AGRICULTURAL RELATED PROJECTS IN THE SWIMS PROGRAM

This document will provide guidance to SWCDs on how to set-up the SWIMS program so that Agricultural Projects and Best Management Practices (BMPs) completed by SWCDs can be captured for reporting to local entities and sponsors, and for statewide reports.

LAND AND WATER PROJECTS

In order to make projects conducted with SWCD assistance reportable, SWCDs should create in SWIMS a separate Land Water (L & W) project for each Project they're involved with. This would apply to any "on the land" project that the SWCD would like to capture staff time for, as well as the BMPs and quantities completed with the project.

Project vs. Practice

There is a lot of confusion as to whether or not a Land and Water Project in SWIMS is setup by the "project" or the "practice". The answer is: It depends on how you want to charge your staff time.

For example: Joe Smith has been approved for an EQIP contract that contains the following CNMP, Manure Storage Structure, Roof Runoff, and Filter Strip practices. You have a few options on how to enter this information into SWIMS:

1. **EQIP-Smith-Headquarters:** This is setup as one big project that allows work on any of the above BMPs to be used to charge time to. Under the practice tab, you would be able to add the individual BMPs and capture quantities for each BMP. The drawback is that you cannot capture time on the individual BMPs you have worked on. Time spent on the CNMP will be lumped in with time spent surveying the filter strip. For contributing agreements and to have the ability to track time spent on the individual BMPs you will want to have some separation.

2. **Projects: EQIP-Smith-CNMP and EQIP-Smith-Headquarters:** This allows you to charge time spent on the CNMP separately from all other work on the EQIP contract.

3. **Some other combination of practices that you want to track time on specifically**: If your office wants to see how much staff time is being spent on Filter Strips, then all Filter Strip practices should be setup as separate projects.

4. **Charging time to a specific BMP** within a project is now an option in SWIMS. As long as you list the BMPs in the BMP tab, a check box in timesheets will allow you to attach your hours to that specific BMP, if so desired.

A. Project Set-up:

Step 1: Creating/naming the projects in the L&W module.
Use of a consistent naming convention will allow for consistent reporting results. For example please use the following type of naming convention: **Program – landowner name – Project or practice**

Examples:
- EQIP – Jones – Pasture Management
- CRP-– Weston - Waterway
- 319 – Smith- Riparian Buffer

Putting "Program Type" in the front of each L&W project name, will allow querying to be done on all projects that contain "EQIP" or "319" or "CRP" ~~the~~ project name. This will also group all like projects together on your L&W projects list.

Once the project is created in the L&W module, time can then be charged by staff against each individual project. Summary reports and queries are then available for each project showing individual employee or entire staff time spent on a project.

Step 2: Choosing a Project "Category"
When setting up the project in the L&W module, select the most appropriate type from the project "**Category**" list. Do not leave this blank, as reports will be completed based on this box.

Step 3: Choosing a "Program" Type
From the "**Program"** type list, choose one of the following which best describes the project. This may be EQIP, 319, CRP, or another local option, but as above, do not leave this blank as reports will be completed based on this box as well.

Step 4: Assigning BMPs to the Project
To spatially capture and record the work being completed by SWCDs, the BMPs that are assigned to a L&W project are "drawn and saved" in the L&W module's GIS interface. Drawing and saving the BMPs in the GIS then allows reporting to be done by: SWCD, Township, 11 digit watershed, 14 digit watershed, State "House and Senate" districts as well as Federal Congressional district. The BMPs you will assign to Agricultural projects will be used to delineate the acres in the practice planned, the length (ft.) of the planned practice, or the instances of occurrence depending on the BMP selected.

Please assign the proper BMPs to each project. These are found on the L&W BMP list that exists in the L&W module. To access the list, click on the "Add BMP" button, then choose the following BMPs:

- All individual Projects should have at least one BMP added to locate and define the BMP being installed in this project. From the BMP list choose the appropriate BMP(s) and assign it/them to the project.

- For each BMP that you assign/add to the project, click on/highlight them with your mouse/cursor, then click on "Edit BMP" button, when the "Edit BMP' box appears on the screen, enter the total acres/feet/instance in the "Practice Measurement" field. Then click the "OK" button to save.

- When you go into the SWIMS GIS to draw and save the BMP(s), simply locate on the aerial where the practice to be installed is located and draw the shape (shape to be drawn is predetermined by the BMP chosen). BMPs quantified by acres are drawn as a polygon, BMPs quantified by feet are drawn as lines, and BMPs quantified as instances are drawn as points).

B. Charging Time To Projects - Additional Info
Once projects are set-up as L&W projects, you then have the ability to charge time against them. By using the comment box on the Timesheet you can describe the activity or activities that the hours charged against the project represents.

Remember, since the Timesheet "Comments" box is queriable, you can very easily run a query to obtain hours spent doing specific activities for individual Wildlife projects. This does require the consistent use of consistent verbiage to describe those activities. This can be easily accomplished by creating a list of activities that can then be cut and pasted by SWCD staff into the Timesheet comment box. A sample list might include the following:

- Survey
- Design
- Planning
- Follow up

As long as you consistently cut and paste the activities into the comment box, you can run a query to show time spent on that particular activity.

C. Conservation 6 Notes
Conservation 6 notes are accessible either through the Client or L&W module. The 6 notes allow you to capture the date and notes for a particular visit or phone call with a landowner/client. This is a good way to document follow up visits or occasions where additional information/contact was given to the person.