

CORRESPONDENCE/MEMORANDUM _____ **STATE OF WISCONSIN**

DATE: February 9, 2016

TO: Land and Water Conservation Departments

FROM: Richard Castelnuovo 
Bureau of Land and Water Resources

SUBJECT: New annual work plan requirements

Background: To receive annual DATCP grant funds, counties have historically been required to have a current work plan on file with the department. As part of the transition to 10 year approvals of Land and Water Resource Management (LWRM) plans, the Land and Water Conservation Board (LWCB) implemented requirements designed to improve county work plans. These requirements include the following accountability measures: identification of priority activities; specific, measurable benchmarks and targets for planned activities; an effective priority farm strategy. The LWCB, at its February 2 meeting, agreed that efforts should be made to improve annual work planning conducted by counties and to evaluate the results of the new approach. The LWCB also agreed to reduce the annual and multi-year work planning requirements as part of a county's request for approval of its 10 year LWRM plan.

New Work Plan Requirements: Beginning in 2016, all counties will be required to submit an annual work plan with their DATCP grant application by the April 15th deadline. The annual work plan must be submitted on the approved template and must meet the other requirements specified in this memorandum. These annual work plans will be incorporated into the LWRM plan revisions to streamline this process, which will likely satisfy TMDL and other program DNR requirements.

Specific Changes in Requirements: The following summarizes the new work plan requirements:

1. All counties will be required to submit an annual work plan with their DATCP grant application, with the first annual work plan due on or before April 15, 2016.
2. Annual work plans submitted by counties must cover activities to be performed in the year in which the application is submitted. The first plans must cover activities planned for CY 2016.
3. Annual work plans must be submitted on a DATCP-approved template (attachment provided separately) with standardized headers. Counties must make a reasonable attempt to describe NR 151 implementation activities (as required by ATCP 50) using the examples provided by DATCP (Attachment provided).
4. Annual work plans are limited to no more than four pages in length including completion of the first page of required entries where goals and objectives are listed in bold.
5. Annual work plans must only include priority activities, and should cover activities beyond the required entries on the first page. Counties should add their own priorities as indicated in the example work plan prepared by DATCP.

6. Each planned activity described in the annual work plan must include a benchmark by which to measure performance.
7. The planned activities described in an annual work plan should account for at least 50 percent of available county staff hours for the year.
8. For all activities related to the installation of conservation practices, work plans must include performance measures related to sediment and phosphorous reductions. Where possible reductions should be indicated for other practices (see CREP example)

Reporting on Implementation of Planned Activities: Beginning in 2017, DATCP will ask counties to report on their progress implementing activities listed in their annual work plans. In 2017, counties will report on activities listed in the work plans submitted in April 2016 as part of the counties 2018 grant application.

Incorporation into LWRM Plan Revisions: The new requirement for annual work plans will streamline county preparation of LWRM plan revisions. Instead of including an extensive description of planned activities to implement each of their goals and objectives, counties may generally describe their goals and objectives, and highlight key activities to achieve these goals and objectives. This new system of annual work plans will satisfy the requirement for LWRM plan approval in ATCP 50.12(2)(j), Wis. Admin. Code, related to “measurable annual and multi-year benchmarks” as long as the county continues to submit an annual work plan with measurable benchmarks each year during the period in which its LWRM plan is approved.

Input to Improve the Work Planning Process: DATCP will be working with counties, the LWCB, and DNR to improve the annual work planning process. Specifically, we will be looking at ways to simplify our forms and focus submissions to provide only needed information. We also will work with DNR to ensure that annual work plans can be used to meet DNR program requirements. We will be checking in with the LWCB to get feedback, with our first presentation scheduled for April of 2016.

20__ ANNUAL WORK PLAN, COUNTY LOCALLY-IDENTIFIED PRIORITIES

Annual work plans (a) must be consistent with the goals and objectives described in the County's LWRM Plan, (b) are limited to no more than four pages in length including completion of the first page of required entries where goals and objectives are listed in bold, (c) must only include priority activities (and should describe activities beyond the required entries), (d) have benchmarks for each planned activity, and (e) identify performance measures related to sediment and nutrient (e.g. phosphorous) reductions if applicable. The planned activities described in an annual work plan must account for at least 50 percent of available county staff hours for the year.

GOAL/OBJECTIVE (Include LWRM plan references, i.e. goal number and objective number)	PLANNED ACTIVITIES WITH BENCHMARKS (identify focus areas, e.g. HUC 12 watershed code)	ESTIMATE OF STAFF COSTS (Hours if not accounted for)	ESTIMATE OF COST- SHARING	PERFORMANCE MEASUREMENTS
Farm inspections to implement state performance standards and prohibitions	<i>Conduct 20 farm inspections, and document compliance status (includes FPP), in recently designated Agricultural Enterprise Area.</i>	\$6000 (200)	0	# of inspections performed # of compliance certificates, compliance schedules or letters issued
Cropland conservation practices installed to implement state performance standards and prohibitions	<i>Install cropland practices in North Creek Subwatershed:</i> <ul style="list-style-type: none"> • 3 waterways cost-shared • 5 nutrient management plans cost-shared • 10 NM plans generated through farmer training <i>Provide technical assistance including training and plans reviews</i> <ul style="list-style-type: none"> • 300 hours of staff time 	\$9,000 (300)	\$30,000 SWRM (B) \$28,000 SWRM (S)	# of staff hours expended for training, design and installation Type and units of practice(s) installed Amount of cost-share dollars spent # lbs of sediment reduced (approved method used) # lbs of P reduced (approved method used) # acres of cropland in compliance with a performance standard (e.g. soil erosion, tillage setback)
Livestock facility conservation practices installed to implement state performance standards and prohibitions	<i>Install livestock practices</i> <ul style="list-style-type: none"> • 2 new storage facilities cost-shared • 1 storage facility closure cost-shared • 2 barnyard systems cost-shared <i>Provide technical assistance including design preparation and construction oversight</i> <ul style="list-style-type: none"> • 300 hours of staff time 	\$9,000 (300)	\$50,000 SWRM (B) \$150,000 TRM \$100,000 EQIP	# of staff hours expended for design and installation Type and units of practice(s) installed Amount of cost-share dollars spent # lbs of sediment reduced (approved method used) # lbs of P reduced (approved method used) # of livestock facilities in compliance with a performance standard
Permits issued or obtained in connection with practices installed	<i>Issue 5 manure storage permits issued; Assist with 3 DNR permits</i>	\$3,000 (100)	0	# of staff hours # permits issued or obtained
Conservation practices installed to implement LWRM priorities	<i>Install conservation practices:</i> <ul style="list-style-type: none"> • 3 stream bank restorations <i>Provide technical assistance including design preparation and construction oversight</i> <ul style="list-style-type: none"> • 100 hours of staff time 	\$3,000 (100)	\$30,000 SWRM (B)	# of staff hours expended for design and installation Type and units of practice(s) installed Amount Cost-share dollars spent # lbs of sediment reduced (approved method used) # lbs of P reduced (approved method used)

