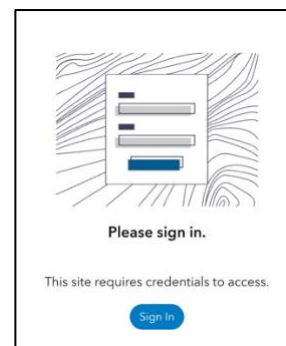


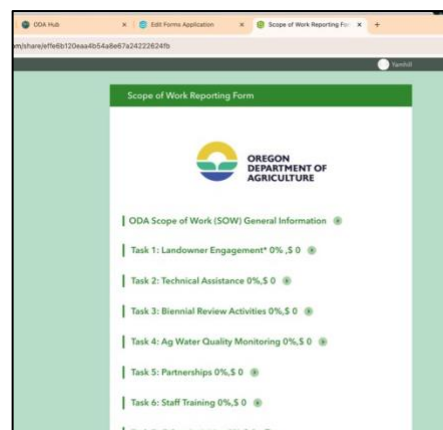
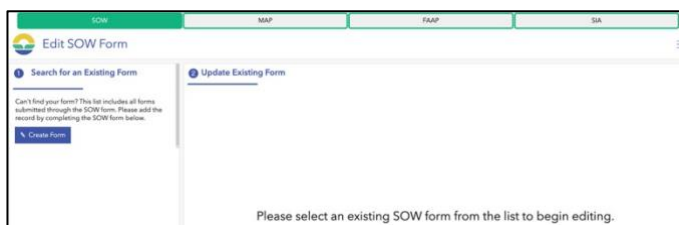
Instructions for SOW-R0 reporting in the ODA Hub

Prior to creating a reporting form in the ODA Hub for SOW-R0 input, be sure you have completed the 2025-2027 Scope of Work document with all the of information you plan to enter into the Hub form. Have your Regional Water Quality Specialist review the document and provide feedback before for you enter the information in the Hub.

Step 1 – Log in to your ODA Hub (<https://oda-agwqp-geo.hub.arcgis.com/>) account with the username and password for your district. Contact your RWQS if you don't have or remember it.



Step 2 – Click on “District Dashboard” to create a digital form for R0 reporting. On the image below, note that of the four tabs along the top boarder of the dashboard, the “SOW” is already selected. Click on “Create Form” to open a form to begin the R0 reporting process. A “Scope of Work Reporting Form” will open under a new tab.



Instructions for SOW-R0 reporting in the ODA Hub

Step 3 – Click on **ODA Scope of Work (SOW) General Information** to expand this section. The **Grantee/SWCD Name** and **SWCD Name** should already be entered. Enter the **Grant Number** as provided to you by OWEB. For the **Reporting Period**, select “R0: Prior to July 2025.” The **SOW Amount of the Capacity Grant** will be filled once the OWEB funding numbers are determined.

The screenshot shows the 'ODA Scope of Work (SOW) General Information' form. It includes sections for 'General Instructions', 'Grantee/SWCD Name' (pre-filled with 'Titamook County SWCD'), 'SWCD Name' (pre-filled with 'Titamook County SWCD'), 'Grant Number*' (with a placeholder '224-R00-XXXX'), 'Reporting Period' (a dropdown menu set to 'Report 0: Prior to July 2025'), and 'SOW Amount of the Capacity Grant' (a text field with a placeholder '0.000000').

Step 4 – Click on **Primary Focus for SOW this Grant Cycle** to expand this section. Here you will select **WQ Parameters of Concern** that will guide your activities this grant cycle from the drop-down menu, what **Reason(s)** prompted each selection and the **Forecasted Activities** for each parameter selected. You can add additional parameters by clicking on the “+” below the section header. You can copy and paste your Forecasted Activities from your SOW planning document. Note that there is a 255 character limit. To eliminate a specific parameter of concern, click on the number for that parameter and then the trashcan icon.

The screenshot shows the 'Primary Focus for SOW this Grant Cycle' form. It includes a 'WQ Parameters of Concern' dropdown menu, a 'Reason (select all that apply)' section with checkboxes for 'Integrated Report 2024 list', 'Management Area Plan', 'Community', 'TMDL', 'Agency Partnership', and 'Other', and a 'R0: Forecasted Activities' text area with a 255 character limit. A plus sign icon is visible at the bottom right of the text area.

Step 5a – You are encouraged to save your progress often during the course of data entry. To do so, scroll down to the bottom of the page and click **Save**. As you will see, this closes the form and you see the screen at the lower right informing you that your form has been saved successfully. You can close this tab.

The screenshot shows the 'Budget Summary' form. It includes a 'Signature' field, a 'Review Information' section, and a 'Save' button at the bottom right.

The screenshot shows the 'Scope of Work Reporting Form' confirmation screen. It includes a message: 'Thank you. Your responses and/or changes were saved successfully. If this is your final submission, return to your "District Dashboard" and refresh your browser to see your submitted form. If you are working within your "District Dashboard", simply refresh your browser to see the changes you made. If you are ready to submit your form for review, change the status to "Ready to Review" and click Save.' The screen is titled 'Submitted by: AnGG, Success22'.

Instructions for SOW-R0 reporting in the ODA Hub

Step 5b – Important: In order for the changes that have been saved to the cloud to be viewed in your report in-progress, thus closing the data loop, you need to **Refresh** the URL. Once you refresh, you will see the screen below. Click on the report in progress from the menu to resume. You will see that the report opens within the dashboard. To avoid losing data entered since your last save, you are encouraged to save your work frequently.

Search for an Existing Form

Can't find your form? This list includes all forms submitted through the SOW form. Please add the record by completing the SOW form below.

Search...

226-900-0000
SOW: 226-900-0000
SOW: 226-900-0000
SOW: 226-900-0000
SOW: 226-900-0000
SOW: 226-900-0000
SOW: 226-900-0000
SOW: 226-900-0000
SOW: 226-900-0000
SOW: 226-900-0000

Please select an existing SOW form from the list to begin editing.

Step 6 – Click to expand the **Task 1: Landowner Engagement* 0%, \$ 0** section. Enter the **Estimated percent of budget for this task**. Click **Recalculate** to determine **Estimated budget for this task**. From your SOW planning document, type or copy/paste the **Described planned SWCD activities for the grant cycle** in the text box. That is all you need to enter in this section for R0 reporting.

Task 1: Landowner Engagement* 0%, \$ 0

*The term 'landowner' used throughout this document includes owners, managers, and/or stewards of agricultural land.

Develop materials and conduct events for agricultural landowners, directly related to the specific strategies and activities in the Agricultural Water Quality Management Area Plan (Area Plan).

ACTIVITIES ALLOWED: Printed materials, workshops, displays, presentations, information about the Area Plan and Area Rules, newsletter articles, tutorials/videos, handbooks, website development and maintenance, native plant sales, demonstration projects/tours for agricultural landowners, and other activities directly related to agricultural water quality. Also allowed, if related to ag water quality: grant writing to support agricultural landowner engagement, newspaper or magazine articles, radio spots, and social media. Refer to Area Plan for additional activities.

ACTIVITIES NOT ALLOWED: Annual meetings, youth activities/events, entire newsletter/handbooks/website production (may prorate portions that are related to ag water quality). General outreach for SWCD (including mass mailings), purchase of plants for plant sale, rain gardens, backyard composting, weeds (if not part of riparian restoration), and pollinators.

Estimated percent of budget for this task
Recommended: 5% - 30% of total SOW funds

0

Estimated budget for this task
Automatically calculated based on chosen percentage

0

Recalculate

R0: Describe planned SWCD activities for the grant cycle (required if in budget)
Please note: 2,500 characters max

Instructions for SOW-R0 reporting in the ODA Hub

Step 7 – Click on **Task 2: Technical Assistance 0%, \$ 0** to expand this section. Enter the **Estimated percent of budget for this task**. Click **Recalculate** to determine **Estimated budget for this task**. From your SOW planning document, type or copy/paste the **Described planned SWCD activities for the grant cycle** in the text box. That is all you need to enter in this section for R0 reporting.

The screenshot shows the ODA Hub interface for Task 2: Technical Assistance 0%, \$ 0. The task description states: "Provide technical assistance to agricultural landowners, directly related to the specific strategies and activities in the Area Plan or the Area Rules." It lists "ACTIVITIES ALLOWED" (consultations, site visits, conservation planning, project design, grant writing, etc.) and "ACTIVITIES NOT ALLOWED" (projects with no/weak connection to ag water quality, weed control on non-ag lands, etc.). Below this, there are two input fields: "Estimated percent of budget for this task" with a recommended range of 25% - 75% of total SOW funds, and "Estimated budget for this task" which is automatically calculated based on the chosen percentage. A green "Recalculate" button is present. At the bottom, there is a text box for "R0: Describe planned SWCD activities for the grant cycle (required if in budget)" with a 2,500 character limit.

Step 8 – Click on **Task 3: Biennial Review Activities 0%, \$ 0** to expand this section. Enter the **Estimated percent of budget for this task**. Click **Recalculate** to determine **Estimated budget for this task**. From your SOW planning document, type or copy/paste the **Described planned SWCD activities for the grant cycle** in the text box. That is all you need to enter in this section for R0 reporting.

The screenshot shows the ODA Hub interface for Task 3: Biennial Review Activities 0%, \$ 0. The task description states: "Participate in and provide support to ODA for all biennial reviews of the Agricultural Water Quality Management Area Plan(s) that overlap the district's boundary, including interim or subcommittee meetings. Review and contribute to revisions of the Area Plan(s). Report activities and progress made related to milestones, outputs, and outcomes (district-wide, in Strategic Implementation Areas, and in Focus Areas)." It lists "ACTIVITIES ALLOWED" (activities directly related to the biennial review, facilitating meetings, etc.) and "ACTIVITIES NOT ALLOWED" (costs above per diem rates for food, lodging, and travel). Below this, there are two input fields: "Estimated percent of budget for this task" with a recommended range of 5% - 10% of total SOW funds, and "Estimated budget for this task" which is automatically calculated based on the chosen percentage. A green "Recalculate" button is present. At the bottom, there is a text box for "R0: Describe planned SWCD activities for the grant cycle (required if in budget)" with a 2,500 character limit.

Instructions for SOW-R0 reporting in the ODA Hub

Step 9 – If you have planned to use SOW funding to support Ag water quality monitoring click on **Task 4 Ag Water Quality Monitoring 0%, \$0** to expand it. Enter the **Estimated percent of budget for this task**. From your SOW planning document, copy and paste the **Described planned SWCD activities for the grant cycle** in the text box. As some monitoring activities require ODA pre-approval, you should be consulting with your RWQS to determine if additional reporting (i.e., a Monitoring and Assessment Plan) is necessary.

Task 4: Ag Water Quality Monitoring 0%, \$0

Some monitoring activities require ODA pre-approval

Participate in monitoring of instream water quality or land conditions. Must relate to ag water quality.

Type A. SWCD-led monitoring: An ODA-approved monitoring plan is required before any monitoring will be paid for by SOW funds. This plan will be either: (1) the ODA Monitoring Plan template, 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.

Type B. SWCD-assisted monitoring: Briefly describe partner(s) and SWCD role(s), parameters to monitor, frequency, and geographic scope.

Type C. Grant writing to fund monitoring.

ACTIVITIES ALLOWED: Develop a Monitoring Plan, Quality Assurance Project Plan (QAPP), or SAP. Source identification, baseline data (2-3 years maximum for most parameters), data management, monitoring equipment, report writing, securing landowner permission, grant writing for additional monitoring funds. Develop and implement assessment methods for Management Area-wide measurable objectives.

ACTIVITIES NOT ALLOWED: Project monitoring (e.g., for a grant-funded project), in-stream habitat assessments, upland assessments unrelated to ag water quality. Note: Focus Area monitoring (assessments and water quality monitoring) are described and reported in the Focus Area Action Plan (FAAP), not in this task.

Estimated percent of budget for this task
Recommended: 5% - 15% of total SOW funds

Estimated budget for this task
Automatically calculated based on chosen percentage

R0: Describe planned SWCD activities for the grant cycle (required if in budget)
Please note: 2,500 characters max

Step 10 – Proceed and report to the other Tasks for which you will use SOW funds in a similar manner. Leave Tables 4-8 blank.

Step 11 – Click and expand Budget Summary to assure that your grant apportioned percentage for each task is correct and that it sums to 100%.

Budget Summary		
Description	Percentage	Amount
Task 1	30	40500
Task 2	50	67500
Task 3	5	6750
Task 4	0	0
Task 5	10	13500
Task 6	5	6750
Task 7	0	0
Task 8	0	0
Task 9	0	0
Total	100	135000

Instructions for SOW-R0 reporting in the ODA Hub

Step 12 – Once everything looks good as entered, then click to expand the Signature section. Select 'Yes' if you have documents to upload and add the file(s). Sign your name with your cursor or touchscreen. Add your name in the 'Grantee Name' box and the date/time. If ready for review, change the status of your SOW form to 'Ready for Review.' Click 'Save' to submit form for review. Your dashboard will now show your report as 'Ready for Review' as shown below. Your Regional Water Quality Specialist will review your report and send you any comments and suggestions for improvement. They will notify you when feedback is ready for your review.