRCS practices that are actually “plans” should be reported in SOW Table 2 or FAAP Table 4B (# of conservation plans written), not here.

Example:

Quarter #	12-Digit HUC #	NRCS Practice Code	NRCS Practice Name	NRCS Unit (acres, feet, #)	How Many Implemented	Notes	Funding Source(s): (e.g., OWEB, CREP, EQIP, etc.)
3	170000000308	391	Riparian Forest Buffer	acres	10	50 foot buffer	CREP
3	170000000103	382	Fence	feet	8,000	Exclusion fence	ODFW
3	170000000406	614	Watering Facility	#	6	Nose pumps	EQIP

Instructions to look up NRCS practice code, name, and unit:

- Go to <https://efotg.sc.egov.usda.gov>
- Select Oregon from the drop-down state list
- Click on “Section IV,” then “Old Section IV,” then “Oregon Conservation Practices,” then “Conservation Practices”
- Click on the desired practice name (number), then select the practice standard (pdf)
- The diagram below shows a practice standard header, including where to find the NRCS Practice Name, Unit, and Code



Task 4: Ag WQ Monitoring (Some Activities Require ODA Pre-Approval)

If the SOW funds are going to be used for SWCD-led monitoring (Task 4, part A), an ODA-approved Monitoring Plan is required (template is available from ODA), along with quarterly reporting via the Monitoring Plan document. If the SOW funds are going to be used for SIA monitoring (Task 4, part B), ODA will add a quarterly planning and reporting table to the SOW.

Task 5: Partnerships Summary – SOW Table 4

Data Field	Data Description
# of partner events or meetings that SWCD staff or board attended	Number of partner events, tours, meetings, and presentations etc. that SWCD staff or board attended. These events must have a strong relationship to agricultural water quality. Partnership activities with weak or no relationship to agricultural water quality are reported under Task 7 (Other Activities).
# of events the SWCD hosted for partners	Number of SWCD events, tours, meetings, and presentations etc. held to support partnerships related to agricultural water quality management.

# of attendees at events hosted by the SWCD for partners	Number of individuals attending events, tours, meetings, and presentations etc. held by the SWCD to support partnerships related to agricultural water quality management. Do not count SWCD staff.
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Task 9: Focus Area Quarterly Funds Spent – SOW Table 5

Report the total Focus Area expenses for all budget categories, for each quarter. For definitions of the budget categories used in SOW reporting, refer to the Capacity Grant Financial Report form or contact the ODA Grants Administrative Officer.

\$ Spent Quarter 1	\$ Spent Quarter 2	\$ Spent Quarter 3	\$ Spent Quarter 4	\$ Spent Quarter 5	\$ Spent Quarter 6	\$ Spent Quarter 7	\$ Spent Quarter 8	Total \$ Spent 2017-2019
\$	\$	\$	\$	\$	\$	\$	\$	\$

SWCD Achievements and Needs Assessment – SOW Tables 6 and 7

Tables 6 and 7 are optional. They provide an opportunity to report or communicate other activities or feedback that SWCDs would like to share with ODA.