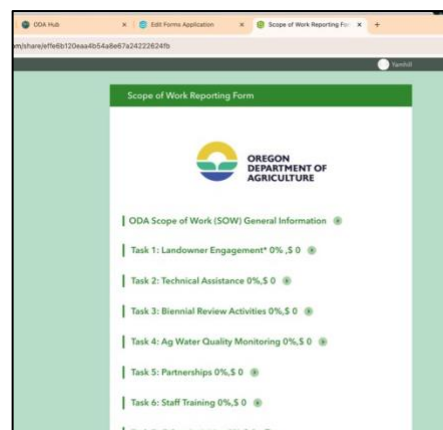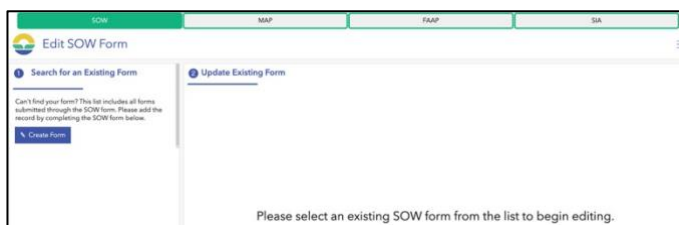**Instructions for SOW-R0 reporting in the ODA Hub**

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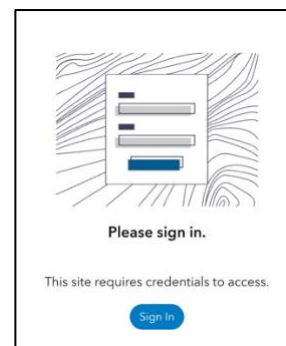
Step 2 – Click on "District Dashboard" to create a digital form for R0 reporting. On the image below, note that of the four tabs along the top boarder of the dashboard, the "SOW" is already selected. Click on "Create Form" to open a form to begin the R0 reporting process. A "Scope of Work Reporting Form"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

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.

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.

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.

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.

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 your need to enter in this section for R0 reporting.

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 your need to enter in this section for R0 reporting.

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.

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%.

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.