

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

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| **SWCD Name:**      |
| **SWCD Contact:**      |

**General Instructions:**

* *Only activities directly related to agricultural water quality are eligible for SOW funding (with the exception of Task 7: Other Activities).*
* *If you are using SOW funds to pay for activities in a Strategic Implementation Area (SIA), your Oregon Department of Agriculture (ODA) Regional Water Quality Specialist (RWQS) will provide additional reporting instructions.*
* *Contact your ODA RWQS or the ODA Grants Administration Officer if you have questions.*
* *ODA is providing a companion “SOW Instructions” document with background, instructions, and definitions for the SOW and Focus Area Action Plan (FAAP).*

# Tasks 1-9: District-Wide and Focus Area

Total percent (and funds) for SOW Tasks 1-9**:** After you determine the percent (and funds) for each task in the SOW (highlighted in yellow), add up all percents (and funds) and record the totals here:

Total SOW percent: \_\_\_\_\_% (should equal 100%)

Total SOW funds: $ \_\_\_\_\_\_ (should equal $000,000.00; amount is subject to final approval by the Oregon Watershed Enhancement Board [OWEB])

**Task 1: Agricultural Water Quality Landowner\* Engagement**

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

Estimated budget percent and funds: \_\_\_\_\_\_% ($ \_\_\_\_\_\_\_)

Recommended: 5% - 30% of total SOW funds

(The information below may be deleted if no funds are assigned to this task.)

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| Task description: 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).  |
| Describe planned SWCD activities for 2023-2025 (recommended): |

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 (ag) 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.

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### Table1: Agricultural Landowner Engagement (Inputs)

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| Quarter # | Management Area | # of events that actively engage agricultural landowners in AgWQ (workshops, demonstrations, tours) | # of agricultural landowners participating in active events | # of agricultural landowners provided with brochures / fact sheets / mailings, etc. |
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| Q2 |  |  |  |  |
| Q3 |  |  |  |  |
| Q4 |  |  |  |  |
| Q5 |  |  |  |  |
| Q6 |  |  |  |  |
| Q7 |  |  |  |  |
| Q8 |  |  |  |  |

### Task 2: Technical Assistance for Agricultural Landowners (Inputs)

Estimated budget percent and funds: \_\_\_\_\_\_% ($\_\_\_\_\_\_\_\_\_\_)

Recommended: 25% - 75% of total SOW funds

(The information below may be deleted if no funds are assigned to this task.)

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| Task description: Provide technical assistance to agricultural landowners, directly related to the specific strategies and activities in the Area Plan or the Area Rules. |
| Describe planned SWCD activities for 2023-2025 (recommended): |

Activities allowed: Consultations; site visits; conservation planning; project design; grant writing for agricultural landowner projects; staff time to implement landowner conservation practices; compliance site visits with ODA; and project management/inspection/verification not covered in other grant agreements. Project implementation must have a strong connection to ag water quality (e.g., riparian restoration and associated weed control, irrigation efficiency, pasture management, manure management, cover crops, soil health, post-fire erosion or riparian work on ag lands, beaver restoration / beaver dam analogs); on-site training for volunteers who are helping with project implementation (e.g., riparian planting). Refer to Area Plan for additional activities.

Activities not allowed: Projects with no/weak connection to ag water quality (e.g., weed control that is on non-agricultural lands; fuels reduction; post-fire response on non-ag lands; alternative energy; non-ag rain gardens/rain harvesting; non-ag culvert replacement; and instream habitat enhancement that does not also improve water quality).

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### Table 2: Technical Assistance (TA) for Agricultural (Ag) Landowners (LO) (Inputs)

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| Quarter # | Management area | # of ag LO provided with one-on-one TA (e.g., phone, walk-in, booth, email, event, or site visit) | # of on-site TA visits | # of fund applications submitted for ag LO projects | # of fund applications awarded for ag LO projects | # of conser-vation plans written | # of acres in conser-vation plans that were written |
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| Q2 |  |  |  |  |  |  |  |
| Q3 |  |  |  |  |  |  |  |
| Q4 |  |  |  |  |  |  |  |
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### Table 3: Ag Water Quality On-The-Ground Practices Implemented (Outputs)

### Report in quarter when practice was completed.

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| Quar-ter # | 12-Digit HUC # | NRCSPracticeCode | NRCSPracticeName | NRCSUnit(acres, feet, #) | R-Riparian; U- Upland | # Imple-mented | Notes | Funding Source(s):(e.g., OWEB, CREP, EQIP, etc.) |
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*Add more lines when needed.*

### Task 3: Biennial Review Activities (Required Task)

Estimated budget percent and funds: \_\_\_\_\_\_% ($ \_\_\_\_\_\_\_)

Recommended: 5% - 10% of total SOW funds

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| Task description: 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). |
| Describe planned SWCD activities for 2023-2025 (required): |

Activities allowed: Activities directly related to the biennial review of the Area Plan (and the Area Rules, as needed); facilitation and/or hosting of biennial review meetings communication with Local Advisory Committee (LAC) members; Area Plan review, accomplishment reports, monitoring reports, mailings, printing and postage, note-taking at meetings, meeting room, meeting refreshments, presentations, tours; work with ODA to recruit new LAC members, as needed.

Activities not allowed: Costs above per diem rates for food, lodging, and travel.

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

Estimated budget percent and funds: \_\_\_\_\_\_% ($ \_\_\_\_\_\_\_)

Recommended: 5% - 15% of total SOW funds

(The information below may be deleted if no funds are assigned to this task.)

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| Task description: Participate in monitoring of instream water quality or land conditions. Must relate to ag water quality. Monitoring Types:1. 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.
2. SWCD-assisted monitoring: Briefly describe partner(s) and SWCD role(s), parameters to monitor, frequency, and geographic scope.
3. Grant writing to fund monitoring.
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Activities allowed: Developing 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; developing and implementing 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.

**Monitoring Type A Tables:**

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| Location: Parameters:  |

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| Quarter | Planned Quarterly Activities | Quarterly Accomplishments |
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**Monitoring Type B and C Tables:**

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| Provide an overview of planned SWCD activities for 2023-2025 (recommended): * Type B (SWCD-assisted monitoring):
* Type C (grant writing to fund monitoring):
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Report quarterly Monitoring Type B and C activities:

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### Task 5: Partnerships for AgWQ assessments, project planning, securing funding, and etc.

Estimated budget percent and funds: \_\_\_\_\_\_% ($ \_\_\_\_\_\_\_)

Recommended: 5% - 10% of total SOW funds

(The information below may be deleted if no funds are assigned to this task.)

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| Task description: Collaboration with partners, stakeholders, agencies, and organizations. Activities must be related to ag water quality. Reporting narrative should describe which partnership, the partners, the purpose, etc. |
| Describe planned SWCD activities for 2023-2025 (recommended): |

Activities allowed: Coordination or participation in partnerships to plan or prioritize efforts, secure funding, develop cooperative agreements, and/or implement projects related to ag water quality.

Activities not allowed: Collaborative groups with primary focus on weeds, forestry, energy, or urban issues. These activities can be reported in Task 7: Other Activities or in Table 4 (Non-SOW SWCD Activities).

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### Task 6: Staff Training

Estimated budget percent and funds: \_\_\_\_\_\_% ($ \_\_\_\_\_\_\_)

Maximum: 5% of total SOW funds

(The information below may be deleted if no funds are assigned to this task.)

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| Task description: Ag water quality-related training for SWCD staff. |
| Describe planned SWCD activities for 2023-2025 (recommended): |

Activities allowed: Training for SWCD staff related to implementing the Area Plan and SOW tasks including agricultural practices, conservation planning, monitoring, public contracting, grant writing.

Activities not allowed: Board member / director training; staff training / professional development not related to ag water quality, the Area Plan, or implementation of the SOW (e.g., QuickBooks, fuels reduction, alternative fuels, rain gardens, backyard composting, non-riparian weeds, pollinators).

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### Task 7: Other Activities

Estimated budget percent and funds: \_\_\_\_\_\_% ($ \_\_\_\_\_\_\_)

Maximum: 5% of total SOW funds

(The information below may be deleted if no funds are assigned to this task.)

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| Task description: Workgroup participation, technical assistance, or other activities not directly related to ag water quality or implementation of the Area Plan. Must meet the purpose and requirements of Measure 76 (restore and protect natural resources, including fish and wildlife habitat and watersheds).  |
| Describe planned SWCD activities for 2023-2025 (recommended): |

Activities allowed: Project implementation (or grant writing) not fitting specific task descriptions above (e.g., non-ag water quality, weed control on non-ag lands, pollinators, habitat, post-fire response on non-ag lands, etc.); monitoring (or grant writing) related to aquatic or upland habitat or species (e.g., pollinators, salmonids, sage grouse, etc.).

Activities not allowed: Student/children-related events and activities (Envirothon, outdoor school, youth presentations, poster contests); activities that are not consistent with Measure 76.

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

Estimated budget percent and funds: \_\_\_\_\_\_% ($ \_\_\_\_\_\_\_)

Recommended: 10% - 15% of total SOW funds

(The information below may be deleted if no funds are assigned to this task.)

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| Task description: Time spent to develop, track, and report on SOW activities and finances. |
| Describe planned SWCD activities for 2023-2025 (recommended): |

Activities allowed: SOW development; tracking and reporting of task activities and financial information. Not intended to cover the SWCD’s overall operating expenses.

Activities not allowed: Annual report; annual audit; annual meeting; annual work plan; long-range plan; SWCD board meetings; and general operating expenses not directly related to the SOW.

### Task 9: Focus Area

Estimated budget percent and funds: \_\_\_\_\_\_% ($ \_\_\_\_\_\_\_)

Recommended if using this task: 25% (or more) of total SOW funds; discuss lower percent with your ODA RWQS

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| Task description: The Focus Area is an SWCD-led effort to concentrate implementation of the Area Plan in a watershed. The Focus Area process involves documenting initial conditions and tracking outcomes resulting from implementation. Focus Area results allow the Ag Water Quality Program to quantify progress toward achieving ag water quality goals.  |
| Instructions: Task 9 is optional (no longer required). SWCDs with a Focus Area need to develop and implement an ODA-approved Focus Area Action Plan (FAAP). Use the 2023-2025 FAAP form, provided by ODA, for all new and continuing Focus Areas. See the associated “FAAP Examples” file for examples and additional instructions. Submit the 2023-2025 FAAP with the 2023-2025 Capacity Grant application and also each quarter for reporting purposes.  |

Activities allowed: Development of new FAAP; revision of existing FAAP; ag landowner engagement; technical assistance; fund applications; partnerships in the Focus Area; water quality monitoring; presentations and adaptive management discussions with LAC, SWCD board, or partners; development and implementation of assessment methods for the Focus Area milestone and measurable objective.

Activities not allowed: Ag water quality activities outside the Focus Area are reported in Tasks 1-8 of the SOW; non-ag water quality activities within the Focus Area are reported in Task 7: Other Activities.

# Optional Reporting Tables

**Table 4: Non-SOW SWCD Activities**

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| Quarter # | Please describe any SWCD-sponsored projects, innovative ideas, cooperative efforts and/or events, or other items of interest that occurred each quarter, but are not reported under Tasks 1-9. Add more lines when needed.  |
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**Table 5: Challenges, Obstacles, Concerns, and Training Needs**

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| Quarter # | Please describe any obstacles and/or challenges the SWCD experienced each quarter relating to the SOW, a Strategic Implementation Area, a Focus Area, or non-SOW activities. Include specific suggestions for assistance or training that would help the SWCD in achieving the goals of the Ag Water Quality Program, and any areas where the SWCD needs assistance or clarification from ODA staff. Add more lines when needed.  |
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**Table 6: Climate Change Adaptation and Mitigation**

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| Quarter # | Please identify any activities in Tasks 1-9 that are also intended to help ag landowners or communities adapt to climate change or mitigate climate change impacts. ODA is seeking information on SWCD climate change efforts, as part of ODA’s response to the Governor’s 2020 Climate Change Executive Order (EO 20-04, [www.oregon.gov/gov/Pages/carbonpolicy\_climatechange.aspx](http://www.oregon.gov/gov/Pages/carbonpolicy_climatechange.aspx)).  |
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### Table 7: Agricultural Drainage Channel Maintenance

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| Quarter # | Please identify any activities in Tasks 1-9 that are related to the ODA Agricultural Drainage Channel Maintenance (ADCM) program. Include any technical assistance, site visits, training, or outreach related to agricultural drainage.  |
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**Table 8: Groundwater Management Area Mitigation Activities**

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| Quarter # | Please identify any activities in Tasks 1-9 that are also intended to help mitigate groundwater contamination. This can be education, outreach, land management implementation, or monitoring that directly relates to irrigation management, nutrient management, soil moisture and percolation monitoring, and ground water monitoring. Information on state locations and affects can be found at: <https://www.oregon.gov/deq/wq/programs/Pages/GWP-Management-Areas.aspx> |
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