

**2023-2025 Scope of Work (SOW)**

**For Soil and Water Conservation Districts**

**Background, Instructions, and Definitions**

**Background**

Since the inception of the Agricultural Water Quality Management Program (Ag Water Quality 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. The 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 Statutes.
2. Implementation of Area Plans will involve Soil and Water Conservation Districts (SWCDs) as Local Management Agencies to the fullest extent practical.
3. Legislative budget notes provide direction on the use and purpose of funds allocated to SWCDs, as further refined in the Grant Agreement between the SWCD and the Oregon Watershed Enhancement Board (OWEB).
4. Legislative direction is to use these funds to implement the Ag Water Quality Program, which is the agricultural portion of the Oregon Plan for Salmon and Watersheds.
5. A May 2012 BOA action item recommended the Ag Water Quality Program to develop alternatives to a complaint-based Ag Water Quality Program.
6. A March 2013 BOA resolution supported the Ag Water Quality Program in identifying key geographic areas to focus resources, including land condition assessments, accounting for conservation efforts, and measuring results and outcomes.

**Scope of Work (SOW) and Focus Area Action Plan (FAAP) Development Each Biennium**

The purpose of the SOW is to document how SWCDs implement agricultural water quality activities that support the goals, objectives, and strategies identified in the Area Plans (to find the Area Plan(s) that are applicable within an SWCD’s boundaries, visit [www.oregon.gov/oda/programs/NaturalResources/AgWQ/Pages/AgWQPlans.aspx](http://www.oregon.gov/oda/programs/NaturalResources/AgWQ/Pages/AgWQPlans.aspx)). SWCDs submit the SOW to ODA as part of their application for each SWCD Capacity Grant cycle (state of Oregon fiscal biennium). Funds must be used for tasks that are related to agricultural water quality and to implement the 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.

Task summary (see SOW for task names and additional details):

* For Tasks 1, 2, and 4-8, each SWCD should assign SOW funds to the tasks they need to implement the Ag Water Quality Program. ODA recommends that SWCDs describe planned activities to help ensure that the work completed meets funding requirements.
* Task 3 (Biennial Review Activities) is required. The SWCD needs to describe planned activities for this mandatory task.
* Task 9 (Focus Area) is no longer required, starting in 2021-2023. SWCDs that choose to have a Focus Area need to submit a Focus Area Action Plan (FAAP), which is reviewed and approved by ODA.

The SOW includes yellow-highlighted spaces for the estimated budget, with percent (%) and amount ($): total at the beginning of the SOW, and for each task. These help the SWCDs to plan and prioritize activities and funding, and should tie into an SWCD’s Annual Work Plan.

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

**Tasks 1-8: District-Wide**

SWCDs have the flexibility to dedicate a percent of the SOW to Tasks 1-8. Note that Task 6 (Staff Training) and Task 7 (Other Activities) have a maximum percent 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 they do provide general guidance. The intent is to give each SWCD the flexibility to do the work it determines is the highest priority while accomplishing the goals, objectives, and strategies identified in Area Plans and meeting the requirements of the grant funding.

**Task 9: Focus Area**

SWCDs with a (new or continuing) Focus Area need to submit a 2023-2025 FAAP using the form provided in the grant application packet. Consult with your ODA RWQS for help completing the FAAP. A “FAAP Examples” document with additional instructions is available from your ODA RWQS. ODA approval of the FAAP is required.

**Quarterly Reporting**

The ODA GAO sends out an email reminder several weeks before each quarterly deadline.

Three documents are required each quarter, plus the optional FAAP:

1. SOW – add the current quarter’s reporting to the previous quarter’s final / approved SOW (submit as .doc or .docx)
2. SWCD Capacity Grant Request for Release of Funds (RRF) (submit as .pdf because of signature)
3. Excel spreadsheet expense documentation
4. Optional: FAAP – add the current quarter’s reporting to the previous quarter’s final / approved FAAP (submit as a Word document)

Each SWCD is responsible to ensure that SOW and FAAP activities meet the program and funding requirements, prior to implementation and reporting, in order to receive funds. Consult with your ODA RWQS or ODA GAO for help completing the SOW or FAAP quarterly reports.

After review of each quarterly SOW (and FAAP), the ODA RWQS will indicate when their review is complete by emailing the SWCD and the ODA GAO. If the SOW and/or FAAP have been revised, the ODA RWQS will attach the file(s), or state that the updated file(s) are on the ODA server. The ODA GAO will next review the quarterly reports and when their review is complete will upload the final documents to OWEB’s Oregon Grant Management System (OGMS). The ODA GAO will email the SWCD and the ODA RWQS when the funding request has been sent to OWEB and indicate that the reports have been approved. OGMS will serve as the official repository for all SOW, FAAP, monitoring, and related documents.

SOW Quarterly Reporting:

* 1. Provide a description of completed activities in the Quarter Reporting Narrative Box for each task that is used. If there were no activities for a task for the current quarter, write “No activities this quarter” or similar. Each activity must only be reported under one task. Each activity must be paid for, at least partially, with SOW funds.
	2. Fill in the summary tables in Task 1 (Table 1) and Task 2 (Table 2):
		1. Tables 1 and 2 are designed to capture key metrics. Not all activities in the narrative reporting are reported in the tables.
		2. Activities reported in Tables 1 and 2 should be separated out by Management Area. If an SWCD works in more than one Management Area, your ODA RWQS will provide the table format and further instructions.
	3. For Table 3 (Ag Water Quality On-the-Ground Practices Implemented), report each completed practice only once, in the quarter it was completed. See additional instructions below.
	4. Optional Reporting Tables: Provide additional comments, questions, non-SOW accomplishments, or other information using Tables 4, 5, and 6.
	5. Strategic Implementation Area (SIA) reporting in the SOW (Tasks 1, 2, and 5):
		1. SIA work can be reported in the SOW prior to the SWCD receiving the SIA grant.
		2. While the SIA grant is in effect, SIA work should only be reported in the SOW if the SOW is being used as match to the SIA grant.
		3. If an SWCD is implementing an SIA via SOW funding only (no separate OWEB SIA grant), your ODA RWQS will provide the SOW reporting format and further instructions.

FAAP Quarterly Reporting (for SWCDs with a Focus Area):

* 1. Update and revise sections, tables, and data, as appropriate.
	2. Provide a brief description of progress and accomplishments for the quarter in Table 3, Focus Area Planning and Quarterly Reporting.
	3. Complete Tables 4A and 4B (Focus Area Quarterly Inputs) and Table 5 (Ag Water Quality On-the-Ground Practices Implemented in the Focus Area). See additional instructions below.
	4. The Quarter 8 FAAP should include a completed Table 7 (assessment results; check your math), Table 8 (was the milestone achieved?), and Table 9 (Adaptive Management). If a Focus Area closes mid-biennium, complete Tables 7, 8, and 9 to close the Focus Area.

Hydrologic Unit Code (HUC) Numbers for Practice Reporting (SOW Table 3 and FAAP Table 5):

* 1. In SOW Table 3 and FAAP Table 5, report the 12-digit (= 6th field) HUC number, or “HUC 12”, for each practice completed.
	2. To look up a HUC number, go to the U.S. Geological Survey’s online National Map Viewer (<https://apps.nationalmap.gov/viewer>). Use the “Search” box or zoom and scroll to the area of interest.
	3. Click on the “Layer List” icon, then click to turn on the “Watershed Boundary Dataset” layer. Zoom in until the “12 digit HU (Subwatershed)” layer is visible. Click on the HUC-12, then copy-paste the 12-digit number into the SOW Table 3 or FAAP Table 5.

**2023-2025 Scope of Work (SOW) and Focus Area Action Plan (FAAP) - Table Definitions**

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

***Report by Management Area (consult RWQS for format)***

**\*** “landowner” includes any landowner, land occupier or operator. ORS 568.903 [1993 c.263 §4]

|  |  |
| --- | --- |
| **Data Field** | **Data Description** |
| # of events that actively engage landowners (workshops, demonstrations, tours) | Number of events held or sponsored by the SWCD that actively engage a group of agricultural landowners, beyond only SWCD staff or board members. Includes workshops, demonstrations, presentations, and tours that increase knowledge and skill in ag water quality management. In Table 1, do not count booths at county fairs or other events that don’t directly engage agricultural landowners (continue to report these in the narrative section). Do not count partnership meetings (report under Task 5). In Table 1, only include plant sales if they engage agricultural landowners to protect water quality (continue to report these in the narrative section). Use a couple of key words in the narrative section to describe the topics covered in the events (e.g. cover crops, streamside veg, conservation planning, etc.).  |
| # of landowners participating in active events | Number of agricultural landowners participating in workshops, demonstrations, presentations, and tours. Do not include participants at a county fair; agricultural landowners that stopped by a booth for TA can be counted in Task 2. |
| # of landowners provided with brochures / fact sheets / mailings, etc.  | Number of fact sheets, brochures, mailings (invitations to events) etc. distributed by the SWCD in hard copy or electronic format. Must be related to agricultural water quality. Report development of new materials in the narrative section. |

**Task 2: Technical Assistance for Landowners – SOW Table 2 and FAAP Table 4B**

 ***Report by Management Area (consult RWQS for format)***

| **Data Field** | **Data Description** |
| --- | --- |
| # of landowners provided with one-on-one technical assistance (e.g., phone, walk-in, booth, email, event, or site visit)  | Technical assistance and consultation provided by the SWCD to agricultural landowners for agricultural water quality management: conservation practices, project development, project implementation, enrollment in conservation programs, and applications for cost-share opportunities, etc. Count the # of individual agricultural landowners each quarter, NOT the # of phone calls, etc. |
| # of on-site technical assistance visits | Total number of on-site evaluations related to agricultural water quality provided by the SWCD to agricultural landowners. If the SWCD does 3 site visits with one landowner on 3 different dates in a quarter, report 3 site visits. If the SWCD sends 2 staff on one site visit, to address 2 different resource concerns, report 2 site visits. |
| # 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) for project implementation. Include landowner applications to an SWCD tax-base funded program. Do not include CREP, EQIP, or other program enrollment. |
| # of fund applications awarded for landowner projects | Number of agricultural water quality-related grants received by the SWCD (or by landowners/operators or local partners, with SWCD assistance) for project implementation. Include landowner grants awarded from an SWCD tax base funded program. Do not include CREP, EQIP, or other program enrollment. |
| # of conservation plans written | Number of conservation plans developed and written by the SWCD to manage a suite of agricultural water quality concerns, such as nutrients, soil health, grazing, irrigation, streamside vegetation, and reducing livestock pressure on streamside areas. Can include farm and ranch plans (including small acreages) and NRCS-certified plans. Do not include plans with no or weak connection to agricultural water quality (e.g. weed eradication not for streamside restoration, fuels reduction, alternative energy, rain gardens/rain harvesting, non-agricultural culvert replacement, instream habitat enhancement that does not also improve water quality). A design to install or implement an individual practice is important, and should be included in the narrative reporting, but is not considered a “conservation plan”. Report each conservation plan only once, upon completion of the written plan. Report implementation of conservation plans under Ag Water Quality Practices Implemented tables (SOW Table 3, FAAP Table 5). Note that written conservation plans are an optional tool for SWCDs.  |
| # 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**

General guidelines for practice reporting:

* Report practices in the quarter when implementation was completed (including practices associated with CREP enrollment or re-enrollment)
* Report practices where the SWCD had an active role in the development of the project, using SOW or FAAP funding (e.g., Task 1 - landowner engagement or Task 2 - technical assistance, grant writing, conservation planning)

ODA is aggregating these practice data, so they must be accurate. Instructions for SOW Table 3 and FAAP Table 5:

* Each row should have only one practice and one landowner
* Quarter # – quarter when practice was completed
* 12-Digit HUC # - see instructions above for looking up HUC #s
* NRCS Practice Code:
	+ If the funding was not from NRCS, identify the equivalent NRCS Practice Code(s)
	+ Contact the ODA GAO if you need the ODA list of commonly used NRCS Practice Codes (current version is “ODA.PracticeList.ForSWCDs.2021\_0728”)
* NRCS Practice Name – this does not have to exactly match the NRCS wording
* NRCS Unit – use the correct NRCS unit type (acres, feet, or #)
* # Implemented – enter only numbers in this column
* Notes column:
	+ Can be used for project name, implementation details, etc. (or leave it blank)
	+ Specify “Riparian” or “Upland” for these practices:
		- 342 - Critical Area Planting

382 - Fence

612 - Tree & Shrub Establishment

* Funding Source(s):
	+ If agency funding is used, list Agency Name (Program Name), for example:
		- NRCS (EQIP, WRP, RCPP, etc.)
		- OWEB (Large Grant, Small Grant, FIP, etc.)
		- FSA (CREP, CRP)
	+ More than one funding source can be listed
	+ Write Landowner\* if a practice was implemented by a landowner on their own (\* this is only for practices where SOW funds were used for landowner engagement and/or technical assistance)

Example:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Quarter # | 12-Digit HUC # | NRCSPracticeCode | NRCSPracticeName | NRCSUnit(acres, feet, #) | # Implemented | Notes | Funding Source(s):Agency (Program) |
| 1 | 170000000308 | 612 | Tree & Shrub Establishment | acres | 10.1 | Riparian 50 foot buffer | FSA (CREP), SWCD (Grant Program) |
| 3 | 170000000103 | 382 | Fence | feet | 8,000 | Riparian Exclusion fence | ODFW (Fence Program) |
| 3 | 170000000406 | 614 | Watering Facility | # | 6 | Nose pumps | NRCS (EQIP) |
| 4 | 170000000402 | 342 | Critical Area Planting | acres | 2.3 | Upland | OWEB (Small Grant) |
| 5 | 170000000202 | 327 | Conservation Cover | acres | 44.4 |  | Agriculture Landowner |

Instructions to look up NRCS Practice Code, Name, and Unit:

* Go to <https://efotg.sc.egov.usda.gov>
* From the drop-down “Select a state” list, select “Oregon”, then click on the blue arrow
* Click on “Section IV,” then “Conservation Practice Standards and Support Documents”
* Scroll down to find the desired practice, click on the “Practice Name (Practice Number)”, then select and open the “CPS” (Conservation Practice Standard) document (pdf)
* The diagram below shows an NRCS Conservation Practice Standard header, including where to find the NRCS Practice Code, Name, and Unit



NRCS Unit for this Practice

NRCS Practice Code

NRCS Practice Name

**Task 3: Biennial Reviews (Required)**

Participation in biennial reviews of Area Plan(s) that overlap the SWCD’s district boundary (and any interim Local Advisory Committee [LAC] meetings). Review Area Plan revisions, provide requested data to ODA, recruit or communicate with LAC members, host the meeting.

**Task 4: Ag Water Quality Monitoring (Some Activities Require ODA Pre-Approval)**

If SOW funds will be used for SWCD-led monitoring (Monitoring Type A), an ODA-approved Monitoring Plan and/or DEQ-approved Sampling and Analysis Plan (SAP) is required, along with quarterly reporting in SOW Task 4. For water quality monitoring in the Focus Area, the FAAP has equivalent WQ monitoring planning and reporting in Section IV-C.

**Task 5: Partnerships**

Partnership activities need to relate to agricultural water quality. If a partnership activity does not relate to agricultural water quality, it can be reported under Task 7.

**Task 6: Staff Training**

Training content needs to relate to or support agricultural water quality. The funds in this task can be used for staff time to attend trainings and/or for registration fees.

**Task 7: Other Activities**

Use this task to report on watershed health activities from the Oregon Plan for Salmon and Watersheds other than agricultural water quality.

**Task 8: SOW Development, Tracking, and Reporting**

This task does not have any quarterly reporting.

**Task 9: Focus Area**

Effective the 2021-2023 Grant Cycle, Focus Areas became no longer required.

**SOW Optional Reporting Tables (Tables 4, 5,6,7 and 8)**

These tables are optional. They provide an opportunity to report or communicate other activities or feedback that SWCDs would like to share with ODA.

* Table 4: Non-SOW SWCD Activities
* Table 5: Challenges, Obstacles, Concerns, and Training Needs
* Table 6: Climate Change Adaptation and Mitigation
* Table 7: Agriculture Drainage Channel Maintenance
* Table 8: Groundwater Management Area Mitigation Activities