

## **OWEB Council Support Work Plan Instructions**

**Background:** OWEB is in the beginning phases of moving from an application based council support review, award, and reporting process to a work plan based process. The first step in this process was to hold trainings around the state on the importance and uses of work plans and introduce councils to the new OWEB council support work plan document.

**Purpose:** Council Support work plans are meant to demonstrate the variety of activities that councils are working on how those activities relate to watershed and organizational limiting factors. The work plan will make it easier for councils to report to OWEB on the council's progress on work plan elements during a biennia and between biennium while also providing councils the space to report on challenges and opportunities the council encounters while working on work plan elements.

**What to Include:** This work plan document is meant to be updated overtime, with progress reported, new projects added, and projects removed. Councils should include all council activities on this work plan, not just OWEB funded projects, because the work plan will be used in the future as the council support application and should demonstrate the variety of activities the council is working on. Councils should add more space as needed while filing out the work plan, there is no page limit.

**Council:** Name of the council submitting the work plan.

**Date Established:** Date the council was locally recognized or began meeting if before September 9, 1995.

**Period:** Time frame the work plan covers.

**Date submitted:** Date submitted to OWEB

**Review and adopted by board and date:** If the board of the council reviewed and adopted the work plan at a council meeting check yes and provide the date of that meeting.

**Limiting Factors:** Just like in previous council support applications we want the council to identify its watershed limiting factors. If there are watershed limiting factors the council is not addressing because partners in the watershed are addressing those limiting factors please include that information here. Also please list 1-3 organizational limiting factors such as board recruitment, staff capacity.

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**Program Category:** In this column you need to choose one of the five program categories listed below, this is not the space to describe your project, just choose the program category that your project or activity corresponds with.

1. Outreach - activities that provide information to increase awareness and understanding of watershed restoration and protection.
2. Restoration – A project that involves an on the ground element.
3. Planning/Assessment/Monitoring – We have grouped these three types of projects together. Planning includes technical assistance projects; assessment projects means a project that systematically reviews existing information about watershed conditions and processes, and monitoring projects are projects that identify conditions in the watershed.
4. Partnership – These projects should focus on activities that are specifically designed to improve the effectiveness of the organization through partnership building throughout the watershed.
5. Leadership/Organizational – These projects should focus on activities that are specifically designed to improve the effectiveness of the organization through the organization's leadership role in the watershed or improving how the organization functions.

**Council Priority:** Fill in high, medium, or low depending on the priority of the activity for the council in relation to other work plan activities listed on the work plan.

**Limiting Factor(s) Addressed:** Fill in the corresponding limiting factor(s) listed in the **Watershed/Organization Limiting Factors** section of the work plan for each activity.

**Action/Project Description:** Provide a brief description of the project or action. This should be a very simple description; you can describe in detail the planned tasks in the next section.

**Planned Tasks/Deliverables/Partners:** Describe the tasks and deliverables associated with the activity, be brief. Also list the project partners.

**Progress (percent complete):** At the time the work plan is being submitted describe the percent complete of the various tasks and deliverables associated with the project or activity.

**Challenges/Opportunities:** What are the challenges and opportunities associated with the project? Use this space to explain why progress might be slowed or stalled and also what additional project opportunities might be developed from this project.