Scope of Work Report 1 Reporting Instructions for the ODA Hub

Opening Comments

- Just a reminder that SOW reporting will now occur semiannually rather than quarterly. Capacity grant financial reports to OWEB will continue to be submitted quarterly. All due dates and other requirements for reporting and financial advances are spelled out in your 25-27 Capacity Grant agreement, Exhibit B. Six months is a long time and increases the possibility that some work could go unreported if a planned schedule for reporting at shorter intervals isn't in place.
- With that in mind, here are some suggestions and requests before we get into the R1 reporting details:
    - Report 1 is due by January 15, 2026, but what I want to highlight in these instructions is that ODA Hub reporting can happen as work is accomplished, anytime. The R0 report form you recently created is now open as R1 for you to report on SOW activities as they happen. How you and your district meet a reporting deadline is up to you, but ODA strongly encourages districts to conduct some degree of 'real-time reporting' that the ODA Hub allows. If single-event reporting is too tedious, then we encourage a schedule of weekly or monthly reporting.
    - Reporting activities as they occur helps assure that all SOW activities and practices during a report period are getting captured, potentially with more detail in terms of what and where it was accomplished. ODA wants to be able to credit and highlight all the work you and land managers are doing to meet ag water quality standards in the state. Your thorough reporting helps achieve that objective.
- Reach out to your Regional Water Quality Specialist if you have questions or problems during a reporting session.

R1 Reporting Protocol

- Log in with your ODA Hub account and open your Dashboard
- You will see that there is a "Report 1: In-Progress" form shown in the Existing Form panel.
    - Click on the form to open it.
- This should look very familiar. It is the form that you created for R0 reporting. You will now add your R1 data to this form for the tasks that you budgeted SOW funds for in your R0 report.
- Click on **ODA Scope of Work (SOW) General Information** to open the drop-down.
    - Scroll down to **Reporting Period** and select "Report 1: July 1, 2025 – December 31, 2025".

- Scrolling further down, you will find the **WQ Parameters of Concern** selected in the R0 process and the Forecasted Activities for each.
- As explained upon opening, **Adaptive Management throughout the grant cycle** will be completed at the end of the biennium.

- Click on **Task 1: Landowner Engagement**
  - Scrolling down, you can see the shaded budget information and the planned SWCD activities for the grant cycle that you submitted in the R0.
  - Go to **Landowner Engagement Narrative** – This is a general description of the types of LO Engagement activities related to Ag WQ that were completed during the report period. This is something that you may want to wait to complete near the end of the reporting period, especially if you are doing real-time reporting.
  - Click on the **Landowner Engagement Table**
    - Select "Report 1: July 1, 2025 - December 31, 2025" under **Reporting Period**.
    - The table is conducive to real-time reporting. Although the instructions state you can report on multiple events at once, ODA encourages that you try to report events _one at a time,_ as they occur or close to it. This divided approach offers greater data utility for sharing the work districts accomplish, as well as higher data resolution in terms of description and location.
    - Reporting one event at a time will lead to a full table but you can use 'page up' and 'page down' for navigating the table.
    - For each table entry:
      - Select the **Management Area** it occurred in
      - Description(s) of the event(s) and/or any materials shared with LOs
      - Number of events – Again, you can report multiple events together, but ODA encourages single event entries when possible – **Click on Details.**
      - Number of LOs participating in the event(s) – **Click on Details.**
      - Optionally, you can select the WQ Parameters of Concern associated with event(s) you are reporting on.
    - To add additional table entries, click on the (+) at the top of the form
  - When finished reporting for this task, click on the inverted triangle next to **Task 1: Landowner Engagement** to collapse this section.

- **Save your work:** It is best to save your report-in-progress frequently. Real-time reporting helps assure that work reported is not lost, for which the risk is greater with large batch reporting. To save your entries, scroll down to the bottom of the form and select **Save**. This will close the form within the dashboard. As directed, **refresh your browser** (circular arrow in address bar ⟳) and then click on the "Report1: In-Progress" in the Existing Form panel to continue with reporting.
    - If you are entering data for multiple tasks in a reporting session, you are encouraged to save when data entry for a task is completed.
- Click on **Task 2: Technical Assistance** to expand it.
    - As for Landowner Engagement, the **TA narrative** can be written as TA events happen or you can summarize the work at the end of the report period. It's up to the district.
    - Expand the **Table 2: Technical Assistance Table** if is not already.
        - TA activities should be reported for the Management Area (MA) where they happen. As the subtext for the 'Description' states, TA visits and engagements can be grouped together when they occur in the same MA; but, again, ODA encourages TA events to be reported singly to provide more data utility and event specificity.
        - What is reported for each entry depends on TA provided. For each event entry, report the following as relevant:
            - *The number of LOs provided with one-on-one Ag WQ TA* – **Click on "Details" for clarity.**
            - *Number of on-site TA visits* – **Click on "Details" for clarity**
            - *Number of fund applications for Ag WQ projects submitted* – **Click on "Details" for clarity.**
            - *Number of fund applications for Ag WQ projects awarded* – **Click on "Details" for clarity.**
            - *Number of conservation plans for Ag WQ projects created* – Note that ODA has broadened the definition of a conservation plan to be more inclusive. Until recently, most districts have operated on the understanding that conservation plans referred only to NRCS-certified plans. Those should certainly be reported but this count should include plans and technical reports that districts develop for land managers to address water quality concerns. Contact your regional water quality specialist if you have questions about what constitutes a plan. **Click on "Details" for more clarity.**

- If possible, select the box(es) for **Parameter(s) of Concern** associated with the TA event (optional).
    - To add additional table entries, click on the (+) at the top of the form

Table 2: Technical Assistance Table (1)

- Click **On-the-ground Practices implemented** to expand it if it is not already.
    - As with the TA narrative, the **Implementation Narrative** can be written as TA events occur, or you can summarize practices implemented at the end of the report period. It's up to the district.
    - Each implemented practice is reported in **Table 3: Implementation Table.**
        - Select the *Report 1: July 1, 2025 – December 31, 2025*, for **Reporting Period**.
        - Each implemented practice reported requires an associated HUC12 location and an NRCS practice code

        - If you know the HUC12 number or name, you can type in the box for **12-Digit HUC #/Name**
        - If you don't know the HUC12 number, you can determine it using the **HUC12 Lookup Map**. You can navigate the map

            using the control widgets. You can move the map about by hold-clicking on the map. Zooming can also be done by 'Control-Scroll'. Once found, click near the practice location to post a pin. The HUC12 number will appear below the map. Copy and paste the number in the **12-Digit HUC #/Name** box.
        - Select the **Activity Type Filter** to subset the appropriate **NRCS Practice Code/Names**
        - Select the pertinent NRCS Practice code by its name description.
        - Enter the **Number of Units** for the implemented practice.
        - Select all the **WQ Parameters of Concern** and **Funding Sources** that apply.
        - The **Notes** section provides a space for you to add additional information about the practice, such as how it relates to a project or specific conservation plan, or when a practice location crosses jurisdictional boundaries.

- Once all Technical Assistance events and on-the-ground practices have been reported, you can click on the inverted triangle next to **Task 2: Technical Assistance** to collapse this section.

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- Reporting for **Tasks 3-9** is dependent on SOW budget allocations. The reporting is a single narrative for each report period. There are no tables to populate with events, activities or practices. Because six months is long time, districts are encouraged to note relevant task events in the reporting text box over that course of the six months that they can integrate into a narrative form near the reporting period deadline.
- Tables 4-8 are optional, but districts are encouraged to report as appropriate.
- Once you have finalized your R1 form, click on **Report Status**.
    - Select documents to upload with your report if this applies to your district. As noted, this is not common.
    - Click on **What is the status of your SOW form?** and select "Report1: Ready for Review."
    - Add the date and time for submission and then click **Save**.
- Your Regional Water Quality Specialist will then initiate the review process and let you know when there are comments for you to review and consider.